

Strategic Human Capital Discretionary Tools	Description	References		
Tools	Annual Leave Accrual Rate – Service Credit for Prior Work Experience or Military Service (SCD-Leave Credit)	<ul style="list-style-type: none"> - <u>New employees only (to include re-appointed following at least a 90 day break in service)</u> - Provides for a higher SCD leave accrual rate than otherwise available to newly appointed civilian employees in recognition for skills and experience previously obtained through Non-Federal Civilian, Active Duty Military or Volunteer Work for eligible employees. Eligibility for application of this credit can be found in references provided. 	<p>5 USC 6303(e)</p> <p>5 CFR 630.205</p> <p>DoDI 1400.25-V631</p> <p>AG1 CP Implementing Guidance</p>	
	Recruitment Bonus	<ul style="list-style-type: none"> - <u>New employees only (to include re-appointed following at least a 90 day break in service)</u> - Up to 25% of basic pay - Requires written determination that absent the bonus the position would be difficult to fill - Employee must sign a service agreement 	<p>5 USC 5753</p> <p>5 CFR Part 575, Subpart A</p> <p>DoD 1400.25-M, SC 575</p>	
	Relocation Bonus	<ul style="list-style-type: none"> - <u>Current employees only</u> - Up to 25% of basic pay - Requires written determination that absent the bonus the position would be difficult to fill - Employee must sign a service agreement 	<p>5 USC 5753</p> <p>5 CFR Part 575, Subpart B</p> <p>DoD 1400.25-M, SC 575</p>	
Referral Bonus	<ul style="list-style-type: none"> - <u>Current employees only</u> - Recruiters, selecting officials, certain relatives and others are excluded - Restricted to recruitment for hard-to-fill, mission critical positions - Candidate referred must be external to DA - Maximum amount is \$1,000 and/or 20 hours time off 	<p>ASA(M&RA) memo, subject: Policy Guidance on the Referral Bonus Award for Army Civilian Recruitment and Hiring, 6 July 2009</p>		

Retention Allowance	<ul style="list-style-type: none"> - <u>Current employees only</u> - Up to 25% of basic pay - Unusually high or unique qualifications of the employee or special need of the agency for the employee's services make it essential to retain the employee - Requires a written determination that absent the allowance the employee would be likely to leave the federal service 	<p>5 USC 5754</p> <p>5 CFR Part 575, Subpart C</p> <p>DoD 1400.25-M, SC 575</p>	
Student Loan Repayment	<ul style="list-style-type: none"> - <u>New or current employees</u> - Repayment of qualifying student loans for highly qualified individuals - \$10,000 max per employee per calendar year - \$60,000 cumulative max per employee 	<p>5 USC 5379</p> <p>5 CFR Part 537</p>	
Advanced In-Hire Rate	<ul style="list-style-type: none"> - <u>New employees only (to include re-appointed following at least a 90 day break in service)</u> - Appointment at rate above the minimum step - Based on superior qualifications or agency needs for the candidate's skills - Must document the reasons for authorizing a higher minimum rate instead of, or in addition to, a recruitment incentive 	<p>5 USC 5333</p> <p>5 CFR 531.212</p>	