

ACQUISITION SUPPORT CENTER RETENTION ALLOWANCES

DESCRIPTION: The Acquisition Support Center (ASC), may pay a retention allowance of up to 25 percent of basic pay to an employee if the unusually high or unique qualifications of the employee or a special need of ASC for the employee's services makes it essential to retain the employee, and ASC determines that the employee would be likely to leave the Federal service without the allowance.

POSITION COVERAGE: Retention allowance may be paid to current Federal employees holding a General Schedule (GS) position or another type of position for which such payments have been approved by the Office of Personnel Management (OPM). 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.

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 they 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.

Approval Criteria: The Program Executive Officer (PEO) or the Program Manager (PM) will determine that the unusually high or unique qualifications of the employee or a special need for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal Service (for any purpose) in absence of the allowance. The PEO/PM will document the basis for this determination in writing. It will address the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a function that is essential to the organization's mission. It will also address the success of recent efforts to recruit candidates with similar qualifications and the availability of candidates in the labor market as applicable.

Group of Employees: ASC may pay a retention allowance of up to 10 percent of basic pay (or up to 25 percent with OPM approval) to a group or category of employees.

Payment: A retention allowance must be calculated as a percentage of the employee's rate of basic pay (excluding any locality payment), not to exceed 25 percent. It is paid at the same time as the employee's regular paycheck (usually biweekly).

ASC may not begin paying a retention allowance during the service period established by the employee's recruitment or relocation bonus service agreement. However, a relocation bonus may be paid to an employee already receiving a retention allowance.

Annual Review: ASC will review each retention allowance authorization annually to determine whether payment is still warranted.

Reduction or Termination of a Retention Allowance: ASC may continue payment of a retention allowance as long as the conditions giving rise to the original determination to pay the allowance still exist. ASC may reduce or terminate an allowance if, a lesser amount would be sufficient to retain the employee, the organization no longer needs the employees services, or for budget considerations.

Basic Pay: A retention allowance is not considered part of an employee's rate of basic pay for any purpose.

Aggregate Pay Limitation: ASC will not authorize or continue a retention allowance if the allowance would cause the employee's projected aggregate compensation in a calendar year to exceed the rate for level I of the Executive Schedule. ASC will reduce or terminate a retention allowance before deferring any other type of payment under the deferral provision in the aggregate pay limitation regulations.

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 Retention Allowance Plan is in compliance with the following regulations: 5U.S.C. 5754, 5 CFR part 575, subpart C.