



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635**

**JAN 29 2009**

**MEMORANDUM FOR ASSOCIATE DIRECTOR FOR EDUCATION AND  
PRINCIPAL DEPUTY DIRECTOR, DODEA  
ASSOCIATE DIRECTOR FOR FINANCIAL AND  
BUSINESS OPERATIONS  
DIRECTOR, DDESS/DODDS-CUBA  
DIRECTOR, DODDS-EUROPE  
DIRECTOR, DODDS-PACIFIC/DDESS-GUAM**

**SUBJECT: Recruitment, Relocation, and Retention Incentives**

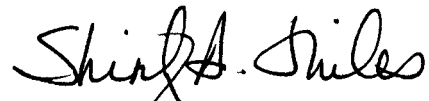
The Department of Defense Education Activity (DoDEA) will implement and utilize recruitment, relocation, and retention incentive authorities in accordance with the Department of Defense (DoD) Policy, Plan, and Addendum 1 to recruit and retain a viable civilian workforce. This policy supersedes the interim plan and applicable sections of subchapter 575 of DoD 1400.25-M, Civilian Personnel Manual which is pending revision.

Under the authority of the Under Secretary of Defense, Personnel and Readiness, the Director, DoDEA, is authorized to grant or deny requests and extend or terminate recruitment, relocation, and retention incentive payments according to agency needs. Employees assigned to the Senior Executive Service, Prevailing Rate, National Security Personnel System, Teaching Position, and Administratively Determined positions are eligible to receive an incentive.

Requests with supporting documentation to receive an incentive shall be submitted to the DoDEA, Human Resources Regional Service Center (HRRSC). Coordination with the HRRSC is required to ensure adherence to applicable administrative procedures when incentives are initiated, extended, reduced, or terminated. Following approval, employee's must sign a service agreement. The signed service agreement will be forwarded to the HRRSC, and a personnel action will be processed through the Defense Civilian Personnel Data System to initiate and terminate an incentive. Determinations to pay a recruitment or relocation incentive must be made prior to the employee entering duty status for the position to which recruitment or relocation is occurring. Sample service agreements are attached for your use.

Copies of the DoD Policy, Plan and Addendum 1 are available at:  
<http://www.dtic.mil/whs/directives/corres/pdf/pr060921retention.pdf>  
<http://www.dtic.mil/whs/directives/corres/pdf/pr080205retention.pdf>

If you have any questions, please contact the Strategic Initiatives and Policy Division at 703-588-3801.

A handwritten signature in black ink that reads "Shirley A. Miles". The signature is written in a cursive style with a large, stylized 'S' at the beginning.

Dr. Shirley A. Miles  
Director

Attachments:

As stated



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
HUMAN RESOURCES  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1634

MEMORANDUM FOR (EMPLOYEE'S OFFICE)  
(ATTN: EMPLOYEE'S NAME)

SUBJECT: Service Agreement for a Recruitment Incentive

The Department of Defense Education Activity (DoDEA) has determined that the position you have been offered, (Position Title, Series, Grade/Band) is a hard-to-fill position, and the competencies you possess are critical to the successful accomplishment of DoDEA's current mission requirements.

Under the condition of this recruitment incentive agreement the total amount of the recruitment incentive you will receive is \$ \_\_\_\_\_, which shall be paid (lump sum at the beginning of the service period/equal or variable installment payments throughout the service period; or a final lump sum payment at the end of the specified service period). You agree to remain in DoDEA for a period of \_\_\_\_\_ (months/years). The service period shall commence on \_\_\_\_\_ and end on \_\_\_\_\_, unless you are separated for reasons beyond your control and which are acceptable to DoDEA. This recruitment incentive is not considered as part of your basic rate of pay and is effective \_\_\_\_\_.

The conditions of employment specific to this agreement as described in 5 CFR 575.106 are attached. (Specify the conditions of employment specific to this memorandum which warrant the recruitment incentive here or attach as separate page.)

In accordance with this agreement, you acknowledge that:

\_\_\_\_\_ You will no longer be eligible for the recruitment incentive if you voluntarily end your employment with DoDEA, are demoted or separated for cause, receive a performance rating of record less than "Fully Successful," Level 3, or equivalent, or violate the terms of this memorandum. If you fail to complete the period of service for the foregoing reasons, you must reimburse DoDEA for the amount of the full benefits received that are in excess of the amount attributable to completed service.

\_\_\_\_\_ Management may terminate this agreement at any time, such as, in order to avoid a reduction-in-force, reassignment to a different position, or in the case of insufficient funds.

\_\_\_\_\_ The authorizing official may unilaterally terminate a recruitment incentive based solely on a management need, and if you cannot complete the period of service because the authorizing official unilaterally terminated a service agreement, you are entitled to all payments previously received. Furthermore, a decision to terminate this agreement may not be grieved or appealed.

\_\_\_\_\_ The periods of time on a detail or in a paid leave status are creditable towards completion of the service period. The periods of time in a non-pay status are not creditable towards completion of the service period.

\_\_\_\_\_ You agree that if you do not remain in DoDEA and the organization specified above, you will repay to the agency the recruitment incentive that is in excess of the amount attributable to completed service. You understand that under such circumstances these monies are recoverable from you as a debt due the United States Government.

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved/Disapproved

Dr. Shirley Miles  
Director

cc:  
Official Personnel Folder (Original)  
Employee's Supervisor  
Recruitment Case File



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MEMORANDUM FOR (EMPLOYEE'S OFFICE)  
(ATTN: EMPLOYEE'S NAME)

SUBJECT: Service Agreement for a Relocation Incentive

The Department of Defense Education Activity (DoDEA) has determined that the position you have been offered, (Position Title, Series, Grade/Band) is a hard-to-fill position, and the competencies you possess are critical to the successful accomplishment of DoDEA's current mission requirements.

Under the condition of this relocation incentive agreement, you will receive \$ \_\_\_\_\_, which shall be paid in (lump sum at the beginning of the service period, in equal or variable installment payments throughout the service period, or a final lump sum payment at the end of the specified service period). The service period shall commence on \_\_\_\_\_ and end on \_\_\_\_\_, unless you are separated for reasons beyond your control and which are acceptable to DoDEA. This relocation incentive is not considered as part of your basic rate of pay. In addition, you understand that payment of this relocation incentive is contingent upon your establishing a residence in the new commuting area.

The conditions of employment specific to this agreement as described in 5 CFR 575.106 are attached. (Specify the conditions of employment specific to this memorandum which warrant the relocation incentive here or attach as separate page.)

In accordance with this agreement, you acknowledge that:

\_\_\_\_\_ You will no longer be eligible for the relocation incentive if you voluntarily end your employment with DoDEA, are demoted or separated for cause, receive a performance rating of record less than "Fully Successful," Level 3, or equivalent, or violate the terms of this memorandum. If you fail to complete the period of service for the foregoing reasons, you must reimburse DoDEA for the amount of the full benefits received that are in excess of the amount attributable to completed service.

\_\_\_\_\_ Management may terminate this agreement at any time, such as, in order to avoid a reduction-in-force, reassignment to a different type of position, or in the case insufficient funds.

\_\_\_\_\_ The authorizing official may unilaterally terminate a relocation incentive based solely on a management need, and if you cannot complete the period of service because the authorizing official unilaterally terminated a service agreement, you are entitled to all payments previously received. Furthermore, a decision to terminate this agreement may not be grieved or appealed.

\_\_\_\_\_ The periods of time on a detail or in a paid leave status are creditable towards completion of the service period. The periods of time in a non-pay status are not creditable towards completion of the service period.

\_\_\_\_\_ You agree that if you do not remain in DoDEA and the organization specified above, you will repay DoDEA the relocation incentive that is in excess of the amount attributable to completed service. You understand that under such circumstances these monies are recoverable from you as a debt due the United States Government.

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved/Disapproved

Dr. Shirley Miles  
Director

cc:  
Official Personnel Folder (Original)  
Employee's Supervisor  
Recruitment Case File



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MEMORANDUM FOR (EMPLOYEE'S OFFICE)  
(ATTN: EMPLOYEE'S NAME)

SUBJECT: Service Agreement for a Retention Incentive

The Department of Defense Education Activity (DoDEA) has identified a need to retain you in your current position (Position Title, Series, Grade/Band) in order to meet the current mission requirements.

Under the condition of this retention incentive agreement, you will receive \$ \_\_\_\_\_, which will be paid in (single lump sum payment paid upon completion of the service period or in installments after the completion of specified periods of service). The service period shall commence on \_\_\_\_\_ and end on \_\_\_\_\_, unless you are separated for reasons beyond your control and which are acceptable to DoDEA. This retention incentive is not considered as part of your basic rate of pay and is effective \_\_\_\_\_. (Note: A service agreement is not needed if the retention incentive is paid in bi-weekly installments.)

The conditions of employment specific to this agreement as described in 5 CFR 575.106 are attached. (Specify the conditions of employment specific to this memorandum which warrant the retention incentive here or attach as a separate page.)

In accordance with this agreement, you acknowledge that:

\_\_\_\_\_ You will no longer be eligible for the retention incentive if you voluntarily end your employment with DoDEA, are demoted or separated for cause, receive a performance rating of record less than "Fully Successful," Level 3, or equivalent, or violate the terms of this memorandum. If you fail to complete the period of service for the foregoing reasons, you must reimburse DoDEA for the amount of the full benefits received that are in excess of the amount attributable to completed service.

\_\_\_\_\_ Management may terminate this agreement at any time, such as, in order to avoid a reduction- in-force, reassignment to a different position, or in the case insufficient funds.

\_\_\_\_\_ The authorizing official may unilaterally terminate a retention incentive based solely on a management need, and if you cannot complete the period of service because the authorizing official unilaterally terminated a service agreement, you are

entitled to all payments previously received. Furthermore, a decision to terminate this agreement may not be grieved or appealed.

\_\_\_\_\_ The periods of time on a detail or in a paid leave status are creditable towards completion of the service period. The periods of time in a non-pay status are not creditable towards completion of the service period.

\_\_\_\_\_ This retention incentive will be reviewed at least annually to determine if payment is still warranted.

\_\_\_\_\_ You agree that if you do not remain in DoDEA and the position for which an incentive is paid, you will repay to the agency the retention incentive that is in excess of the amount attributable to completed service. You understand that under such circumstances these monies are recoverable from you as a debt due the United States Government.

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved/Disapproved

Dr. Shirley Miles  
Director

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Official Personnel Folder (Original)  
Employee's Supervisor  
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MEMORANDUM FOR (EMPLOYEE'S OFFICE)  
(ATTN: EMPLOYEE'S NAME)

SUBJECT: Enhanced Retention Incentive (Base Realignment and Closure)

The Department of Defense Education Activity (DoDEA) has identified a need to retain you in your current position (Position Title, Series, Grade/Band) in order to meet the current mission requirements before the closure or relocation of your organization.

You will be paid an enhanced retention incentive, but the incentive may not be paid in full before you complete the period of service covered by the payment. It can be paid in a single lump-sum payment after the completion of the full service period, or in installments after the completion of specified periods of service. Under the conditions of this agreement, you will receive an enhanced retention incentive percentage rate of \_\_\_\_\_ of your basic rate of pay and it will be paid out:

\_\_\_\_\_ Installments after the completion of specified periods of service at a reduced percentage rate with the remaining balance paid in full upon completion of the service period. (Please specify.)

\_\_\_\_\_ Lump-sum payment after the completion of the full service period.

The service period shall commence on \_\_\_\_\_ and end on \_\_\_\_\_ unless you are separated for reasons beyond your control and which are acceptable to DoDEA. This retention incentive is not considered as part of your basic rate of pay and is effective \_\_\_\_\_.

The conditions of employment specific to this agreement as described in 5 CFR 575.315 are attached. (Specify the conditions of employment specific to this memorandum which warrant the retention incentive here or attach as separate page.)

In accordance with this agreement, you acknowledge that:

You will no longer be eligible for the retention incentive if you voluntarily end your employment, are demoted or separated for cause, receive a performance rating of record less than "Fully Successful," Level 3, or equivalent, if the closure or relocation is cancelled, if the you move to a position not affected by closure or relocation, if you accept an offer to relocate with the organization, move to a position within the organization that is not covered by this service agreement, or violate the terms of this memorandum. If you fail to complete the period of service for the foregoing reasons, you

must reimburse DoD for the amount of the full benefits received that are in excess of the amount attributable to completed service.

Management may terminate this agreement at any time, such as, in order to avoid a reduction-in-force, reassignment to a different position, or in the case of insufficient funds.

The authorizing official may unilaterally terminate a retention incentive based solely on a management need, and if you cannot complete the period of service because the authorizing official unilaterally terminated a service agreement, you are entitled to all payments previously received. Furthermore, a decision to terminate this agreement may not be grieved or appealed.

The periods of time on a detail or in a paid leave status are creditable towards completion of the service period. The periods of time in a non-pay status are not creditable towards completion of the service period.

This retention incentive will be reviewed at least annually to determine if payment is still warranted.

You agree that if you do not remain in DoDEA and the organization specified above, you will repay to the agency the retention incentive that is in excess of the amount attributable to completed service. You understand that under such circumstances these monies are recoverable from you as a debt due the United States Government.

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved/Disapproved

Dr. Shirley A. Miles  
Director

cc:  
Official Personnel Folder (Original)  
Employee's Supervisor  
Recruitment Case File