



National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION



FEB 05 2015
NUMBER 1432.01

PERS

SUBJECT: Incentives and Allowances to Attract and Retain Civilian Employees

References: See Enclosure 1

1. PURPOSE. In accordance with (IAW) the authority in References (a) through (e), this Administrative Instruction (AI):

a. Cancels Joint Task Force National Capital Region Medical Instruction (JTF CAPMED-I) 1432.01 (Reference (f)) and reissues it to update policy and responsibilities for civilian incentives and allowances.

b. In accordance with DoD policy, assigns responsibilities, and establishes procedures regarding the use of relocation, recruitment, and retention incentives, Superior Qualification Appointments (SQAs), enhanced leave accrual, and student loan repayment that may be used to attract and retain top-quality civilian employees.

2. APPLICABILITY. This AI applies to the National Capital Region Medical Directorate (NCR MD), Walter Reed National Military Medical Center to include the DiLorenzo Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Joint Medical Treatment Facilities (MTFs) and Centers.

3. POLICY. It is NCR MD policy to:

a. Attract and retain quality civilian employees by utilizing incentives such as recruitment, relocation, retention incentives, SQAs, student loan repayment, and additional leave accrual credit IAW References (h) through (k).

b. Maximize recruitment of highly qualified civilian applicants by offering incentivizing pay rates and allowances that are comparable to pay rates and allowances in the private sector.

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c. Review all individual and group incentives at least annually to determine if payment is still warranted and justified under current conditions. Discontinue those incentives that are no longer needed.

d. Utilize an electronic workflow, including form submission via e-mail and providing digital signatures to expedite the review and approval processes.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. See Enclosure 3

6. RELEASABILITY. **Cleared for public release.** This AI is approved for public release and is available on the Internet from the NCR MD Website at www.capmed.mil.

7. EFFECTIVE DATE. This AI:

a. Is effective immediately for non-bargaining unit employees. It will go into effect for bargaining unit employees upon the completion of statutory bargaining obligations.

b. Will expire 10 years from the publication date if it hasn't been reissued or cancelled before this date in accordance with DoD Instruction 5025.01 (Reference (g)).


R.C. BONO
RADM, MC, USN
Director

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region Medical Directorate (NCR MD) Concept of Operations, September 10, 2013
- (d) Deputy Secretary of Defense Memorandum, "Authority for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (e) Office of the Assistant Secretary of Defense Health Affairs Memorandum, "Legal Effect of Joint Task Force Guidance after October 1, 2013," October 4, 2013
- (f) JTF CAPMED-I 1432.01, "Incentives and Allowances to Attract and Retain Civilian Employees," April 2, 2012 (*hereby cancelled*)
- (g) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014, as amended
- (h) 5 CFR, Subparts A, B and C, "Recruitment Incentive," "Relocation Incentive," "Retention Incentive," respectively
- (i) 5 CFR 327, "Repayment of Student Loans"
- (j) DoD Instruction 1400.25, Volume 451, "Awards," November 4, 2013
- (k) DoD Instruction 1400.25, Volume 575, "Recruitment and Relocation Bonuses, Retention Allowances and Supervisory Differentials," administratively reissued April 6, 2009

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ENCLOSURE 2RESPONSIBILITIES1. CHIEF, NCR MD PERSONNEL BRANCH. Chief, NCR MD Personnel Branch will:

a. Oversee and monitor the NCR MD Incentives and Allowances Programs from a regional perspective to ensure consistency and conformity to governing regulations and rules. Coordinate with the CHRC Director and with leadership throughout the Region on issues related to the Incentives and Allowances Programs.

b. Develop and deliver an annual regional report on the use of all incentives and allowances and an overall analysis of the effectiveness of incentives in attracting quality candidates and reducing turnover in "hard-to-fill" positions.

c. Submit reports as required to higher-level HQs on the use of incentives and allowances authorized under this AI.

2. DIRECTORS JOINT MTF AND CENTER. The Director of a Joint MTF or Center will:

a. Ensure incentives and allowances are utilized properly and IAW this policy statement.

b. Serve as the approving official for any requested waiver of recovery of an employee's debt if an employee does not fulfill the terms of a Service Agreement.

3. MANAGERS AND SUPERVISORS. The Managers and Supervisors will:

a. Provide required documentation when proposing the use of Recruitment, Relocation or Retention Incentives, Credit for newly appointed prior Non-Federal and Uniformed Service selectees for Determining Annual Leave Accrual Rate, SQAs, or Student Loan Repayment.

b. Ensure that the employee signs a NCR MD Service Agreement and forward the signed agreement to the Civilian Human Resource Center (CHRC) for retention.

c. Review retention allowances at least every 12 months, approving officials shall make a written determination of whether the allowance is still warranted and that the conditions giving rise to the original determinations still exist, or whether the allowance should be recomputed based on the higher salary resulting from a pay increase or changing labor market conditions. Submit the Incentive Request Form to modify, extend or terminate a retention incentive to the CHRC prior to the review expiration date. (Note: Failure to submit written documentation to CHRC that the allowance is still warranted will prevent any personnel actions to be processed for the employee.)

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4. DIRECTOR, CIVILIAN HUMAN RESOURCES CENTER (CHRC). The Director, CHRC will:

a. Advise managers and supervisors concerning the use of incentives designed to recruit and retain candidates for employment and information necessary for the establishment of a bonus or allowance, and determine the eligibility of candidates to receive a bonus or allowance.

b. Recommend disapproval or modification of an incentive or allowance request where the position or individual does not meet established criteria. Serve as the final authority on applicability of relevant service for the determination of SQAs and Enhanced Leave Accrual credit.

c. Maintain file copies of all individual Service Agreements, incentives and allowances, including all documentation and records allowances in the employee's official personnel file.

d. Provide information on salary rates and incentive usage to requesting officials to ensure informed and equitable use of incentives and allowances.

e. Follow all established procedures for submission of approved incentives, including original and any amended Service Agreement for Student Loan Repayment. Follows established procedures to begin the debt collection processes for an employee who separates from the organization without completing the requirements of any Service Agreement, incentive or allowance.

5. HUMAN RESOURCE (HR) DEPARTMENT, HUMAN RESOURCE (HR) LIAISON, OR DESIGNATED MTF/CENTER ADMINISTRATORS. The HR Department, HR Liaison, or designated MTF/Center Administrators will:

a. Work with requesting managers and the CHRC Specialists to facilitate timely decision-making and processing of incentive and allowance requests.

b. Recommend disapproval or modification of an incentive or allowance request where there is information available that the approval of the request would not be consistent with program requirements.

c. Participate in regional HR and Human Capital initiatives to identify process improvements and tools that can be deployed regionally to enhance the use of incentives and allowances in recruiting and retaining high-quality employees.

d. Maintain records and data to support decision-making within their respective departments and organizations.

6. MTF AND THE JPC COMPTROLLERS. The MTF and the JPC Comptrollers will:

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- a. Ensure that funding is available for the payment of incentives and allowances deemed necessary to attract and retain a high-quality workforce.
- b. Certify the availability of funds for payment of specific incentives and allowances.
- c. Proceed with debt collection process, as stipulated by Reference (i), for employees who do not complete their period of service under the terms of the applicable Service Agreement.

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ENCLOSURE 3PROCEDURES1. DETERMINE WHETHER POSITIONS WILL BE/ARE DIFFICULT TO FILL

a. A retention allowance of up to 25 percent of basic pay may be offered to certain current employees in order to retain their services. The approving officer must certify in writing that 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; and absent a retention allowance, the employee would be likely to leave the Federal service.

b. The requesting official must first consider the factors below in determining whether a position or group of positions is likely to be difficult to fill in the absence of an incentive.

c. The requesting official may contact the CHRC for information on salaries and turnover experienced in recruiting or retaining specific types of positions and/or skills in the region. Where a position is approved for direct or expedited hiring, it is considered likely to be difficult to fill.

(1) The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for similar positions using indicators such as offer acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions;

(2) The salaries typically paid outside the Federal Government for similar positions;

(3) Recent turnover rates in similar positions;

(4) Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for similar positions;

(5) Special or unique competencies required for the position;

(6) NCR MD efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone, or in combination with a recruitment incentive;

(7) The desirability of the duties, work, or organizational environment, or geographic location of the position; or

(8) Other supporting factors.

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2. PREPARE A JUSTIFICATION FOR INCENTIVES COVERED BY THIS ADMINISTRATIVE INSTRUCTION

a. The requesting supervisor will address the following when developing justifications for incentives:

(1) Labor market factors that may affect the ability of the organization to recruit high-quality candidates. Compare indicators such as offer acceptance rates, the proportion of positions filled, and the length of time to fill similar positions.

(2) Special qualifications needed for the position.

(3) The extent of the individual's past training and experience that serves to qualify him or her for the position.

(4) The specialized skills that the individual possesses that will benefit the organization and are in addition to basic position requirements.

(5) The length of the Service Agreement proposed; for example, a higher bonus amount will be appropriate in cases where Service Agreements beyond the minimum period are being considered.

b. For SQAs only, requesting supervisors must consider a recruitment incentive before providing advance rates. Documentation of an SQA must include reasons for authorizing an advance rate instead of, or in addition to, a recruitment incentive. When using a recruitment bonus in conjunction with an SQA, the proposed incentive must address total compensation. Managers must be cognizant that an SQA not only increases base salary, but also affects retirement, life insurance, and other pay-based entitlements. Recruitment/Relocation/Retention incentives, enhanced leave credit and Student Loan Repayment have no effect on these payments.

3. SUBMIT REQUESTS ELECTRONICALLY. Supervisors should access the appropriate form to the CHRC Electronically at dha.bethesda.ncr-medical.mbx.ncr-md-chrc@mail.mil and submit through internal review processes via e-mail and use of electronic signatures.

4. COMPLETE INTERNAL COORDINATION

a. The requesting supervisor will submit the appropriate Incentive Request Form via the designated HR Liaison/Administrator for internal coordination, the determination of designated approving officials and the confirmation that funding for the requested incentive or allowance is available. The required documentation, including narrative justifications and attachments (such as the student loan confirmation letter) will be included in the request package.

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b. The HR Liaison/Administrator will work with the designated CHRC Specialist to confirm applicant eligibility and that the requested incentive or allowance meets the intent of the regulations (i.e., to properly support the recruitment or retention of an employee with unique qualifications or in a “hard-to-fill” position).

c. When the CHRC and HR Liaison/Administrator confirms that the incentive or allowance request is consistent with regulations and customary practice, the Director For or representative will be the authorizing official except in the case of incentives requested for physicians and dentists. For physicians and dentists, the HR Liaison and CHRC Specialist will coordinate review and approval with the Chair of the Activity Compensation Panel and the Authorized Management Official.

d. If the CHRC and/or HR Liaison/Administrator review identifies potential problems with the incentive or allowance request, these concerns will be annotated and forwarded to the NCR MD Personnel Branch for a final decision.

5. SUBMIT FORMS TO CHRC FOR FURTHER PROCESSING. After all internal coordination and approvals are completed; forms will be submitted to the CHRC electronically at dha.bethesda.ncr-medical.mbx.ncr-md-chrc@mail.mil.

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ENCLOSURE 4SAMPLE INCENTIVE FORMS

Fact Sheet

Superior Qualifications Appointment

A Superior Qualifications Appointment (SQA) is an initial appointment to Federal Service or a reappointment after a 90-day break in service in which starting pay is set above the first step of the grade based on superior qualifications gained in prior relevant work experience or because the individual's credentials or skills meet a special agency need that justifies the higher pay.

- The rate may not exceed the candidate's current actual earnings by more than 20 percent.
- The CHRC must validate the experience and/or education used to support the request for the SQA.
- FOR PHYSICIANS AND DENTISTS, the Activity Compensation Panel must review and the Authorized Management Official must approve the use of the SQA in setting pay.
- For Superior Qualifications Appointments, approving officials must first consider the possibility of a recruitment incentive under 5 CFR part 575, subpart A, in determining whether to use the advanced in-hire rate authority and in setting the higher rate of basic pay.
- Written approval of the advanced in-hire rate is filed permanently in the employee's official personnel folder. All supporting documentation, including the verification of existing pay, competing job offers, or salary history, should be retained by the approving official for the period of three years.

References

5 U.S.C. 5333
5 CFR 531.212
NCR-MD Administrative Instruction 1432.01

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SUPERIOR QUALIFICATIONS APPOINTMENT (SQA)

Request Worksheet



Selectee Name: _____ MTF/Center: (Select MTF or Center)
 Position Title: _____ Directorate/Division: _____
 Pay Plan: Series: Grade: Step: Department/Service/Branch: _____
 GS Hiring Manager: _____
 Base Salary \$ _____ Email: _____
 (not including locality/special rate): Telephone: _____
 RPA # (if applicable): _____

Proposed Step or Increased Rate (up to 20% of Base Salary): _____

If any answer below is "No," the SQA cannot be approved.

1. Has the position been designated as "hard to fill"? YES NO
2. Is the position covered in one of the approved categories provided in 5 CFR 575.103? YES NO
3. Is this incentive for a newly appointed employee as defined in 5 CFR 575.102? YES NO
4. Does the candidate possess superior qualifications for the position or do the candidate's services fill a special need of the agency? YES NO
5. Is the candidate's most recent performance rating of record at least "Fully Successful" or equivalent? (Skip this question if the incentive is for a newly appointed employee) YES NO
6. Was determination based on one or more of the following factors, as applicable in the case at hand? YES NO
 - Factors Considered (Please select all that apply)

<input type="checkbox"/> Candidate has special qualifications needed to meet mission requirements	<input type="checkbox"/> Desirability of the duties, work or organization environment, or geographic location of the position
<input type="checkbox"/> Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled	<input type="checkbox"/> Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled
<input type="checkbox"/> Recent turnover in the same or similar positions	<input type="checkbox"/> Success of recent recruitment efforts involving similar positions

Attach the Required Documents and Justifications to this Request Worksheet

Required Documents and Justification from Nominating Supervisor:

- Candidate's Resume (must show significant non-Federal experience that is directly applicable to the requirements of the position)
- Written explanation as to why a recruitment incentive was not chosen or why the SQA was offered in conjunction with a recruitment incentive
- Written documentation of superior qualifications of the individual or special agency need for the candidate's services that justifies a higher minimum rate
- Position description of the job being filled
- DD214 (Member 4 Copy needed) -Prior Military Only

CHRC Validation of Qualifications

Valid Invalid

Print Name: _____

Title/Rank: _____

Signature: _____

Resource Management

Approved Disapproved

Print Name: _____

Title/Rank: _____

Signature: _____

Nominating Supervisor

Approved Disapproved

Print Name: _____

Title/Rank: _____

Signature: _____

Second Level Approver (Optional)

Approved Disapproved

Print Name: _____

Title/Rank: _____

Signature: _____

Final Level Approver

Approved Disapproved

Print Name: _____

Title/Rank: _____

Signature: _____

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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

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RECRUITMENT INCENTIVE

Request Worksheet

Selectee Name: _____ MTF/Center: (Select MTF or Center)
 Position Title: _____ Directorate/Division: _____
 Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____
 GS _____ Hiring Manager: _____
 Annual Rate of Basic Pay \$ _____ Email: _____
 (including locality/special rate): _____ Telephone: _____
 RPA # (if applicable): _____

Proposed Recruitment Incentive Amount
 (up to 25% of annual rate of basic pay, including locality/special rate): _____

If any answer below is "No," a recruitment incentive cannot be approved.

1. Has the position been designated as "hard to fill"? YES NO
2. Is the position covered in one of the approved categories provided in 5 CFR 575.103? YES NO
3. Is the incentive for a newly appointed employee or a former Federal employee with at least a 90 day break in service? (Ref 5 CFR 575.102) YES NO
4. If the incentive is for a former Federal employee with a break in service, is the employee's most recent performance rating of record at least "Fully Successful" or equivalent? YES NO
(Skip this question if the incentive is for a newly appointed employee)
5. Was determination based on one or more of the following factors, as applicable in the case at hand? YES NO
 - Factors Considered (Please select all that apply)

<input type="checkbox"/> Candidate has special qualifications needed to meet mission requirements	<input type="checkbox"/> Success of recent recruitment efforts involving similar positions
<input type="checkbox"/> Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled	<input type="checkbox"/> Desirability of the duties, work or organization environment, or geographic location of the position
<input type="checkbox"/> Recent turnover in the same or similar positions	<input type="checkbox"/> Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled

Attach Required Justification to this Request

Justification must include:

- Explanation of why the position is "hard to fill"
- Explanation of the above factors considered for the incentive

Resource Management	Nominating Supervisor	Second Level Approver (Optional)	Final Level Approver
<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved
Print Name: _____	Print Name: _____	Print Name: _____	Print Name: _____
Title/Rank: _____	Title/Rank: _____	Title/Rank: _____	Title/Rank: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

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NATIONAL CAPITAL REGION MEDICAL DIRECTORATE
RECRUITMENT INCENTIVE
SERVICE AGREEMENT



MTF/Center: (Select MTF or Center)

Selectee Name:

SSN (Last Four):

Position Title:

Pay Plan: Series: Grade: Step:
GS

- I have had the opportunity to read the appropriate portion(s) of NCR-MD Administrative Instruction 1432.01, and agree to accept the applicable conditions specified therein, in order to receive the following incentive(s) and/or bonus(es).
- I agree to obligate service for a period of _____, with the agency mentioned above, whether or not the incentive(s) and/or bonus(es) continue(s) beyond the initial period agreed to below. If I do not complete the specified period as a Department of Defense (DoD) Civil Service employee, unless separated for reasons beyond my control and acceptable to the employing agency, I agree to repayment as specified in NCR-MD Administrative Instruction 1432.01.
- My period of service begins on _____.
- My period of service ends on _____.
- I further understand that if I enter a nonpay/nonduty status, my service period will be adjusted accordingly.
- The total amount of the recruitment incentive I will be receiving under this agreement is _____, which is paid in a(n) (Select Payment Type) _____.

(STATE CONDITIONS OF EMPLOYMENT SPECIFIC TO THIS AGREEMENT AS DESCRIBED IN 5 CFR 575.110 HERE OR ATTACH AS SEPARATE PAGE, IF APPLICABLE). ?

_____ Employee Initials

This information is subject to the Privacy Act of 1974, as amended.

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NCR-MD RECRUITMENT INCENTIVE SERVICE AGREEMENT

LOSS OF ELIGIBILITY FOR RECRUITMENT INCENTIVE

- I understand I will no longer be eligible for the recruitment incentive if I voluntarily end my employment with (Select MTF or Center), am demoted or separated for cause, reasons of misconduct or performance, receive a rating of record less than "Fully Successful" or equivalent, or in any way violate the terms of this agreement.
- I understand that the recruitment incentive may not continue for periods of leave without pay (LWOP). If LWOP occurs, this can result in loss in incentive benefits for these periods unless exceptions (i.e. returning from uniform service, full recovery from compensable injury, etc) are granted by the authorizing official.
- I understand that management may terminate this agreement at any time for reasonable cause, such as: in order to avoid a reduction in force, my reassignment to a different position, or in the case of insufficient funds.
- I understand that if I cannot complete the period of service because the authorizing official unilaterally terminated a service agreement based solely on a management need, I am entitled to all payments already received.
- Furthermore, I understand that a management decision to terminate this agreement may not be grieved or appealed.

REIMBURSEMENT OF RECRUITMENT INCENTIVE

- If I leave NCR-MD before I complete the period of service specified in this agreement, I will repay to the agency the recruitment incentive that is in excess of the amount attributable to completed service.
- I also understand that under such circumstances these monies are recoverable from me as a debt due to the United States Government.

 EMPLOYEE SIGNATURE _____
Date

I certify that I have discussed the conditions of the NCR-MD Recruitment Incentive program with this employee.

 APPROVING OFFICIAL SIGNATURE _____
Date

This information is subject to the Privacy Act of 1974, as amended. 2

Distribution of Copies: Original - Official Personnel Folder: 1 Copy -Employee; 1 Copy -Recruitment Case File; 1 Copy -Employing Office

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Fact Sheet

Retention Incentive

The National Capital Region Medical Directorate (NCR-MD) MTFs and Centers may pay a retention incentive to a current Federal Civil Service employee with 1 or more years of continuous Federal service as an incentive to remain employed with the MTF/Center if all three of the following conditions are met:

- the agency determines that 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;
- the employee would be likely to leave the Federal service in the absence of a retention incentive;
- the position occupied is designated as a "hard to fill" position.
 - Direct Hire Authority positions are automatically considered "hard to fill."
 - For positions not covered by Direct Hire Authority, it must be certified by the appropriate Director in writing that, absent the incentive, the employee would be likely to leave Federal Civil Service for employment outside the Federal Government.

This incentive may not be used to attempt to delay retirement, nor prevent the employee's transfer to another Federal Agency. The retention incentive may be paid for as long as the conditions warrant the incentive to exist. The incentive will expire and/or cancel annually on the anniversary of the initial certification or most recent recertification. In order to continue the incentive, it must be reviewed and recertified at least annually, and prior to the date of expiration.

Payment

The incentive may be up to 25 percent of the annual rate of basic pay, including locality, and special rate. It will be paid in bi-weekly installments as regular pay.

Service Agreement

A service agreement is not required for retention incentives that are paid in bi-weekly installments. An agency must notify an employee in writing when it terminates a retention incentive when no service agreement is required. Termination or reduction of a retention incentive is not grievable or appealable.

References

5 U.S.C. 5754
5 CFR part 575, subpart C
NCR-MD Administrative Instruction 1432.01

NCR-MD, Personnel Branch

Revised June 2014

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RETENTION INCENTIVE

Request Worksheet



Selectee Name: _____ MTF/Center: (Select MTF or Center)

Position Title: _____ Directorate/Division: _____

Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____

GS _____ Hiring Manager: _____

Annual Rate of Basic Pay \$ _____ Email: _____

(including locality/special rate): _____ Telephone: _____

RPA # (If applicable): _____

Proposed Retention Incentive Amount
(up to 25% of annual rate of basic pay, including locality/special rate):

If any answer below is "No," a retention incentive cannot be approved.

1. Is the individual a current Federal employee in the NCR-MD Region? YES NO
2. Does the candidate meet the definition of employee as defined in 5 CFR 575.302? YES NO
3. Is the encumbered position covered in one of the approved categories provided in 5 CFR 575.303? YES NO
4. Is the employee's most recent performance rating of record at least "Fully Successful" or equivalent? YES NO
5. Is the employee likely to leave Federal service in the absence of an incentive? YES NO
6. If the employee has received any previous recruitment or relocation incentives prior to receiving this retention incentive, has the employee completed the service agreement? YES NO
7. Was determination based on one or more of the following factors, as applicable in the case at hand YES NO
 - Factors Considered (Please select all that apply)

<input type="checkbox"/> Employee has special qualifications needed to meet mission requirements	<input type="checkbox"/> Success of recent recruitment efforts involving similar positions
<input type="checkbox"/> Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled	<input type="checkbox"/> Desirability of the duties, work or organization environment, or geographic location of the position
<input type="checkbox"/> Recent turnover in the same or similar positions	<input type="checkbox"/> Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled or there is a delay in filling it

Attach Required Justification to this Request

Justification must include:

- Explanation of why the position is "hard to fill"
- Explanation of the above factors considered for the incentive

Resource Management	Nominating Supervisor	Second Level Approver (Optional)	Final Level Approver
<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved
Print Name: _____	Print Name: _____	Print Name: _____	Print Name: _____
Title/Rank: _____	Title/Rank: _____	Title/Rank: _____	Title/Rank: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

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Fact Sheet

Service Credit for Enhanced Leave Accrual

The Service Credit for Enhanced Leave Accrual incentive allows for accrual of annual leave above the minimum rate normally set for new Federal employees. The higher leave accrual rate means that an employee earns more time off each pay period compared with the standard rate of accrual:

Creditable Federal Service	< 3 years	> 3 but < 15 years	15 years and up
Annual Leave Hours per Pay Period	4	6	8
Sick Leave Hours per Pay Period	4	4	4

- Managers/supervisors will recommend the amount of service credit to be granted based on years of the prior Non-Federal or Uniformed service that is relevant to the position.
- Validation of qualifications and job related experience is done by HR Specialists in the Civilian Human Resources Center (CHRC).
- The minimum amount of service that may be credited is 1 year. The amount of service credit may not exceed the actual amount of service during which the current expertise was attained and the directly-related duties were performed.
- Annual leave service credit must be approved before the effective date of initial appointment or reappointment.
- Service credited cannot be used for retirement or Reduction in Force purposes.

Service Requirement

Once an employee completes 1 full year of continuous service with the appointing agency, the period of service for which the employee was granted service credit for non-Federal or active duty uniformed service work experience is creditable for the purpose of determining the employee's annual leave accrual rate for the duration of the employee's career.

References

5 U.S.C. 2101(1)
 5 U.S.C. 6303(e)
 5 CFR 630.205
 NCR-MD Administrative Instruction 1432.01

NCR-MD, Personnel Branch

Revised June 2014

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SERVICE CREDIT for ENHANCED LEAVE ACCRUAL

Request Worksheet



Selectee Name: _____ MTF/Center: (Select MTF or Center)
 Position Title: _____ Directorate/Division: _____
 Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____
 GS _____ Hiring Manager: _____
 Base Salary \$ _____ Email: _____
 (not including locality/special rate): _____ Telephone: _____
 RPA # (if applicable): _____

Proposed # of Years Credited: _____ Proposed Leave Accrual Rate: _____

If any answer below is "No," the Service Credit cannot be approved.

1. Has the position been designated as "hard to fill"? YES NO
2. Is the position covered in one of the approved categories provided in 5 CFR 575.103? YES NO
3. Is the incentive for a newly appointed employee as defined in 5 CFR 575.102? YES NO
4. Are the skills and experience of the employee necessary to achieve an important agency mission or performance goal? YES NO
5. Have the skills and experience of the employee been acquired through performance in a non-Federal, Military Service or volunteer position having duties that directly relate to the duties of the position to which the employee is being appointed? YES NO
6. Was determination based on one or more of the following factors, as applicable in the case at hand? YES NO
 - Factors Considered (Please select all that apply)

<input type="checkbox"/> Candidate has special qualifications needed to meet mission requirements	<input type="checkbox"/> Desirability of the duties, work or organization environment, or geographic location of the position
<input type="checkbox"/> Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled	<input type="checkbox"/> Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled
<input type="checkbox"/> Recent turnover in the same or similar positions	<input type="checkbox"/> Success of recent recruitment efforts involving similar positions

Attach the Required Documents and Justifications to this Request Worksheet

Required Documents:

- Candidate's Resume (must show significant non-Federal experience that is directly applicable to the requirements of the position)
- Candidates written justification showing the number of years and months of work experience comparable to the position's duties
- Position Description and Vacancy Announcement of the Job being filled
- SF-144A
- DD214 (Member 4 Copy) -Prior Military Only

CHRC Validation of Qualifications <input type="radio"/> Valid <input type="radio"/> Invalid	Nominating Supervisor <input type="radio"/> Approved <input type="radio"/> Disapproved	Second Level Approver (Optional) <input type="radio"/> Approved <input type="radio"/> Disapproved	Final Level Approver <input type="radio"/> Approved <input type="radio"/> Disapproved
Print Name: _____	Print Name: _____	Print Name: _____	Print Name: _____
Title/Rank: _____	Title/Rank: _____	Title/Rank: _____	Title/Rank: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

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Fact Sheet

Relocation Incentive

The National Capital Region Medical Directorate (NCR-MD) MTFs and Centers may pay a relocation incentive to a current Federal employee who must relocate to accept a position in a different geographic area if the NCR-MD MTF/Center determines that the position is likely be difficult to fill in the absence of an incentive. A relocation 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.

Relocation to Different Geographic Area

A position is considered to be in a different geographic area if the worksite of the new position is 50 or more miles from the worksite of the position held immediately before the move. If the worksite of the new position is less than 50 miles from the worksite of the position held immediately before the move, but the employee must relocate (i.e., establish a new residence) to accept the position, an authorized MTF/Center official may waive the 50-mile requirement and pay the employee a relocation incentive. In all cases, an employee must establish a residence in the new geographic area before the MTF/Center may pay the employee a relocation incentive.

Payment

A relocation incentive may be used to pay a bonus of up to 25 percent of the annual rate of basic pay, including locality, and special rate to the employee. The bonus is paid in a lump sum at the beginning of the service period or installments throughout the service period as required by the Service Agreement. The MTF/Center may not pay a relocation incentive until the employee establishes a residence in the new geographic area.

Service Agreement

All recipients of a relocation 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

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RELOCATION INCENTIVE Request Worksheet



Selectee Name: _____ MTF/Center: (Select MTF or Center)
 Position Title: _____ Directorate/Division: _____
 Pay Plan: _____ Series: _____ Grade: _____ Step: _____ Department/Service/Branch: _____
 GS _____ Hiring Manager: _____
 Annual Rate of Basic Pay \$ _____ Email: _____
 (Including locality/special rate): _____ Telephone: _____
 RPA # (if applicable): _____

Proposed Relocation Incentive Amount
 (up to 25% of annual rate of basic pay, including locality/special rate):

If any answer below is "No," a relocation incentive cannot be approved.

1. Is the individual a current Federal employee? YES NO
2. Does the candidate meet the definition of employee as defined in 5 CFR 575.202? YES NO
3. Is the position covered in one of the approved categories provided in 5 CFR 575.205? YES NO
4. Is the employee's most recent performance rating of record at least "Fully Successful" or equivalent? YES NO
5. Has the position been designated as "hard to fill"? YES NO
6. Was determination based on one or more of the following factors, as applicable in the case at hand? YES NO
 - Factors Considered (Please select all that apply)
 - Candidate has special qualifications needed to meet mission requirements
 - Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled
 - Recent turnover in the same or similar positions
 - Success of recent recruitment efforts involving similar positions
 - Desirability of the duties, work or organization environment, or geographic location of the position
 - Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled

Attach Required Justification to this Request

- Justification must include:
- Explanation of why the position is "hard to fill"
 - Explanation of the above factors considered for the incentive

Resource Management	Nominating Supervisor	Second Level Approver (Optional)	Final Level Approver
<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved	<input type="radio"/> Approved <input type="radio"/> Disapproved
Print Name: _____	Print Name: _____	Print Name: _____	Print Name: _____
Title/Rank: _____	Title/Rank: _____	Title/Rank: _____	Title/Rank: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

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NATIONAL CAPITAL REGION MEDICAL DIRECTORATE
RELOCATION INCENTIVE
SERVICE AGREEMENT



MTF/Center: (Select MTF or Center)

Selectee Name:

SSN (Last Four):

Position Title:

Pay Plan: Series: Grade: Step:
GS

Previous Duty Location:

- I have had the opportunity to read the appropriate portion(s) of NCR-MD Administrative Instruction 1432.01, and agree to accept the applicable conditions specified therein, in order to receive the following incentive(s) and/or bonus(es).
- I agree to obligate service for a period of _____, with the agency mentioned above, whether or not the incentive(s) and/or bonus(es) continue(s) beyond the initial period agreed to below. If I do not complete the specified period as a Department of Defense (DoD) Civil Service employee, unless separated for reasons beyond my control and acceptable to the employing agency, I agree to repayment as specified in NCR-MD Administrative Instruction 1432.01.
- My period of service begins on _____.
- My period of service ends on _____.
- I further understand that if I enter a nonpay/nonduty status, my service period will be adjusted accordingly.
- The total amount of the relocation incentive I will be receiving under this agreement is _____, which is paid in a(n) (Select Payment Type) _____.
- I understand that payment of this relocation incentive is contingent upon my establishing a residence in the new commuting area.

(STATE CONDITIONS OF EMPLOYMENT SPECIFIC TO THIS AGREEMENT AS DESCRIBED IN 5 CFR 575.210; IF APPLICABLE ATTACH AS SEPARATE PAGE). ?

This information is subject to the Privacy Act of 1974, as amended.

_____ Employee
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NCR-MD RELOCATION INCENTIVE SERVICE AGREEMENT

LOSS OF ELIGIBILITY FOR RELOCATION INCENTIVE

- I understand I will no longer be eligible for the relocation incentive if I voluntarily end my employment with (Select MTF or Center), am demoted or separated for cause, reasons of misconduct or performance, receive a rating of record less than "Fully Successful" or equivalent, or in any way violate the terms of this agreement.
- I understand that the relocation incentive may not continue for periods of leave without pay (LWOP). If LWOP occurs, this can result in loss in incentive benefits for these periods unless exceptions (i.e. returning from uniform service, full recovery from compensable injury, etc) are granted by the authorizing official.
- I understand that management may terminate this agreement at any time for reasonable cause, such as: in order to avoid a reduction in force, my reassignment to a different position, or in the case of insufficient funds.
- I understand that if I cannot complete the period of service because the authorizing official unilaterally terminated a service agreement based solely on a management need, I am entitled to all payments already received.
- Furthermore, I understand that a management decision to terminate this agreement may not be grieved or appealed.

REIMBURSEMENT OF RELOCATION INCENTIVE

- If I leave NCR-MD before I complete the period of service specified in this agreement, I will repay to the agency the relocation incentive that is in excess of the amount attributable to completed service.
- I also understand that under such circumstances these monies are recoverable from me as a debt due to the United States Government.

EMPLOYEE SIGNATURE

Date

I certify that I have discussed the conditions of the NCR-MD Relocation Incentive program with this employee.

APPROVING OFFICIAL SIGNATURE

Date

This information is subject to the Privacy Act of 1974, as amended.

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Distribution of Copies: Original - Official Personnel Folder; 1 Copy -Employee; 1 Copy -Recruitment Case File; 1 Copy -Employing Office

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Fact Sheet

Student Loan Repayment

The Federal student loan repayment program permits the National Capital Region Medical Directorate (NCR-MD) MTFs and Centers to repay Federally insured student loans as a recruitment incentive for candidates or as a retention incentive for current employees of the NCR-MD MTFs/ Centers. In order to qualify, the loan must be insured or guaranteed under the Higher Education Act of 1965 or the Public Health Service Act. The candidate/employee must provide a letter from the loan holder verifying the existence of a Federally insured loan and showing the remaining balance of the loan.

Effective dates for Student Loan Repayments may NOT be retroactive.

Payment

NCR-MD MTFs and Centers may make payments of up to \$10,000.00 per year directly to the loan holder of a qualifying outstanding student loan. The lifetime maximum repayment per employee is \$60,000.00.

The loan repayment amount is considered a taxable wage and is subject to tax withholding.

Service Agreement

A written Service Agreement for not fewer than 3 years of continuous employment required without regard to the term of payments or total amount repaid. The application must be recertified at least annually; however, the term of the original Service Agreement remains in effect without regard to continuation of payments beyond the first year.

The service period begins on the date specified in the service agreement. The beginning date may not be:

- Earlier than the date the service agreement is signed; or
- Earlier than the date the individual begins serving in the position for which he or she was recruited (when student loan repayment benefits are approved to recruit a job candidate to fill a vacancy).

References

5 U.S.C. 5379
5 CFR Part 537
5 U.S.C. 2105
NCR-MD Administrative Instruction 1432.01

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NATIONAL CAPITAL REGION MEDICAL DIRECTORATE
STUDENT LOAN REPAYMENT
SERVICE AGREEMENT



Title 5 USC 5379 allows repayment of outstanding federally insured student loans made by educational institutions or banks and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act. Student loan repayments are made directly to the lender subject to the conditions stated in this agreement. Use of this authority in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service.

CONDITIONS OF EMPLOYMENT

(Select MTF or Center) _____ agrees to
provide a student loan repayment benefit to:

Selectee Name:

SSN (Last Four):

Position Title:

Pay Plan: Series: Grade: Step:
GS

subject to the conditions of employment stated in this document.

(STATE CONDITIONS OF EMPLOYMENT SPECIFIC TO EACH AGREEMENT AS DESCRIBED IN 5 CFR 537.107(a) HERE OR ATTACH AS SEPARATE PAGE, IF APPLICABLE). ?


_____ Employee Initials

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NCR-MD STUDENT LOAN REPAYMENT SERVICE AGREEMENT

LOAN REPAYMENT

- I agree to complete _____ years of service. 
- My period of service begins on _____.
- My period of service ends on _____
 - I further understand that if I enter a nonpay/nonduty status, my service period will be adjusted accordingly.
- In return, (Select MTF or Center) _____ will make payments on my outstanding federally insured loan(s) to: (If more than one lender, attach additional documentation as necessary.)
 - Lender Name:
 - Address:
 - Loan Account Number(s):

Annual Repayment Amount	Number of Years	Total

- I agree to notify my HR Representative immediately of any changes to the lender identified above in the servicing of my loan i.e., loan consolidation, assumption of loan by another lender, etc.

Increases or renewals made under this part not to exceed \$10,000 each calendar year up to a lifetime total of \$60,000 (may/may not) be made without requiring a new period of service. If increases or renewals are made, however, the (Select MTF or Center) _____ shall document the changes on a revised service agreement. The (Select MTF or Center) _____ shall provide the Defense Finance and Accounting Service (DFAS) with a copy of the amended service agreement to ensure the size and duration of payments to the loan holder are adjusted accordingly.

LOAN REPAYMENT PROCEDURES

DFAS will make payments to the lender on a biweekly basis. It will determine the amount to be paid by dividing the annual repayment amount by the number of pay periods in the year for which payments are made. This usually will be 26 payments per year, except for years having 27 pay periods. In those cases, 27 biweekly payments will be made. The loan repayment amount will be considered as taxable wages and tax withholding will be made on a biweekly basis as appropriate. The NCR-MD is not responsible for any late fees or penalties assessed by the loan holder(s) prior to, during, or subsequent to this agreement.

_____ Employee Initials

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
CHRC	Civilian Human Resources Center
DHA	Defense Health Agency
DoD	Department of Defense
FBCH	Fort Belvoir Community Hospital
GS	General Schedule
HR	Human Resources
IAW	in accordance with
JPC	Joint Pathology Center
JTF CAPMED	Joint Task Force National Capital Region Medical
JTF CAPMED-I	Joint Task Force National Capital Region Medical Instruction
MTF(s)	Medical Treatment Facility/Facilities
NCR	National Capital Region
NCR MD	National Capital Region Medical Directorate
OPM	Office of Personnel Management
SQA(s)	Superior Qualification Appointment(s)
WRNMMC	Walter Reed National Military Medical Center

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PART II. DEFINITIONS

Credit for prior Non-Federal and Uniformed Service selectees. The accrual of annual leave above the minimum rate normally set for new Federal employees. The higher leave accrual rate means that an employee earns more time off each pay period compared with the standard accrual:

Table 1. Service Credit

Creditable Federal Service	< 3 years	>3 but < 15 years	15 years and up
Annual Leave Hours per Pay Period	4	6	8
Sick Leave Hours per Pay Period	4	4	4

Managers/supervisors will recommend the amount of service credit to be granted based on years of the prior Non-Federal or Uniformed Service selectee that is relevant to the position. The final decision on granting Accelerated Leave Accrual will be made by the CHRC.

Recruitment Incentives. Incentives are for positions likely to be difficult to fill in the absence of a recruitment incentive and may be paid to an employee who is newly appointed to the Federal Government. “Newly appointed” refers to the first appointment (regardless of tenure) as an employee to the Federal Government, an appointment following a break in service of at least 90 days from a previous appointment as an employee of the Federal Government, or, in certain cases, an appointment following a break in service of less than 90 days from a previous appointment as an employee of the Federal Government. The incentive may be up to 25 percent of the Base Salary (including locality and special rate) that has been offered to a candidate. For Physicians and Dentists, the Activity Compensation Panel must review and the Authorized Management Official must approve the use of a Recruitment incentive. The incentive may be paid in a lump-sum payment at the beginning of the service period, in installments throughout the service period, as a final lump sum payment upon completion of the service period, or in a combination of these methods. The candidate is required to sign an agreement to remain employed for a period of at least 12 months, or repay the incentive as detailed in this Glossary.

Relocation Incentives. Incentives used for current Federal Civil Service employees (not newly appointed employees) is an incentive to accept a position in a different geographic area as defined by Office of Personnel Management (OPM). This may be used to pay a bonus of up to 25 percent of the Base Salary (including locality and special rate) that has been offered to the candidate. The bonus is paid in a lump sum or installments throughout the service period required by the Service Agreement. The candidate is expected to sign an agreement to remain employed for a period of at least 12 months, or repay the incentive as detailed in this Glossary. The candidate must complete the relocation to the new work place and change of residence before the incentive is paid.

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Retention Incentives. Incentives used for current Federal Civil Service employees within the enhanced multi-service market with 1 or more years of continuous service as an incentive to remain employed at the NCR MD, MTF, or Center. The employee must be occupying a position that is considered “hard-to-fill” because of a requirement for high or unique qualifications or there must be a special need for the employee’s services which makes it essential to retain the employee. (Direct Hire Authority positions are automatically considered “hard-to-fill.”) The allowance may be up to 25 percent of the employee’s current Basic Pay (to include a special or locality rate), and will be paid bi-weekly as regular pay. For positions not covered by Direct Hire Authority, it must be certified by the Department Chief in writing that, absent the allowance, the employee would be likely to leave Federal Civil Service for employment outside the Federal Government, as evidenced by a valid tentative job offer or other similar official documentation. This incentive may not be used to attempt to delay retirement, nor prevent the employee’s transfer to another Federal Agency. The retention allowance may be paid for as long as the conditions warrant the allowance to exist. The allowance will expire and/or cancel annually on the anniversary of the initial certification or most recent recertification. In order to continue the allowance, it must be reviewed and recertified at least annually, and prior to the date of expiration.

Service Agreements. Required for recruitment and relocation incentives, and for Student Loan Repayments. Service Agreements (using the link dha.bethesda.ncr-medical.mbx.ncr-md-chrc@mail.mil) are written agreements signed by the employee/selector and a management official by whom the employee agrees to remain as an NCR MD employee for a specific period of time. A period of at least 6 months, but not to exceed 4 years, is required for recruitment and relocation incentives. A minimum of 3 years is required for Student Loan Repayments (see definition below). The maximum amount of a recruitment or relocation incentive is dependent upon the length of the agreement decided by management and the candidate. If the employee terminates the Service Agreement by separation, transfer to another organization, or because of misconduct or documented substandard performance during the first year of employment, the employee will be required to repay a pro-rated portion of the incentive (see Table 3). If the employee is terminated during the period of the agreement and such termination is neither at the request of the employee or a result of misconduct or documented substandard performance, there will be no requirement for the employee to repay the incentive. The length of the Service Agreement determines the maximum percentage of Base Salary (excluding Local Market Supplement) to be offered as a bonus and is established as follows:

Table 2. Length of Service Agreement

Desired Length of Agreement (Months)	12 to 23	24 to 35	36 to 48
Maximum Percentage of Base Salary	6.00	14.00	25.00
Effective Annual Percentage at Minimum (Max/Years)	6.00	7.00	8.33

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Table 3. Length of Service Agreement and Completed Service

Completed Service (Months)	Agreement is for (Months)		
	12 - 23	24 - 35	36 - 48
Less than 12 Months	100 %	100 %	100 %
12 months but less than Agreement	None	50 %	50 %
24 months but less than Agreement	None	None	25%

Student loan repayment. Before authorizing a student loan repayment, the following must be determined: (1) employee (or job candidate) is highly qualified and otherwise eligible, (2) difficulty in filling the position. In a case where the authorization is granted to retain a current employee, the employee would be likely to leave the agency for employment outside the Federal Service and it is essential to retain the employee's high or unique qualifications or a special need of the agency. Payment are made to the loan holder of up to a maximum of \$10,000.00 for an employee in a calendar year and a total of not more than \$60,000 for any one employee. Loans eligible for payment are those made, insured, or guaranteed under Parts B, D, or E of Title IV of the Higher Education Act of 1965 or a health education assistance loan made or insured under Part A of Title VII or Part E of the Public Health Service Act. The employee must provide a letter from the loan holder verifying Federal insurance. The lifetime maximum repayment per employee is \$60,000.00. In order to be a qualifying loan, it must be insured or guaranteed under the Higher Education Act of 1965 and the Public Health Service Act. The employee must provide a letter from the loan holder verifying Federal insurance. The loan repayment amount is considered taxable wages subject to tax withholding. A written Service Agreement for not fewer than 3 years of continuous Federal Service is required, without regard to term of payments or total amount repaid. In addition, an employee must maintain an acceptable level of performance of fully successful or higher in order to continue to receive repayment benefits.

Superior Qualification Appointment (SQA). Approving officials must first consider the possibility of a recruitment incentive in determining to whether to use the advanced in-hire rate authority and in setting the higher rate of basic pay. Agencies may use the superior qualifications and special needs pay-setting authority to set the rate of basic pay to employees appointed to any General Schedule (GS) position, including permanent and temporary positions in the competitive or excepted service, upon first appointment as a civilian employee of the Federal Government or reappointment to a GS position after a 90-day break in service. The rate may not exceed the candidate's current actual earnings by more than 20 percent. Pay may be set at a rate above the minimum rate of the appropriate GS grade because of the superior qualifications of the candidate, or a special need of the agency for the candidate's services. The CHRC must approve the experience and/or education used to support the request for the SQA. For Physicians and Dentists, the Activity Compensation Panel must review and the Authorized Management Official must approve the use of the SQA in setting pay.