



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

NOV 09 2005

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: LINDA M. SPRINGER 
Director

SUBJECT: Request for Data on Extended Assignment Incentives

As required by 5 U.S.C. 5757, each Federal agency must submit a written report to the Office of Personnel Management (OPM) before February 15, 2006, on its use of extended assignment incentives for the period from May 2, 2003, through December 31, 2005. We request the submission of your report no later than **February 15, 2006**. If your agency has not made use of extended assignment incentives during this period, please submit a negative report.

Extended assignment incentives allow the payment of incentives to certain categories of Federal employees in positions located in a territory or possession of the United States, the Commonwealth of Puerto Rico, or the Commonwealth of the Northern Mariana Islands. Section 5757 of title 5, United States Code, requires OPM to submit a report to Congress assessing the effectiveness of the extended assignment incentive authority as a human resources management tool and making recommendations for any changes necessary to improve the effectiveness of the incentive authority. OPM's report to Congress is due no later than May 4, 2006.

Each agency must report on—

1. The agency's use of extended assignment incentives;
2. Whether the use of extended assignment incentives influenced employees to stay longer than their initial tour of duty at their current duty stations; and
3. The agency's recommendations for changes necessary to improve the effectiveness of extended assignment incentives.

Each agency report must contain the following data for the period from May 2, 2003, through December 31, 2005:

1. The number of extended assignment service agreements that commenced in each fiscal year;
2. The dollar amount expended on extended assignment incentives in each fiscal year;
3. The number of employees who declined an extended assignment

- incentive, by occupational series and geographic location;
4. The number of employees who signed an extended assignment incentive service agreement, the total amount of the planned incentives, and the total number of years of agreed-upon service, by occupational series and geographic location;
 5. The number of employees whose service agreements were terminated before completion of the agreed-upon service period, with subcounts showing the number covered by 5 CFR 575.511, 575.512, and 575.513, respectively;
 6. The number of employees who incurred a repayment debt under 5 CFR 575.513 (including any repayment penalty under 5 CFR 575.513(e)) and the total amount of repayment debt incurred; and
 7. The portion of the repayment debt that, as of December 31, 2005—
 - (a) Has been recovered;
 - (b) Is subject to ongoing collection efforts; and
 - (c) Has been waived or written off.

Each report must cover an entire department or independent agency. Therefore, departments must consolidate information from components or bureaus before forwarding to OPM.

Please send your reports to:

Office of Personnel Management
Division for Strategic Human Resources Policy
Center for Pay and Performance Policy
1900 E. Street, NW., Room 7H31
Washington, DC 20415
Attn: Kevin Kitchelt

You may also submit your reports by fax at (202) 606-0824 or by email at pay-performance-policy@opm.gov. To ensure that we receive your report on time, we ask agencies submitting a report by standard mail also to send an electronic copy. Please include in your report a point of contact, phone number, and email address.