HRDG 4500 - Recruitment and Retention Incentives - Section B

Last Modified:

Subchapter 4500 - Recruitment and Retention Incentives
Section B - Payment of Travel and/or Transportation Expenses for New Appointees and for Pre-Employment Interviews

- For Whom May I Pay Expenses?
- Service Agreement Violations
- Justification Criteria
- Process for Paying Travel and Transportation Expenses
- Approval Authority
- Records

Return to 4500 Table of Contents

You may pay travel and/or transportation expenses for:

- Any GS-1 through GS-15 candidate(s) traveling to and from a pre-employment interview, and
- A new GS-1 through GS-15 appointee traveling to the first post of duty if the appointee agrees, in writing, to remain in Federal service for 12 months following appointment.

Payment for a candidate or appointee will be at the discretion of the approving official. A decision by one organizational program that payment is appropriate for a particular position does not require a like determination by any other program which may be filling similar positions. A decision that payment is appropriate in connection with one specific vacancy does not require a like decision in connection with future vacancies (5 CFR 572.102 and Attachment 1 to DPM 572-1 dated 3/5/91).

For Whom May I Pay Expenses?

Note to SPO: This incentive tool is only to be used (at the Program's discretion) to recruit new appointees who are traveling to the first post of duty. It is not to be used for appointees who are considered Federal employees (e.g., case examining certificates where the selectee is a current Federal employee). In this type of scenario work closely with the supervisor analyzing if the selection is considered to be in the "best interest of the government." If so, advise the supervisor that s/he must pay relocation expenses and this Section does not apply.

Under this provision, expenses that may be paid to a new appointee are in accordance with applicable travel regulations that include:

- Travel expenses of the appointee, and
- Transportation expenses of the appointee's immediate family and household goods.

Service Agreement Violations

If your new appointee receives travel and transportation expenses to the first post of duty, and s/he fails to remain in Federal service for 12 months after appointment, then s/he must repay the money spent for the expenses.

When deciding whether to pay travel and transportation expenses for a pre-employment interview, consider:

- The candidate's qualifications such as subject matter knowledge, skills, abilities, etc.;
- Any need for the candidate to expand on the previously submitted written application;
- The impact of the decision on the advancement of the agency's equal employment opportunity and workforce diversity objectives; and
- Availability of funds.

Justification Criteria

When deciding whether to pay travel and transportation expenses for the first post of duty to a new appointee, consider:

- Whether or not its use is necessary to entice the candidate to accept the position,
- The availability of other qualified candidates who may accept the position without payment of travel and transportation expenses,
- The impact of the decision on the advancement of the agency's equal employment opportunity and workforce diversity objectives,
- Whether or not a recruitment bonus will be paid to the new appointee,
- Prevailing or forecast labor-market conditions, and
- Availability of funds.

Process for Paying Travel and/or Transportation Expenses

You, as a manager or supervisor, should follow this process:

Step	If:	Then:
1	You are considering paying travel and/or transportation expenses	Consult the Justification Criteria in this Section and develop a written justification.
2	Payment is justified	Determine if you have authority to approve payment. If so, use AD-202, Travel Authorization. (If not, determine who is the approving official.)
3	The request is approved	Send the AD-202 and a copy of the written justification through established administrative channels to activate payment. Ensure the employee/candidate also receives a copy of the AD-202.

Approval Authority

MRP programs are delegated the authority to approve payment of travel and/or transportation expenses.

Note: This authority is delegated to the lowest level of supervision with the authority to take personnel actions (e.g., make final, firm offers of employment, promote, remove). MRP programs may choose to retain authority at a higher level.

Records

~~In addition, to the record requirements on the Records/Reports Chart in Section A,~~ The SPO also must maintain the following information:

- Employee Name
- Organizational Title
- City, County, State of Official Duty Station
- Appointment Date
- Position Title, Series , Grade & Step
- Annual (Starting) Salary
- Copy of Signed Justification
- Name of Authorizing Official
- Date of Authorization
- Position Title of Authorizing Official
- Dollar amount paid for the expenses.
- If payment was made for travel and transportation to an interview, the recruitment source (e.g., vacancy announcement, certificate of eligibility).
- If payment was made for travel and transportation to the first post of duty, the Nature of Action (e.g., reinstatement, career conditional appointment).

Note: Programs submit above information to the SPO within 60 calendar days. Records may be destroyed by the SPO once three (3) years has passed. Longer retention is permitted if required for business use. (See: DAA-GRS2015-00060007.)

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