



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, December 15, 2006

CPM 2006-17

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Linda M. Springer, 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 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), and 575.313(b).) We request your agency's report for calendar year 2006 by **March 31, 2007**. (OPM's 2005 report is available at <http://www.opm.gov/oca/pay/html/3RsReportToCongress.pdf>.)

Agencies may use the recruitment and relocation incentive authorities under 5 U.S.C. 5753 and 5 CFR part 575, subparts A and B, to help recruit new employees and relocate current employees to positions that would be difficult to fill in the absence of an incentive. Agencies may use the retention incentive authority under 5 U.S.C. 5754 and 5 CFR part 575, subpart C, 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 when the employee would be likely to leave the Federal service in the absence of an incentive.

Instructions for completing your 2006 report are attached. Please send your report to the attention of Doris Rippey at pay-performance-policy@opm.gov. You may also submit your report to:

*Office of Personnel Management
Division for Strategic Human Resources Policy
Center for Pay and Leave Administration
1900 E Street NW., Room 7H31
Washington, DC 20415-8200
Attn: Doris Rippey*

or by fax at (202) 606-0824. Please include in your report the name, phone number, and email address of a point of contact who can answer questions on your report. If you have any questions regarding this request, please contact Doris Rippey of OPM's Pay and Leave Administration Group at (202) 606-2858. Thank you for your assistance.

Attachments

- Attachment -- Instructions for Completing the 2006 Report On Use Of Recruitment, Relocation, And Retention Incentives

cc: Human Resources Directors