

CPAC'S QUICK FACTS

MAY 2011

New Recruitment Incentive Available

Credit for non-federal work experience and certain military time can now be applied toward annual leave accrual rates for new employees to recognize skills and experience previously obtained through non-federal, active duty military or volunteer work. Although there is no entitlement to credit for this experience, it is a discretionary flexibility designed for use in meeting civilian strategic human capital needs and could serve as a significant incentive for attracting and retaining new employees.

To be eligible, an employee must be receiving his or her first appropriated fund appointment (regardless of tenure) as a civilian employee of the Federal Government or be re-appointed following a break in service of at least 90 days after his or her last period of civilian Federal employment. The employee's skills and experience must be directly related to the duties of the position to which the employee is being appointed.

Approving officials must consider such factors as the currency and relevancy of the experience to be credited; the criticality of the position to the organization's mission; the difficulty in filling the position; and existing capabilities to attract candidates when determining whether to authorize credit toward leave accrual, and when determining the amount of service that will be credited. Such credit should be considered when it would serve as an incentive to acquire high quality talent for positions that are important to mission accomplishment or achievement of performance goals.

The minimum amount of service that may be credited is one year. The maximum cannot exceed the actual years and months of service during which the expertise was attained and the directly-related duties were performed. Military service for which an employee already receives credit toward annual leave accrual cannot be used in determining the amount of service that may be credited under this incentive (no double dipping).

The employee must complete one year of continuous service within the Department of Defense (DoD). An employee who separates or transfers to a non-DoD federal agency prior to completion of the one year of service will not retain service credit for non-Federal or Military Service – an adjustment of the employee's service computation date for leave will be completed prior to the transfer or separation. All unused annual leave will transfer to the new agency or be paid out in a lump sum if separating. Leave without pay status will lengthen the one year service requirement except for instances when the employee is absent due to military service or a compensable injury.

Approving officials who wish to offer this incentive to a new employee must provide the CPAC with written documentation *prior to* the effective date of the applicant's entrance on duty. More information, including implementing guidance, sample forms for documenting leave credit determinations, and a quick reference guide, is available at <http://www.cpol.army.mil/library/benefits/2011-0506-DAPE-CPZ.html>.

Additional information regarding use of the new recruitment incentive and delegation of approval authority will be disseminated as soon as it is available. If you have any questions, please contact the CPAC.



Fort Riley

Civilian Personnel Advisory Center

319 Marshall Avenue

Fort Riley, Kansas 66442

785-239-6004

Issue 11-03