

**Hiring Incentives Overview:** Summarizes compensation incentives available to hiring officials within the various segments of Department of Defense (DoD) civilian workforce. This list is not exhaustive; i.e., some authorities specific to certain Components or organizations may not be listed. Refer to the respective DoD implementation procedures, DoD Component and lower level policies and procedures, and other applicable regulations and procedures.

| DoD Hiring Incentives       |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                     |
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| Hiring Incentive            | Policy & Governing Statute                                                    | Common Uses/Other Features                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Applicability                                                                                       |
| Retention Incentive         | DoDI 1400.25-V575;<br>5 U.S.C. 5753;<br>5 U.S.C. 5754<br>5 CFR 575, subpart C | <ul style="list-style-type: none"> <li>Agencies may pay a retention incentive to a current employee if 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 and that the employee would be likely to leave the Federal service in the absence of a retention incentive</li> </ul>                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Current Federal Employees</li> </ul>                         |
| Relocation Incentive        | DoDI 1400.25-V575;<br>5 U.S.C. 5753;<br>5 CFR 575, subpart B                  | <ul style="list-style-type: none"> <li>Agencies may pay a relocation incentive to a current employee who must relocate to accept a position in a different geographic area if the agency determines that the position is likely be difficult to fill in the absence of an incentive</li> </ul>                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Current Federal Employees</li> </ul>                         |
| Highest Previous Rate (HPR) | DoDI 1400.25-V531;<br>5 U.S.C. 5334;<br>5 CFR 531.221-223                     | <ul style="list-style-type: none"> <li>A special rule that allows an agency to set pay at a rate above the rate that would be established using normal rules, based on a higher rate of pay the employee previously received in another Federal job</li> <li>Agencies may use HPR to set the payable rate of basic pay for an employee above the minimum rate of the highest applicable rate range for the employee's position of record</li> <li>HPR is the highest actual rate of basic pay while Federally employed or the actual rate of basic pay for the highest GS grade and step previously held by an individual</li> </ul> | <ul style="list-style-type: none"> <li>Current Federal Employees</li> <li>Reinstatements</li> </ul> |
| Advanced Pay for Relocation | DoDI 1400.25-V575;<br>5 U.S.C. 5524(a)                                        | <ul style="list-style-type: none"> <li>Agencies may authorize the use of advance payment of basic pay, covering no more than 4 pay periods, for employees relocating within the U.S. to a location outside the employee's current commuting area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Current Federal Employees</li> </ul>                         |

| DoD Hiring Incentives                             |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                               |
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| Hiring Incentive                                  | Policy & Governing Statute                                   | Common Uses/Other Features                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Applicability                                                                                                 |
| Accelerated Training and Promotion                | 5 CFR 300.603(b)(6);<br>5 CFR 410.307(a)(2)                  | <ul style="list-style-type: none"> <li>Agencies may establish accelerated training and promotion plans with Office of Personnel Management's (OPM) approval</li> <li>The program allows up to 2 promotions at an accelerated rate (at 6 months vs. 1 year)</li> <li>The program modifies OPM qualification standards for selection and promotion of employees by substituting intensive formal training and development for experience</li> </ul>                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Current Federal Employees</li> <li>New Hires/Reinstatements</li> </ul> |
| Superior Qualifications/Special Needs Appointment | DoDI 1400.25-V531;<br>5 U.S.C. 5333;<br>5 CFR 531.212        | <ul style="list-style-type: none"> <li>Agencies may determine that a candidate has superior qualifications based on the level, type, or quality of the candidate's skills or competencies demonstrated or obtained through experience and/or education, the quality of the candidate's accomplishments compared to others in the field, or other factors that support a superior qualifications determination</li> <li>An agency may determine that a candidate fills a special agency need if the type, level, or quality of skills and competencies or other qualifications possessed by the candidate are relevant to position requirements and essential to accomplishing an important agency mission, goal, or program activity</li> </ul> | <ul style="list-style-type: none"> <li>New Hires/Reinstatements</li> </ul>                                    |
| Recruitment Incentive                             | DoDI 1400.25-V575;<br>5 U.S.C. 5753;<br>5 CFR 575, subpart A | <ul style="list-style-type: none"> <li>Agencies may pay a recruitment incentive to a newly-appointed employee if the agency has determined that the position is likely to be difficult to fill in the absence of an incentive</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>New Hires/Reinstatements</li> </ul>                                    |
| First Duty Station Travel                         | JTR, par. 5556                                               | <ul style="list-style-type: none"> <li>Agencies may authorize travel and transportation expenses to first duty station for a new appointee to any position or a student trainee assigned to any position upon completion of college work</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>New Hires</li> </ul>                                                   |

| DoD Hiring Incentives                                                                                               |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                         |
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| Hiring Incentive                                                                                                    | Policy & Governing Statute                                        | Common Uses/Other Features                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Applicability                                                                                                                                                                                                                           |
| Advanced Pay                                                                                                        | DoDI 1400.25-V550;<br>5 U.S.C. 5524a;<br>5 CFR 550.203, subpart B | <ul style="list-style-type: none"> <li>Agencies may advance payment of basic pay, covering no more than 2 pay periods, to any individual who is newly appointed to a position in the agency</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>New Hires</li> </ul>                                                                                                                                                                             |
| Head Nurse Pay (Medical)                                                                                            | DoDI 1400.25-V541;<br>5 U.S.C. 5371                               | <ul style="list-style-type: none"> <li>Agencies may pay recruitment and retention allowances to a category of nurses which has been determined to be difficult to fill in the absence of an incentive</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Current Federal Employees</li> <li>New Hires/Reinstatements</li> </ul>                                                                                                                           |
| Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service | 5 U.S.C. 2101(1);<br>5 U.S.C. 6303(e);<br>5 CFR 630.205           | <ul style="list-style-type: none"> <li>Agencies may provide service credit that otherwise would not be creditable under 5 U.S.C. 6303(a) for determining the annual leave accrual rate for new hires</li> <li>A determination must be made prior to an individual's entrance on duty to establish that the skills and experience the employee possesses are: <ul style="list-style-type: none"> <li>✓ Essential to the new position and were acquired through performance in a non-Federal or active duty uniformed service position having duties directly related to the duties of the position to which he or she is being appointed; and</li> <li>✓ Necessary to achieve an important agency mission or performance goal</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>New Hires; or</li> <li>Employees reappointed following a break in service of at least 90 calendar days from the date of their last period of civilian employment in the civil service</li> </ul> |
| Student Loan Repayment Program (SLRP)                                                                               | 5 U.S.C. 5379;<br>5 CFR Part 537;<br>5 U.S.C. 2105                | <ul style="list-style-type: none"> <li>Permits agencies to repay up to \$60,000 of a candidate or current employee's Federally-insured student loans as a recruitment or retention incentive</li> <li>The use of this authority is at the discretion of the agency</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Current Federal Employees</li> <li>New Hires</li> </ul>                                                                                                                                          |