
United States Department of Agriculture
Marketing and Regulatory Programs
Agricultural Marketing Service
Animal and Plant Health Inspection Service

Mission Area Directive

MRP 4500.1

08/13/2021

RECRUITMENT AND RETENTION INCENTIVES

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1. PURPOSE

This Directive establishes Marketing and Regulatory Programs (MRP) policy for implementing key provisions of the Federal Employees Pay Comparability Act (known either as FEPCA or Pay Reform) of 1990 and the Federal Workforce Flexibility Act of 2004.

2. SPECIAL INSTRUCTIONS AND REPLACEMENT HIGHLIGHTS

- a. This Directive replaces MRP 4500.01, Recruitment and Retention Incentives, dated 10/3/2012.

Changes to this revised Directive includes the following:

- (1) Added to Authorities and References [Departmental Regulation 4050-531-002, dated 05/27/2014](#);
- (2) Removal of references to GIPSA as a separate MRP Agency; and
- (3) Added Roles and Responsibilities and Records Management section.

- b. This Directive is in force until canceled or superseded.

3. AUTHORITIES AND REFERENCES

This Directive must be applied in conjunction with:

- a. [Pay Reform Act, Public Law \(PL\) 101-509, dated 11/5/90.](#)
- b. Title 5, United States Code, Parts [5377](#), [5391](#) and [6303](#).
- c. Title 5, Code of Federal Regulations, Parts [530](#), [531](#), [550](#), [553](#), [572](#), [575](#), and [630](#).
- d. [Section 202\(a\) of the Federal Workforce Flexibility Act of 2004 \(PL 108-411, dated 10/30/04\).](#)
- e. [Federal Register \(FR\), Volume 70, Number 82, dated 04/29/05.](#)
- f. [FR, Volume 71, Number 180, dated 09/18/06.](#)
- g. [Departmental Manual \(DR\) 4050-575-001, Pay Administration – Recruitment, Relocation and Retention Incentives, dated 06/21/10.](#)
- h. [DR 4050-531-002, Pay Administration – Superior Qualifications and Special Needs Pay Setting Authority, dated 05/27/14.](#)

4. POLICY

- a. It is MRP policy to provide managers and supervisors with the necessary Human Resource incentive tools to improve their ability to recruit and retain a quality workforce.
- b. Before this policy can be implemented for employees in recognized bargaining units, Agencies must discharge their bargaining obligations.

5. ROLES AND RESPONSIBILITIES

The effective implementation of the policy and procedures as established by this Directive requires the responsibilities of the following individuals and/or groups:

- a. Managers and supervisors will ensure the judicious and equitable use of these authorities as outlined in the [MRP Human Resources Desk Guide](#).
- b. The Servicing Personnel Office will:
 - (1) Implement the Pay Reform provisions.
 - (2) Provide advice and guidance on the appropriate use of these provisions.
 - (3) Activate the various payments by forwarding necessary documentation to the National Finance Center.

- (4) Ensure appropriate forms have been completed and signed by all necessary persons.
- (5) Verify that all salary computations are correct and appropriate.
- (6) Verify that the candidate/employee meets the requirements for receiving additional pay under this subchapter and,
- (7) Ensure responsible management officials annually review the need for any continuing payments (e.g., retention allowances).

6. PROCEDURES

Operating guidelines and procedures can be found in the MRP [HRDG Subchapter 4500](#), Recruitment and Retention Incentives.

7. RECORDS MANAGEMENT

Federal records created by this Directive must be maintained in accordance with the established [General Records Schedule \(GRS\)](#) and/or the [APHIS/AMS](#) Records Management Handbook when applicable. If employees are named in an active litigation hold, Freedom of Information Act (FOIA) request, and/or other action, those records, regardless of media, must be preserved and maintained in their native format until otherwise notified by your Agency Records Officer and/or the Office of General Counsel.

- a. MRP-IT IMB is the official recordkeeper of this Directive which is to be preserved permanently, per Paperwork and Data Management (PDM) 4-1.
- b. Each subsection of [MRP HRDG Subchapter 4500](#) contains a “Records” section which outlines record keeping requirements to include retention lengths.

8. INQUIRIES AND ADDITIONAL INFORMATION

- a. Direct any general inquiries concerning this Directive to the [Human Resources Policy Branch](#) or call (301) 851-2929.
- b. For records management inquiries contact your Program Records Management Liaison for [AMS/APHIS](#).
- c. This Directive can be accessed on the [APHIS/AMS](#) Administrative Issuances homepage.

/s/

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