



Department of Energy
Washington, DC 20585

May 11, 2016

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: ROBERT C. GIBBS
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: Revised Guidance on Recruitment, Relocation, and Retention Incentives

The U.S. Office of Personnel Management (OPM) recently provided updated guidance on the use of recruitment, relocation, and retention incentives (3Rs) during calendar year (CY) 2016. These incentives provide compensation flexibilities to help Federal agencies recruit and retain a world-class workforce. When strategically and prudently used, the 3Rs serve as important tools to address human capital challenges and support the staffing of hard-to-fill positions required to meet mission critical needs.

In 2011, OPM and the Office of Management and Budget (OMB) placed limits on agency spending on the 3Rs, restricting spending to CY 2010 levels. Under the updated guidance, an agency, through its Chief Human Capital Officer (CHCO), may now approve exceptions to the CY 2010 spending limit on the 3Rs for certain employees based on a critical agency need. This guidance will remain in effect until further notice.

To obtain an exception to CY 2010 spending limits on the 3Rs, Departmental Elements must submit the attached *Exception Request for Recruitment, Relocation, and Retention Incentives Form* to the Human Capital Policy Division within the Office of the Chief Human Capital Officer for CHCO review and approval. The request must clearly document the critical agency need justifying the exception. Critical agency need is when a significant shortage exists in one of DOE's mission critical occupations and is in alignment with a current staffing or workforce plan.

Managers and hiring officials are encouraged to be proactive in recruitment and retention efforts and should use the 3Rs only when necessary to support mission and program needs and in a manner consistent with the criteria in law, OPM regulations, and DOE policy.

For more information, please contact Debra Glenn, Acting Director, Human Capital Policy Division, at (202) 586-7635 or debra.glenn@hq.doe.gov.

Attachment

cc:
Human Resources Shared Service Center Directors
Human Resource Directors
Resource Managers

