

## Recruitment, Relocation and Retention Incentive (3Rs) Comparison Chart

	COVERED POSITIONS	FOR WHOM?	CRITERIA	SERVICE AGREEMENT	HOW PAID
<p><b>Recruitment Incentive</b></p> <p>Up to 25% of the annual rate of basic pay (including special rate or locality pay) multiplied by the number of years in the service period (NTE 4 years)</p>	<p>GS, WG, WM, Senior-Level (SL), Scientific and Professional (ST), career SES, ES, and DOC Alternative Personnel System employees.</p> <p>EXCLUDED: Presidential appointees, noncareer SES, agency heads, and employees in positions excepted from the competitive service because of their confidential, policy determining, policy-making, or policy-advocating nature (e.g., Schedule C appointees)</p>	<p>New appointments including an employee reappointed with a 90-day break in service</p>	<p>In absence of the incentive, the agency would encounter difficulty in filing the position with a highly qualified candidate. Must consider the following:</p> <ul style="list-style-type: none"> <li>- availability and quality of candidates possessing the competencies required for the position;</li> <li>- the salaries typically paid outside the Federal Government for similar positions;</li> <li>- recent turnover in similar positions;</li> <li>- employment trends and labor market factors;</li> <li>- special or unique competencies required for the position;</li> <li>- agency efforts to use non-pay authorities;</li> <li>- the desirability of duties, work or organization environment or geographic location of the position; and</li> <li>- other supporting factors</li> </ul> <p>Request/Decision must be in writing</p>	<p>YES</p> <p>Not less than 6 months or longer than 4 years</p>	<p>Options:</p> <ul style="list-style-type: none"> <li>- initial lump sum at beginning of service period;</li> <li>- installments through the service period;</li> <li>- final lump-sum payment upon completion of the service period; or</li> <li>- combination of these methods</li> </ul>
<p><b>Relocation Incentive</b></p> <p>Same as above</p>	<p>Same as above</p>	<p>Current employees</p>	<p>Same as above</p>	<p>YES</p> <p>Not to exceed 4 years</p>	<p>Same as above</p>
<p><b>Retention Incentives</b></p> <p>Up to 25% of the annual rate of basic pay (including special rate or locality pay) if authorized for an individual; or</p> <p>Up to 10% of the annual rate of basic pay if authorized for a group or category of employees</p>	<p>Same as above</p>	<p>Current employees</p>	<p>Agency must determine that:</p> <ul style="list-style-type: none"> <li>- the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee; <b>and</b></li> <li>- the employee would be likely to leave the Federal service (for any purpose) in absence of the incentive.</li> </ul> <p>If for current employee that is likely to leave for a different Federal position, agency must determine:</p> <ul style="list-style-type: none"> <li>- given the agency's mission requirements and the employee's competencies, the agency has a special need for the employee's services that makes it essential to retain the employee in his or her current position during a period of time before the closure or relocation of the employee's office, facility, or organization; <b>and</b></li> <li>- the employee would be likely to leave for a different position in the Federal service in the absence of the incentive.</li> </ul> <p>Written determination must address the extent to which the employee's departure would affect the agency's ability to carry out an activity or perform a function that is essential to the agency's mission. It should also address the success of recent efforts to recruit candidates with similar qualifications and the availability of candidates in the labor market, as applicable.</p>	<p>YES</p>	<p>Options:</p> <ul style="list-style-type: none"> <li>- installments after the completion of specified periods of service within the full period of service required by the service agreement; or</li> <li>- single lump sum after completion of the full period of service required by the service agreement</li> </ul>