

RECRUITMENT, RELOCATION, AND RETENTION INCENTIVES

I. Purpose

This Directive establishes the Department of Homeland Security (DHS or Department) policies on recruitment, relocation, and retention incentives.

II. Scope

- A. This Directive applies throughout DHS, unless exempted by statutory or federal regulatory authority, or as otherwise indicated herein.
- B. This Directive supersedes DHS Management Directive 3170.1, Recruitment and Retention Incentives, March 31, 2004.

III. Authorities

- A. Title 5, United States Code, §§ 5753, Recruitment and Relocation Bonuses, and 5754, Retention Bonuses
- B. Title 5, Code of Federal Regulations (CFR), Part 575, Subpart A, Recruitment Incentives, Subpart B, Relocation Incentives, and Subpart C, Retention Incentives
- C. Delegation 03000, Delegation for Human Capital and Human Resources

IV. Responsibilities

- A. **DHS Chief Human Capital Officer (CHCO):**
 - 1. Establishes Department-wide plans and Instructions for the use of recruitment, relocation, and retention incentives.
 - 2. Serves as the authorized agency official as specified in 5 CFR §§ 575.109(c)(1), 575.209(c)(1), and 575.309(e) who may request from the U.S. Office of Personnel Management (OPM) approval of exceptions to the regulations limiting the amount of incentives payable, on behalf of all DHS Components, excluding the Office of Inspector General (OIG)—the DHS Inspector General serves as the authorized agency official for OIG.

B. **Component Heads:**

1. Establish Component procedures through their supporting Human Resources Offices for administering recruitment, relocation and retention incentives in their respective Components, consistent with law, regulation, this Directive, the Department-wide plans, and the Instructions issued by the CHCO.
2. Designate the Component's authorized official(s) who may approve requests for recruitment, relocation, and retention incentives within his or her Component. The Under Secretary for Management is the authorized official for making determinations to approve recruitment incentives for DHS employees in career Senior Executive Service and senior level and scientific or professional positions.
3. Submit requests for exceptions to the regulations, as they pertain to limiting the amount of recruitment, relocation, and retention incentives payable, to the CHCO for review and, if warranted, submission by the CHCO to OPM.

C. **Executive Director, Headquarters Human Resources Management and Services** assumes the responsibilities listed under section IV.B. for all support Components with the exception of the National Protection and Programs Directorate (NPPD), OIG, and the Federal Law Enforcement Training Center (FLETC).

D. **Heads of NPPD, OIG and FLETC** assume the responsibilities listed under section IV.B. for their respective support Component.

E. **Component Human Resources Directors:**

1. Ensure requests for, and approval of, recruitment, relocation, and retention incentives meet the requirements in 5 CFR Part 575, Subparts A, B, and C; this Directive, and the implementing Instructions.
2. Ensure their responsibilities under labor relations statutes and union agreements are fulfilled, if applicable, at the level of recognition.
3. Fulfill reporting requirements on the Component's use of recruitment, relocation, and retention incentives and any other information required by the CHCO.

V. Policy and Requirements

A. **Policy:** It is DHS policy to:

1. Authorize recruitment, relocation, and retention incentives consistent with the regulations in 5 CFR Part 575, Subparts A, B, and C.


2. Target the use of recruitment, relocation, and retention incentives to hire and retain individuals for mission-critical positions and certain other positions (e.g., positions where there is an identified shortage of skilled individuals) that are essential to the successful accomplishment of the missions and goals of DHS.

B. **Requirements:** The procedures for administering recruitment, relocation, and retention incentives is consistent with this Directive, and the detailed requirements set forth in the Instructions listed below, as applicable to the case at hand:

1. Instruction 251-01-001, Department-wide Plan for Recruitment Incentives
2. Instruction 251-01-002, Department-wide Plan for Relocation Incentives
3. Instruction 251-01-003, Department-wide Plan for Retention Incentives for Employees Likely to Leave Federal Service
4. Instruction 251-01-004, Department-wide Plan for Retention Incentives for Employees Likely to Leave for A Different Position in the Federal Service

VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Human Capital Officer.



Russell C. Deyo
Under Secretary for Management



Date