



Fact Sheet

Recruitment Incentive

Incentives are for positions likely to be difficult to fill in the absence of a recruitment incentive 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 pay the incentive to the employee.

Payment

The incentive 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 incentive is paid in a lump sum 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.

Determination and approval to pay a recruitment incentive must be made before the prospective employee enters duty in the position for which recruited. Payment for a recruitment incentive may be paid as an initial lump-sum payment at the commencement of the service period required by the Service Agreement or before the start of the service period. The incentives may be paid:

- (a) In a one-time payment at the beginning of the service period stated in the agreement;
- (b) In equal or variable installment payments throughout the service period required by the service agreement, or
- (c) As a final lump-sum payment at the end of the full service period required by the service agreement.

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
DOD Instruction 1400.25, volume 575