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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: Pay Policy and Allowances

Responsible Office: Office of Human Capital Management

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Chapter 4. Recruitment and Relocation Bonuses

4.1 References

4.1.1 5 U.S.C. 5753, Recruitment and Relocation Bonuses.

4.1.2 Federal Employees Pay Comparability Act (FEPCA) of 1990 (P.L. 101-509).

4.1.3 5 CFR Part 575, Recruitment and Relocation Bonuses; Retention Allowances; Supervisory Differentials.

4.2 Temporary Duty Assignment

Relocation bonuses will not be paid for a temporary duty assignment of less than 120 days. The bonus amount will not be more than 25 percent of the basic pay earned during the temporary duty period.

4.3 Recruitment and Relocation Bonuses

Recruitment and relocation bonuses will not be used in any manner that could be perceived as an automatic entitlement.

4.4 Service Agreement

4.4.1 Before a bonus may be paid, the Center shall require that the employee sign a written service agreement to complete a specified period of employment with the Agency. The minimum period of employment under a service agreement shall be 6 months, except in the case of a relocation bonus paid for a temporary duty assignment of less than 6 months. In those instances, the service agreement must be for a period at least equal to the entire period of the temporary duty.

4.4.2 Service under more than one service agreement will run concurrently for the period of any overlap.

4.5 Approval

4.5.1 The determination to pay a bonus must be approved by an official at a higher level than the official who recommends the bonus, except for the Administrator who may be both the recommending and approving official.

4.5.2 Approval must be based on a written determination that, in the absence of a bonus, the Center will encounter difficulty in filling the position. In making that determination, the following factors, as applicable, shall be considered:

a. The success of recent efforts to recruit candidates for similar positions including indicators such as offer acceptance rates, the proportion of positions filled, and length of time required to fill similar positions;

- b. Recent turnover in similar positions;
- c. Labor-market factors that may affect the ability of the Agency to recruit candidates for similar positions now or in the future;
- d. Special qualifications needed for the position; and
- e. In the case of recruitment bonuses, the practicality of using the superior qualifications appointment authority alone or in combination with a bonus.

4.6 Records

4.6.1 In order to evaluate the overall effect on filling key positions with high-quality candidates, Centers will maintain records on their use of recruitment and relocation bonuses.

4.6.2 Specific information to be maintained will include the following:

- a. Data on the number of employees to whom bonuses are offered, the percentage of salary offered, the number accepted, and funds expended.
- b. Information such as occupations, disciplines, experience, education levels, grade point averages, and educational institutions attended, of those offered and receiving bonuses, and information on special qualifications needed for the position.
- c. The approval including the written determination of need and criteria used to make that determination, as described in paragraph 4.5 above.

4.6.3 All pertinent documentation covering each bonus paid will be retained by the Center for 3 years in accordance with Center policy.

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