



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, January 9, 2009

CPM 2009-01

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Michael W. Hager, Acting Director

Subject: Request for Data on Recruitment, Relocation, and Retention Incentives

Section 101(c) of the Federal Workforce Flexibility Act of 2004 (Public Law 108-411, October 30, 2004) requires the U.S. Office of Personnel Management (OPM) to submit an annual report to Congress on agencies' use of the recruitment, relocation, and retention incentive authorities in 5 U.S.C. 5753 and 5754 during calendar years 2005-2009. (See 5 CFR 575.113(b), 575.213(b), 575.313(b), and 575.315(i).) We request your agency's report for calendar year 2008 by March 31, 2009. (For your information, OPM's 2007 report is available at [www.opm.gov/oca/pay/html/3RsReportToCongressCY07.pdf](http://www.opm.gov/oca/pay/html/3RsReportToCongressCY07.pdf).)

Agencies may use the recruitment and relocation incentive authorities to help recruit new employees and relocate current employees to positions that would be difficult to fill. Agencies may use the retention incentive authority to help retain employees with unusually high or unique qualifications or who are fulfilling a special agency need, making it essential to retain the employee likely to leave the Federal service. Agencies also may use the retention incentive authority to retain an employee in his or her current position during a period of time before the closure or relocation of the employee's office, facility, activity, or organization, when the employee would be likely to leave for a different position in the Federal service.

Instructions for completing your 2008 report are attached. Please submit your report to OPM by email to the attention of Tom Bustard at [pay-performance-policy@opm.gov](mailto:pay-performance-policy@opm.gov). If you are unable to submit the report electronically, you may submit it by fax to the attention of Tom Bustard at (202) 606-0824 or by mail to:

U.S. Office of Personnel Management

Division for Strategic Human Resources Policy

Center for Pay and Leave Administration

Attn: Tom Bustard

1900 E Street NW., Room 7H31

Washington, DC 20415-8200

Please include in your report the name, phone number, and email address of a point of contact who can answer questions about your report. If you have any questions regarding this request, please contact Tom Bustard of OPM's Center for Pay and Leave Administration at (202) 606-2858. Thank you for your assistance.

cc: Human Resources Directors