



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
NAVAL AIR STATION  
PENSACOLA, FLORIDA 32508-5100

CH-1 of 08 Jun 1999

CNETINST 12575.1  
Code 0S2  
MAR 20 1992

CNET INSTRUCTION 12575.1

Subj: RECRUITMENT, RETENTION, AND RELOCATION BONUSES (CIVILIAN)

Ref: (a) OFFCPM Arlington VA 211532Z Nov 91  
(b) OFFCPM Arlington VA 211534Z Nov 91  
(c) OFFCPM Arlington VA 211535Z Nov 91

Encl: (1) Sample Service Agreement

1. Purpose. To establish policy and set forth instructions governing the use of recruitment, retention, and relocation bonuses for civilian employees within the Naval Education and Training Command (NAVEDTRACOM).

2. Policy

a. In accordance with the authorizations in references (a) through (c), it is the policy of the Chief of Naval Education and Training (CNET) to pay up to a 25 percent bonus to recruit, retain, or relocate Federal civilian employees in positions that are hard-to-fill and/or are critical to the organization's mission.

b. Consideration for bonuses will be on an exception basis. Approval will be given in those rare cases where the documented need and potential benefit to the Navy are exceptional.

c. This instruction supplements the references and is applicable to all components of the NAVEDTRACOM.

3. Bonus Criteria

a. Recruiting Bonus

(1) Eligibility. Candidates for hard-to-fill positions and/or occupations that are critical to the organization's mission.

(2) Within the claimancy, a recruiting bonus may be paid to any employee newly appointed to a position in the General Schedule (including GM positions) and the Senior Executive Service.

b. Retention Bonus

(1) Eligibility. A current employee is eligible for a retention allowance if the employee possesses unusually high or unique qualifications related directly to operational requirements or if there is a special or essential need for the employee's services. The employee must have completed 1 year of continuous

service, or if applicable, a period of employment established under the service agreement required for the payment of a recruiting bonus or a relocation bonus, whichever occurs later, with the organization prior to payment of a retention allowance.

(2) Within the claimancy, a retention bonus may be paid to any current employee who holds a position in the General Schedule (including GM positions) and the Senior Executive Service.

(3) Payment and reduction or termination of retention allowances:

(a) A retention allowance shall be paid in the same manner and at the same time as basic pay although it shall not be considered a part of basic pay.

(b) The retention allowance may be paid for as long as the conditions warranting the allowance continue to exist. An annual review and recertification of necessity must be made to continue the payment of the retention allowance.

(c) The amount of retention allowance may be reduced or the allowance terminated at any time when it is determined that:

1. A lesser amount, or no allowance at all, would be sufficient to retain the employee,

2. Labor market conditions have changed and recruitment of employees with needed qualifications would be possible,

3. The need for the services of the employee have lessened,

4. Budgetary considerations preclude payment.

c. Relocation Bonus

(1) Eligibility. Occupants of hard-to-fill positions and/or occupations that are critical to the organization's mission are eligible for relocation bonuses. A relocation bonus may be paid to any current employee who must relocate to accept a position in a different commuting area. The relocation must be without a break in service.

(2) The relocation must be to a position in the General Schedule (including GM positions) and the Senior Executive Service.

4. Delegation

a. NAVEDTRACOM Commanders, Commanding Officers, and Activity Heads are delegated authority to recommend employees for bonuses and provide appropriate written certification as described in paragraph 5. Recommendations must be accompanied by a completed

service agreement and forwarded to CNET (Code OS2) . Enclosure (1) CH-1  
provides a sample service agreement to be completed by the  
recommending official and the respective employee.

b. CNET Comptroller (Code OOC) is delegated authority to  
review and recommend approval or disapproval.

c. Vice CNET is the approving authority.

d. Director, Human Resources Office (HRO) (Code OS2 ) or his/ CH-1  
her designee is delegated the authority to provide coordination,  
advice, and assistance and offer approved bonuses, as appropriate.

CH-1 5. Certification. Information required for certification by the  
Commander, Commanding Officer, or activity head may be obtained  
from the servicing HRO. Recommendations for the respective bonus  
should conform to the following:

a. Recruitment Bonus. Certify, absent a recruiting bonus, the  
activity would have difficulty filling the position with a highly  
qualified candidate. Describe efforts made to recruit to fill the  
position. Include:

(1) The results of recent efforts to attract quality candi-  
dates for similar positions.

(2) Information regarding offers made and acceptance rate.

(3) Number of pending vacancies.

(4) Length of time required to fill similar positions.

(5) Recent turnover in similar positions.

(6) Labor market factors that affect the organization's  
ability to recruit high-quality candidates for similar positions.

(7) Special qualifications needed for the position.

(8) The feasibility of using a superior qualifications  
appointment, as provided by 5 CFR 531.203(B), separately or in  
conjunction with the recruiting bonus.

b. Retention Bonus. Certify, absent a retention allowance,  
the employee would be likely to leave the federal service for  
employment outside the government. Include:

(1) A written description of the extent to which the  
employee's departure would affect the organization's ability to  
carry out an activity or perform a mission-essential function.

(2) Results of recent efforts to attract and retain  
employees with similar qualifications.

(3) Availability in the labor market of candidates for employment with the qualifications necessary to perform the full range of duties of the position with a minimum of training or disruption.

c. Relocation Bonus. Certify, absent a relocation bonus, the activity would have difficulty filling the position with a highly qualified candidate. Include:

(1) The results of recent efforts to attract quality candidates for similar positions.

(2) Information regarding offers made and acceptance rate.

(3) Number of pending vacancies.

(4) Length of time required to fill similar positions.

(5) Recent turnover in similar positions.

(6) Labor market factors that affect the organization's ability to recruit high-quality candidates for similar positions.

(7) Special qualifications needed for the position.

  
LOUISE C WILMOT  
VICE CNET

Distribution (CNETINST 5218.1E, Case A):  
Lists I through IX

Stocked:  
Chief of Naval Education and Training (Code 00111)  
Naval Air Station  
Pensacola, FL 32508-5100

SAMPLE  
SERVICE AGREEMENT

NAME OF EMPLOYEE: \_\_\_\_\_

EMPLOYEE SSN: \_\_\_\_\_

JOB TITLE PP-SERIES-GL-STEP: \_\_\_\_\_

LEGAL AUTHORITY FOR THE BONUS: \_\_\_\_\_

PERCENTAGE OF SALARY OFFERED: \_\_\_\_\_

JUSTIFICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LENGTH OF SERVICE REQUIRED: \_\_\_\_\_

PENALTY FOR NOT MEETING SERVICE REQUIREMENT: The bonus must be re-  
paid to the government on a prorated basis for the time not served.

\_\_\_\_\_  
TYPED NAME AND SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME OF ACTIVITY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME AND SIGNATURE OF COMMANDING  
OFFICER OR ACTIVITY HEAD

\_\_\_\_\_  
DATE

Recommend Approval/Disapproval:

\_\_\_\_\_  
TYPED NAME AND SIGNATURE OF CNET COMPTROLLER

\_\_\_\_\_  
DATE

Approve/Disapprove:

\_\_\_\_\_  
TYPED NAME AND SIGNATURE OF VICE CNET

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED NAME AND SIGNATURE OF DIRECTOR, HRO

\_\_\_\_\_  
DATE