

United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service
Grain Inspection, Packers and Stockyards Administration

Directive MRP 4500.1

10/3/12

RECRUITMENT AND RETENTION INCENTIVES

1. PURPOSE

This Directive establishes Marketing and Regulatory Programs (MRP) policy for implementing key provisions of the Federal Employees Pay Comparability Act (known either as FEPCA or Pay Reform) of 1990 and the Federal Workforce Flexibility Act of 2004.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces MRP 4500.1, Recruitment and Retention Incentives, dated 11/1/06.

3. AUTHORITIES/REFERENCES

This Directive supplements the following laws, rules, and regulations:

- a. Pay Reform Act, Public Law (PL) 101-509, dated 11/5/90.
- b. Title 5, United States Code, Parts 5377, 5391, and 6303.
- c. Title 5, Code of Federal Regulations, Parts 530, 531, 550, 553, 572, 575, and 630.
- d. United States Department of Agriculture Office of Personnel Letters 338-9, dated 7/26/91; and 572-1, dated 3/5/91.
- e. Section 202(a) of the Federal Workforce Flexibility Act of 2004 (PL 108-411, dated October 30, 2004).
- f. Federal Register (FR), Volume 70, Number 82, dated April 29, 2005.
- g. FR, Volume 71, Number 180, dated September 18, 2006.
- h. Departmental Manual 4050-575-001, Pay Administration – Recruitment, Relocation and Retention Incentives, dated June 21, 2010.

4. POLICY

- a. It is MRP policy to provide managers and supervisors with the necessary Human Resource incentive tools to improve their ability to recruit and retain a quality workforce.
- b. Before this policy can be implemented for employees in recognized bargaining units, agencies must discharge their bargaining obligations.

5. OPERATING GUIDELINES

Additional information may be found in the HRDG Chapter 4500, Recruitment and Retention Incentives. This Directive and HRDG Chapter 4500 are available on the MRPHR home page at <http://www.aphis.usda.gov/mrpbs/hr/index.shtml> the APHIS electronic library at www.aphis.usda.gov/library and the AMS Administrative Issuances home page at www.ams.usda.gov/issuances

6. INQUIRIES

Direct general inquiries on procedural matters to the servicing personnel office. Direct requests for policy interpretations on complex issues to the Pay, Leave, and Tours of Duty Specialist, Human Resources Policy Branch, MRP-HRD.

/s/

Marilyn L. Holland
Acting Deputy Administrator
MRP Business Services