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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3530.1A
Effective Date: July 22, 2003
Expiration Date: January 22,
2009

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Pay Policy and Allowances

Responsible Office: Office of Human Capital Management

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Chapter 5. Retention Allowances

5.1 References

5.1.1 5 U.S.C. 5754, Retention Allowances.

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

5.1.3 5 CFR Part 575, Recruitment and Relocation Bonuses; Retention Allowances; Supervisory Differentials.

5.2 Retention Allowances

5.2.1 Retention allowances will not be used in any manner that could be perceived as an automatic entitlement.

5.2.2 Payment of a retention allowance may not begin during a period of employment established under a service agreement required for payment of a recruitment or relocation bonus.

5.3 Approval

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

5.3.2 Approval must be based on a written determination that the unusually high or unique qualifications of the employee or a special need of the Center for the employee's services makes it essential to retain the employee and that, in the absence of such an allowance, the employee would be likely to leave the Federal service. The determination shall be based on a written description of the extent to which the employee's departure would affect the Center's ability to carry out an activity or perform a function that is deemed essential to the Center's mission. In making that determination, the following factors, as applicable, shall be considered:

- a. The success of recent efforts to recruit candidates and retain employees for similar positions; and
- b. The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee.

5.4 Records

5.4.1 In order to evaluate the overall effect of retention allowances on retaining high quality employees in key positions, Centers will maintain records on use of allowances. Specific information to be maintained will include the following:

- a. Data on the number of employees to whom retention allowances are offered, the percentage of salary offered, the number accepted, inclusive dates of payments, and funds expended.
- b. Information such as occupations, disciplines, experience, and special qualifications of those offered and receiving allowances.
- c. Information regarding the mission- or program-related factors that necessitate retention of the individual and justify offering a retention allowance.
- d. Documentation on the annual review and recertification or termination of the retention allowance.
- e. The approval including the written determination of need and criteria used to make that determination, as described in paragraph 5.3 above.

5.4.2 All pertinent documentation covering each allowance paid will be retained by the Center for 3 years.

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