

# Reclamation Manual

## Directives and Standards

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### Creditable Service for Annual Leave Accrual and Incentives Request Checklist

1. **Creditable Service for Annual Leave Accrual.** A creditable service for annual leave accrual justification memorandum must be sent through established management review channels to the appropriate official for approval.
  - A. **Request:** All requests will be in writing and must be approved prior to the selectee's entrance on duty date. Each memorandum **must** address the following:
    - (1) Requesting official's name and signature;
    - (2) Candidate's name;
    - (3) Title, pay plan, series, grade;
    - (4) Amount of service time to be credited; and
    - (5) Factors:
      - (a) What special or unique qualifications/skills are required to successfully perform the duties of the position?
      - (b) What skills and experience does the individual possess that are essential and directly related to the position?
      - (c) What important Reclamation mission or performance goal will be achieved?
      - (d) Describe how the position would be or is difficult to fill with a highly qualified candidate to include recent turnover and labor market conditions.
      - (e) What other types of incentives (both monetary and nonmonetary) have been offered?
  - B. **Approvals.**
    - (1) For requested amounts up to and including three years of creditable service for annual leave, the following signatures are required on the memorandum:
      - (a) requesting official;
      - (b) servicing human resources officer (HRO); and
      - (c) Reclamation Leadership Team (RLT) member;

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- (2) For requested amounts over three years of creditable service for annual, the following signature blocks are also required on the memorandum in addition to those mentioned above:
  - (a) Manager, Human Resources Policy and Programs Division (HRPPD); and
  - (b) Director, Policy and Administration (POLICY)
2. **Recruitment Incentive.** A recruitment incentive justification memorandum must be sent through established management review channels to the appropriate official for approval.
  - A. **Request.** All requests will be in writing and must be approved prior to the selectee's entrance on duty date. Each memorandum **must** address the following:
    - (1) requesting official's name and signature;
    - (2) candidate's name;
    - (3) title, pay plan, series, grade, step, salary;
    - (4) the amount of the incentive recommended;
    - (5) method of payment (bi-weekly, quarterly, annually);
    - (6) length of service agreement; and
    - (7) factors:
      - (a) What special or unique qualifications/skills does the position require?
      - (b) What special or unique qualifications/skills does the individual possess that makes him or her highly qualified for the position?
      - (c) What is the candidates currently salary plus benefits and what would be the salary and benefits offered without the proposed incentive?
      - (d) Describe how the position would be or is difficult to fill with a highly qualified candidate to include length of time required to fill similar positions, recent turnover, and labor market conditions.
      - (e) What are significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled? One source for employment and wage estimates is the US Department of Labor's Bureau of Labor Statistics (BLS) at <https://www.bls.gov/OES/>.

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#### B. Approvals.

- (1) For requested amounts up to 10 percent of the employee's annual rate of basic pay, the following signatures are required on the memorandum:
  - (a) requesting official;
  - (b) servicing HRO; and
  - (c) RLT member
- (2) For requested amounts above 10 percent and up to 25 percent of the employee's annual rate of basic pay or any combination exceeding \$25,000 over a 3-year period, the following signatures are required on the memorandum in addition to those mentioned above:
  - (a) Manager, HRPPD, and
  - (b) Director, POLICY
- (3) The Commissioner retains authority to approve any amounts above 25 percent of the employee's annual rate of basic pay. The Commissioner's authority is subject to prior approval by the Assistant Secretary for Policy, Management and Budget and the Office of Personnel Management.
- (4) The Department's Executive Resources Board retains authority for all incentives for Senior Executive Service, Senior Level, and Scientific or Professional positions.

3. **Relocation Incentive.** A relocation incentive justification memorandum must be sent through established management review channels to the appropriate official for approval.

A. **Request.** All requests will be in writing and must be approved prior to the selectee's entrance on duty date. Each memorandum **must** address the following:

- (1) requesting official's name and signature;
- (2) employee's name;
- (3) title, pay plan, series, grade, step, salary;
- (4) the amount of the incentive recommended;
- (5) method of payment (bi-weekly, quarterly, annually);

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- (6) length of service agreement; and
- (7) factors:
  - (a) What special or unique qualifications/skills does the position require?
  - (b) What special or unique qualifications/skills does the individual possess that makes him or her highly qualified for the position?
  - (c) Is the employee's current official rating of record at least Superior?
  - (d) Is the worksite of the new position in a different geographic area (50 or more miles) from the employee's current worksite?
  - (e) Describe how the position would be or is difficult to fill with a highly qualified candidate to include length of time required to fill similar positions, recent turnover, and labor market conditions.

#### **B. Approvals.**

- (1) For requested amounts up to 10 percent of the employee's annual rate of basic pay, the following signatures are required on the memorandum:
  - (a) requesting official;
  - (b) servicing HRO; and
  - (c) RLT member
- (2) For requested amounts above 10 percent and up to 25 percent of the employee's annual rate of basic pay or any combination exceeding \$25,000 over a 3-year period, the following signatures are required on your memorandum in addition to those mentioned above:
  - (a) Manager, HRPPD; and
  - (b) Director, POLICY
- (3) The Commissioner retains authority to approve any amounts above 25 percent of the employee's annual rate of basic pay. The Commissioner's authority is subject to prior approval by the Assistant Secretary for Policy, Management and Budget and the Office of Personnel Management.

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- (4) The Department's Executive Resources Board retains authority for all incentives for Senior Executive Service, Senior Level, and Scientific or Professional positions.
4. **Retention Incentive.** A retention incentive justification memorandum must be sent through established management review channels to the appropriate official for approval.
- A. **Request.** A retention request will be in writing and must receive approval prior to awarding the incentive. Each request must address the following:
- (1) requesting official's name and signature;
  - (2) employee's name;
  - (3) title, pay plan, series, grade, step, salary;
  - (4) the amount of the incentive recommended;
  - (5) length of service agreement; and
  - (6) factors:
    - (a) Describe the extent to which the employee's departure would affect Reclamation's ability to carry out an activity or perform a function essential to the mission.
    - (b) What special or unique qualifications/skills does the position require?
    - (c) What special or unique qualifications/skills does the individual possess that makes him or her highly qualified for the position or Reclamation's special need to retain the employee?
    - (d) What indication does management have that the employee is likely to leave Federal service?
    - (e) Is the employee's current official rating of record at least Superior?
    - (f) Describe the quality and availability of the potential sources of employees that are identified in any agency succession plan, who possess the competencies required for the position, and who, with minimal training, cost, and disruption of service to the public, could perform the full range of duties and responsibilities of the employee's position at the level performed by the employee.

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- (g) Describe how the position would be or is difficult to fill with a highly qualified candidate to include length of time required to fill similar positions, recent turnover, and labor market conditions.

#### **B. Approvals.**

- (1) For requested amounts up to 10 percent of the employee's annual rate of basic pay, the following signatures are required on the memorandum:
  - (a) requesting official;
  - (b) servicing HRO; and
  - (c) RLT member
- (2) For requested amounts above 10 percent and up to 25 percent of the employee's annual rate of basic pay or any combination exceeding \$25,000 over a 3-year period, the following signatures are required on the memorandum in addition to those mentioned above:
  - (a) Manager, HRPPD; and
  - (b) Director, POLICY
- (3) The Commissioner retains authority to approve any amounts above 25 percent of the employee's annual rate of basic pay. The Commissioner's authority is subject to prior approval by the Assistant Secretary for Policy, Management and Budget and the Office of Personnel Management.
- (4) The Department's Executive Resources Board retains authority for all incentives for Senior Executive Service, Senior Level, and Scientific or Professional positions.