

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

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**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](http://www.aphis.usda.gov/library) and the AMS Administrative Issuances home page at [www.ams.usda.gov/issuances](http://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