

ACQUISITION SUPPORT CENTER RECRUITMENT BONUS PLAN

DESCRIPTION: The Acquisition Support Center may pay a lump-sum recruitment bonus of up to 25 percent of the annual rate of basic pay to an employee newly appointed to a difficult-to-fill position.

COVERED POSITIONS: Recruitment bonuses may be paid to eligible individuals who are appointed to position in the Acquisition Demonstration Project, General Schedule (GS) positions or to another type of position for which the Office of Personnel Management (OPM) has approved such payments. By regulation, OPM has approved coverage of certain positions, including prevailing rate (wage), senior-level and scientific or professional (SL/ST), Senior Executive Service (SES), and Executive Schedule positions (except agency heads). OPM approves other categories upon written request from the head of the employing agency.

QUALIFYING APPOINTMENTS: Recruitment bonuses may be paid to an employee who is “newly appointed” to the Federal Government, including an employee reappointed with a 90-day break in service. An individual who receives a temporary appointment may be eligible as long as the appointment lasts at least six months.

SERVICE AGREEMENT: Before receiving a recruitment bonus, an employee must sign a written agreement to complete a specified period of employment with the Acquisition Support Center. The minimum service period is one year.

ASC PLAN: The Administrative Assistant to the Secretary of the Army has been delegated civilian personnel authorities for the HQDA consistent with those delegated to Major Commanders (MACOM). When not prohibited by policy or regulation and when deemed otherwise appropriate, the AASA will delegate this authority to HQDA Principal Officials for further delegation to Field Operating Agencies (FOA), and similarly to any Direct Reporting Units (DRU) for which you have staff oversight. Principal Official may redelegate this authority to Commanders/Activity Heads (Major General or Civilian Equivalents) who are outside of the National Capital Region.

CRITERIA FOR APPROVING BONUS: Before the employee enters on duty, the Program Executive Officer (PEO) or the Program Manager (PM) must determine in writing that, in absence of the bonus, the PEO/PM would encounter difficulty in filling the position. The PEO/PM must consider the following, as applicable: the success of recent efforts to recruit candidates for similar positions, recent turnover in similar positions, labor-market factors, special qualifications needed in the position, and the practicality of using superior qualifications appointment authority alone or in combination with a recruitment bonus.

GROUPS OF EMPLOYEES: The PEO/PM may target groups of positions that have been difficult to fill in the past or that are likely to be difficult to fill in the future and may make the required written determination to offer a recruitment bonus on a group basis.

APPROVAL LEVEL: A recruitment bonus must be approved by an agency official that is at a higher level than the official who recommended the bonus, unless there is no official at a higher level. To make a timely offer of employment, a higher-level official may establish specific criteria to allow the recommending official to offer a recruitment bonus without further review or approval.

PAYMENT: A recruitment bonus must be calculated as a percentage of the employee's starting annual rate of basic pay (excluding locality pay) at the time of appointment, not to exceed 25 percent. The bonus is paid in a lump sum. A bonus may be paid to an individual not yet employed who has received a written offer of employment and signed a written service agreement.

BASIC PAY: A recruitment bonus is not considered part of an employee's rate of basic pay for any purpose.

REPAYMENT: If an employee fails to complete the agreed-upon service period, he or she must repay the portion of the bonus attributable to the uncompleted period. Exception: No repayment is required if the employee is involuntarily separated (for reasons other than misconduct or delinquency).

PROGRAM OVERSIGHT AND EVALUATION: The Acquisition Support Center, HRMD, is responsible for the oversight and evaluation of this plan and the execution of its policies throughout ASC and our supporting PEO/PM organizations.

REFERENCES: The Acquisition Support Center's Recruitment Bonus Plan is in compliance with the following regulations: 5 U.S.C. 5753, 5 CFR part 575, subpart A, SC575. Subchapter 575, SC575.1, SC575.2, SC575.3 and SC575.4.