



Fact Sheet

Recruitment Incentive

Incentives are for positions likely to be difficult to fill in the absence of a recruitment bonus and are used only for candidates not previously employed by Federal Civil Service or for a former Federal employee with at least a 90-day break in service. For a former Federal employee, a recruitment incentive may be paid only when the employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent. The determination to pay a recruitment incentive must be made before the prospective employee enters on duty in the position for which recruited. The appropriate authorizing official must review and approve the recruitment incentive determination before the National Capital Region Medical Directorate MTFs and Centers pays the incentive to the employee.

Payment

The bonus may be up to 25 percent of the annual rate of basic pay, including locality, and special rate that has been offered to a candidate. The bonus can be paid in a lump sum or installments throughout the service period required by the Service Agreement.

FOR PHYSICIANS AND DENTISTS, the Activity Compensation Panel must review and the Authorized Management Official must approve the use of a Recruitment Bonus that will be paid in installments.

Service Agreement

All recipients of a recruitment incentive are required to sign an agreement to remain employed for a period of at least 12 months, or repay the incentive.

References

5 U.S.C. 5753

5 CFR part 575, subpart A

NCR-MD Administrative Instruction 1432.01