

**Functional Series 400 - Personnel  
ADS 467 - Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities**

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## **ADS 467 – Federal Employees Pay Comparability Act of 1990 (FEPCA) Authorities**

### **467.1 OVERVIEW**

Effective Date: 03/08/2002

The Federal Employees Pay Comparability Act of 1990 (FEPCA) contains a variety of pay authorities to assist managers and supervisors in recruiting, relocating, and retaining highly qualified employees. Detailed Agency guidelines on the policies, criteria, responsibilities, and procedures for use of FEPCA pay authorities are provided in the Internal Mandatory References appended to this chapter.

Agency guidelines have been developed for use of each of the following FEPCA authorities:

- Retention Allowances
- Recruitment Bonuses
- Relocation Bonuses
- Appointments Above the Minimum Rate (also known as Superior Qualification Appointments)
- Payment of Pre-employment Interview Travel Expenses for Candidates and Travel and Transportation Expenses for New Appointees

### **467.2 PRIMARY RESPONSIBILITIES**

Effective Date: 03/08/2002

a. The Bureau for Management, Office of Human Resources (M/HR), has primary responsibility for

- Developing Agency policies and procedures on FEPCA authorities;
- Reviewing and processing requests for use of incentives under FEPCA and obtaining the necessary Agency approvals;
- Maintaining records on use of FEPCA authorities; and
- Evaluating the use of incentives under FEPCA to ensure that actions taken conform to all regulatory requirements and Agency guidelines.

b. USAID/W Bureaus and Independent Offices are responsible for initiating requests for use of an incentive under FEPCA to assist in recruiting, relocating, and retaining highly qualified employees for positions in their organizations.

(See the documents in the Internal Mandatory Reference section, **467.4.2**, for responsibilities that are specific to use of each authority.)

### **467.3 POLICY AND PROCEDURES**

Effective Date: 03/08/2002

The Agency will use authorities under FEPCA only when there is a demonstrable need for such an incentive to recruit, relocate, or retain highly qualified employees.

The Agency will authorize payment of incentives under FEPCA subject to available funds.

The Agency will use the least costly incentive, or combination of incentives, necessary in each case.

The Agency will authorize use of an incentive under FEPCA based on a written justification documenting the rationale for why the incentive is needed.

The Agency will use FEPCA incentives without regard to such factors as race, color, national origin, age, sex, religion, political or labor organization affiliation, marital status, sexual orientation, or handicapping condition.

(See the documents in the Internal Mandatory Reference section, **467.4.2**, for policies and procedures that are specific to use of each FEPCA authority.)

### **467.4 MANDATORY REFERENCES**

Effective Date: 03/08/2002

#### **467.4.1 External Mandatory References**

Effective Date: 03/08/2002

- a. [5 CFR Part 530, subpart B, Aggregate Limitation on Pay](#)
- b. [5 CFR Part 531, subpart B, Determining Rate of Basic Pay](#)
- c. 5 CFR Part 575, subparts A, B, and C, Recruitment and Relocation Bonuses; Retention Allowances
  - [Subpart A--Recruitment Bonuses](#)
  - [Subpart B--Relocation Bonuses](#)
  - [Subpart C--Retention Allowances](#)
- d. [5 CFR Part 572, Travel and Transportation Expenses; New Appointees and Interviews](#)
- e. [Federal Travel Regulations \(41 CFR Subtitle F, chapters 301 and 302\)](#)

- f. [5 U.S.C. 2302\(d\), Prohibited personnel practices](#)
- g. [5 U.S.C. 5333, Minimum rate for new appointments](#)
- h. [5 U.S.C. 5706b, Interview expenses](#)
- i. [5 U.S.C. 5723, Travel and transportation expenses of new appointees and student trainees](#)
- j. [5 U.S.C. 5753, Recruitment and relocation bonuses](#)
- k. [5 U.S.C. 5754, Retention allowances](#)
- l. [5 U.S.C. Chapter 12, Merit Systems Protection Board, Office of Special Counsel and Employee Right of Action](#)

**467.4.2 Internal Mandatory References**

Effective Date: 03/08/2002

- a. **Recruitment and Relocation Bonuses**
  - [Implementation Guidelines for Authorizing Recruitment and Relocation Bonuses](#)
  - [Recruitment/Relocation Bonus Approval Form \(AID Form 400-14\)](#)
  - [Recruitment Bonus Service Agreement \(AID Form 400-15\)](#)
  - [Relocation Bonus Service Agreement \(AID Form 400-16\)](#)
- b. **Retention Allowances**
  - [Implementation Guidelines for Authorizing Retention Allowances](#)
  - [Retention Allowance Recommendation and Approval Form \(AID Form 400-13\)](#)
  - [Information Technology \(IT\) Professional Skills Pilot Program Standard Operating Procedures Manual](#)
- c. **Appointments Above the Minimum Rate**
  - [Implementation Guidelines for Authorizing Appointments Above the Minimum Rate](#)
  - [Appointments Above the Minimum Rate Approval Form \(AID Form 400-17\)](#)

d. **Payment of Travel Expenses for Candidates' Pre-employment Interviews and Travel and Transportation Expenses for New Appointees**

- [Implementation Guidelines for Authorizing Payment of Travel Expenses for Candidates' Pre-Employment Interviews and Travel and Transportation Expenses for New Appointees](#)
- [Service Agreement for Payment of Travel and Transportation Expenses \(AID Form 400-18\)](#)

**467.5**      **ADDITIONAL HELP**  
Effective Date: 03/08/2002

**467.6**      **DEFINITIONS**  
Effective Date: 03/08/2002

**(See the documents in the Internal Mandatory Reference section, 467.4.2, for definitions that are specific to use of each FEPCA authority.)**

These definitions have also been incorporated into the ADS Glossary. **(See ADS Glossary [Word](#) | [PDF](#) | [HTML](#))**

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