



Coast Guard HR Flag Voice 76

CIVILIAN RECRUITMENT, RETENTION AND RELOCATION INCENTIVES

As we move toward restoring our civilian workforce, it has become increasingly important for us to recruit and retain talented and dedicated employees with the skills and competencies needed to meet the challenges the Coast Guard faces in the 21st century.

As we develop strategies for attracting and retaining highly qualified individuals, the following recruitment and retention incentives, outlined in ALCOAST 206/69, are available to managers for competing with other employers:

- A recruitment bonus of up to 25 percent of basic pay may be offered to certain newly appointed employees selected for hard-to-fill positions.

- A relocation bonus of up to 25 percent of basic pay may be offered to certain current federal civilian employees who must relocate to accept hard-to-fill positions in a different commuting area.

- A retention allowance of up to 10 percent of basic pay (or up to 25 percent of basic pay with Office of Personnel Management (OPM) approval) to a targeted group or category of employees. This allowance may be offered if the unusually high or unique qualifications of the employees or a special need of the Coast Guard for the employees' services makes it essential to retain the employees in the group and it is reasonable to presume that there is a high risk that a significant number of employees in the targeted group would likely leave the federal service in the absence of the allowance.

- An appointment at a rate above the minimum rate (step 1) of the appropriate general schedule grade may be offered to a newly appointed employee who possesses superior qualifications and would otherwise forfeit income or because of an organization's special need for the candidate's services.

Detailed information and documentation procedures are contained in COMDTINST 12500.2 which can be viewed on-line on our civilian personnel website at: <http://www.uscg.mil/hq/cgpc/cpm/policy/comdt3r.htm>

Funding determinations are be made by Commandant (G-WR) working in coordination with the responsible funds manager. During FY00, AFC-08 has been funded sufficiently to authorize a limited number of recruitment and retention incentives. The instruction addresses the use of local funds to pay for these incentives when central funding is not available.

While these incentives are important for our managers to use as they compete with other employers, they alone cannot solve the problem of attracting and retaining a highly qualified workforce. Managers must know how to use these tools effectively and how they can best be combined with other tools and flexibilities to resolve our recruitment and retention problems. Perhaps the most important factor in "selling" prospective employees on the nature and importance of the Coast Guard mission is a conscientious and direct involvement by our managers and personnelists in identifying where targeted recruiting efforts are likely to be fruitful. In addition, managers need to be accomplished in coaching and leading our current civilian employees into successful, rewarding careers with the Coast Guard. The combined insights of our managers and personnelists coming together in seeking solutions will go a long way towards meeting our people needs.

Regards, FL Ames

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