

RECRUITMENT SOURCES, INCENTIVES AND FLEXIBILITIES

There are many recruitment sources and flexibilities available to help in the effort to locate the right candidate for vacant positions. Below is a list of internal and external recruitment sources, competitive examining sources, and recruitment incentives and flexibilities.

INTERNAL RECRUITMENT

Reassignment is the movement of an employee to another position for which he/she qualifies at the same grade level and with an equivalent target grade or equivalent band level, if applicable. A reassignment eligible is considered a noncompetitive candidate, or is a noncompetitive referral, because he/she has already competed for and currently holds, or has held, an equivalent position to the one being filled. Therefore, a second competition is not required.

- A reassignment can be "management directed." These actions are initiated by management to laterally move an employee to another position within the organization or between organizations.
- A reassignment can also be a "voluntary request." These actions are initiated by an employee wishing to move to another position.

Effective 1 May 2008, noncompetitive reassignments within the Department of Defense (DoD) are permitted to a position with no known promotion potential beyond the grade of the employee's current position or that which the employee has held on a permanent basis.

Change to Lower Grade is the noncompetitive movement of an employee to another position for which he/she qualifies at a lower grade than currently being held. It is not considered an adverse action when an employee voluntarily requests a change to lower grade.

A change to lower grade candidate is normally considered a noncompetitive candidate because he or she has already competed for and currently holds a position at a higher grade level than the one being filled; therefore, competition is not required. However, if the lower graded position has promotion potential above the employee's current grade it must be filled using competitive procedures. This means that all merit promotion program rules apply and competition must occur between all candidates within the area of consideration.

Detail is the temporary assignment of an employee to a different position or set of duties for a specified period with the employee returning to his/her original position at the end of the detail. Officially the employee continues to hold the position from which detailed and keeps the same status and pay. Employees do not need to meet qualification standard requirements unless there is a minimum education, certification or license requirement. Details to a higher grade cannot be made longer than 120 days without competition. This includes previous details or temporary promotions that have occurred within the previous year.

Promotion is an action that changes an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to a position with a higher rate of basic pay in a different job classification system and pay schedule. Promotions usually require competition. However, an employee who has previously held a position on a permanent basis under a career or career-conditional appointment at or above the grade level of the position to be filled may be noncompetitively promoted. Since such employees previously competed for positions at the higher grade, they must only meet the basic qualification requirements of the position.

Additionally, temporary promotions for 120 days or less may be processed noncompetitively. If the temporary promotion is expected to last or be extended beyond 120 days, competitive procedures apply.

EXTERNAL NONCOMPETITIVE RECRUITMENT

Reinstatement is the reemployment of a former Federal employee. A reinstatement eligible is an applicant who previously held a career or career-conditional appointment as a Federal employee on a permanent, competitive appointment. A person who has completed the service requirement for career tenure has lifetime reinstatement eligibility. Employees who have not attained career tenure can normally be reinstated only within 3 years of the date of their earlier separation. There is no time limit on the reinstatement of a veteran's preference eligible.

Reemployed Annuitants. A previous Government employee who has retired under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which they qualify. There is no special appointment authority for annuitants; they would apply for positions using reinstatement eligibility. Annuitants should be hired to meet critical mission needs. Authority to appoint annuitants is delegated to installation commanders or others with delegated appointing authority. Circumstances in which it may be appropriate to reemploy an annuitant include, but are not limited to:

- A position is hard-to-fill as evidenced by historically high turnover, a severe shortage of candidates, or other significant recruiting difficulty.
- A position is critical to accomplish the organization's mission or to complete a specific project or initiative.
- An annuitant has unique or specialized skills or unusual qualifications not generally available.
- An appointment is for not more than 2087 hours to mentor less experienced employees and/or provide continuity during critical organizational transitions.

Annuitants may be reemployed on temporary, term, or permanent positions. However, if the annuitant is hired for a permanent position, the Priority Placement Program (PPP) requisition will remain open during the annuitant's employment.

Annuitants employed in a position with DoD on or after 24 November 2003 will receive their full salary and full annuity IAW 5 USC 9902(j)

Reference: DoDI 1400.25, Volume 300, dated 10 December 2008

Transfer is the movement of an employee, without a break in service of a single workday, from a position in one Federal agency to a position in another Federal agency. Career or career-conditional employees who transfer from one agency to another retain their career or career-conditional status in the new agency.

Employment Program for People with Disabilities - People with disabilities can be hired through the traditional competitive hiring process or, if they qualify, noncompetitively through the use of excepted service appointing authorities. Excepted service appointing authorities for hiring people with disabilities were developed to provide such individuals an opportunity to demonstrate that they can accomplish the job, and to circumvent any attitudinal barriers that managers and supervisors may have. Candidates must be fully qualified in accordance with Office of Personnel Management (OPM) Qualification Standards and be able to perform the essential functions of the position with or without reasonable accommodation. There are two ways to hire people with disabilities noncompetitively:

- People with disabilities can be certified as eligible by the State vocational rehabilitation agency or Department of Veterans Affairs. Employees may be converted to competitive status after two successful years of job performance.
- People who are severely disabled can also be hired noncompetitively after completion of a 700-hour appointment. This trial appointment allows people with disabilities to demonstrate their ability to do the job. If successful, employees may convert to a continuing Schedule A appointment without certification.

Federal Career Intern Program (FCIP) - Executive Order 13162, dated 6 July 2000, authorized the establishment of the Federal Career Intern Program (FCIP) to assist agencies in recruiting and attracting exceptional individuals with a variety of experiences, academic disciplines, and competencies necessary for the effective analysis and execution of public programs. Individuals are appointed to a 2-year internship in the excepted service with a formal training plan. Upon successful completion of the internship, the intern may be eligible for noncompetitive conversion to a career or career-conditional appointment. No announcement is required.

Student Educational Employment Program (SEEP) - This program consists of the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). This program provides Federal employment opportunities to individuals who are enrolled (or accepted for enrollment) as a degree-seeking student taking at least a half-time academic, technical, or vocational course load. They must be attending an accredited high school, technical or vocational school, a 2 or 4-year college or university, or graduate or professional school.

- **STEP** employees are appointed to excepted service temporary positions in 1 year increments. These positions need not be directly related to their degree and once their degree is completed, there is no possibility of conversion to a career or career-conditional appointment based on the STEP appointment. Reference: 5 CFR 213.3202(a)

- **SCEP** employees are appointed to excepted service positions which are directly related to the student's academic program and career goals. Once the employee has graduated, the agency has the authority to non-competitively convert the employee to a career or career-conditional appointment within 120 days of satisfactory completion of the requirements for diploma/certificate/degree (EO 12015). SCEPs are entitled to full benefits, and may work full time or part time. Reference: 5 CFR 213.3202(b)

NAF - DoD and OPM have an interchange agreement permitting employees to move between DoD nonappropriated fund (NAF) positions and Federal positions in the competitive service. To apply and be selected for a position under the DoD/OPM Interchange Agreement, individuals must meet all of the following eligibility requirements:

- Serving on a NAF or AAFES appointment without time limitation, or have been involuntarily separated from such an appointment without personal cause within the preceding year.
- Have served continuously for at least 1 year in a NAF or AAFES position under appointments without time limit.
- Be qualified for the position to which applying.
- Be appointed without a break in service of more than 1 workday, or be appointed within 1 year after being involuntarily separated from the losing employment system.

EO 12721 - Noncompetitive appointment of certain former overseas employees. To apply and be selected for a position using this authority, individuals must meet the following requirements:

- Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area.
- Accumulated 52 weeks of creditable service (under certain circumstances, 26 weeks may be waived).
- Received a fully successful or better performance rating.
- Returned to the U.S. from an overseas tour of duty within the last 3 years (this eligibility period may be extended under certain circumstances).

Reference: 5 CFR 315.608

Veterans' Employment Opportunity Act (VEOA) is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It cannot be used to fill excepted service positions or temporary positions. To be eligible for a VEOA appointment, the veteran's latest discharge must be issued under honorable conditions (this means an honorable or general discharge), and he or she must be either:

- a preference eligible (defined in title 5 U.S.C. 2108(3)), OR
- a veteran who substantially completed 3 or more years of active service.

When agencies recruit from outside their own workforce under merit promotion (internal) procedures, announcements must state VEOA is applicable. When applying under VEOA, the veteran must rate and rank among the best-qualified when compared to current employee applicants in order to be considered for appointment.

Current or former Federal employees meeting VEOA eligibility can apply. However, current employees applying under VEOA are subject to time-in- grade restrictions like any other General Schedule employee.

Veterans' Recruitment Appointment (VRA) is an excepted service appointment. Appointees are initially hired for a 2-year period. Upon successful completion of the 2-year VRA appointment, the employee will be converted to the competitive service. This authority can be used for permanent, term, or temporary appointments at any grade level up to GS-11 or the equivalent. Candidates must self-nominate and meet the basic qualification requirements for the position. There is no limit to the number of times an individual can apply under VRA. To be eligible, the veteran must be:

- in receipt of a campaign badge for service during a war or in a campaign or expedition; **OR**
- a disabled veteran, **OR**
- in receipt of an Armed Forces Service Medal for participation in a military operation, **OR**
- a recently separated veteran (within the last 3 years), **AND**
- separated under honorable conditions (this means an honorable or general discharge)

30% Disabled Veteran - Qualified veterans with a 30% or more compensable disability may be noncompetitively appointed to positions without going through the traditional recruitment process. No vacancy announcement is required and there is no grade-level limitation. Thirty percent disabled veterans are initially given a temporary provisional appointment with a not-to-exceed date of 60 days or more and may be converted to a career or career-conditional appointment at any time during the temporary appointment.

Military Spouse Noncompetitive Appointment Authority - Implemented by EO 13473 effective 11 September 2009, this authority allows noncompetitive appointments in the competitive service for certain military spouses. Positions may be permanent, term, or temporary. This authority does not constitute a hiring preference. It provides a hiring eligibility to certain military spouses who previously did not have status and were unable to apply for positions open to status candidates only. Spouses must apply to a vacancy announcement on USAJOBS and must be qualified for the position. Eligibilities include:

- The spouse of a member of the Armed Forces who has been issued orders for a permanent change of station (PCS).
- The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100 percent; or retired or separated from the Armed Forces and has a disability rating of 100 percent from the Dept of Veterans Affairs.
- The un-remarried widow or widower of a member of the Armed Forces killed while in active duty status.

Reference: 5 CFR 315.612

DIRECT HIRE, EXPEDITED HIRE, AND UNIQUE AUTHORITIES

Direct Hire Authority (DHA) - Authorized by 5 USC 3304 and 5 CFR 337, direct hire authority is designed to provide the needed flexibilities to effectively recruit candidates for career or career-conditional appointment to positions for which a severe shortage of candidates or critical hiring need exists. DHA streamlines the recruitment process and authorizes hiring without regard to certain competitive procedural requirements. This authority allows applicants to be selected without first being rated and ranked and it eliminates the rule-of-three procedure. Current DHA authorities are:

- DoD and OPM DHA for certain medical positions
- OPM Government-wide DHA for Information Technology (Information Security) positions

AFPC/DPI has accomplished required public notice for DoD DHA, and OPM has accomplished public notice for Government-wide DHA.

Expedited Hiring Authority (EHA) - This authority allows expedited hiring for shortage category acquisition positions and foregoes the traditional hiring process. The shortage category positions covered under this authority are those designated pursuant to the Defense Acquisition Workforce Improvement Act (DAWIA) at the mid-level (YA-2 and comparable levels) and higher level (YA-3 and comparable levels) in specific occupations. Public Notice has been accomplished by AFPC/DPI. Reference: 10 USC, Subsection 1705(h), as amended by Section 833 of the Duncan Hunter FY09 NDAA, Public Law 110-417.

NOTE: The FY10 National Defense Authorization Act (NDAA) has provided changes to the current EHA by extending use of this authority to all qualified candidates and eliminating the requirement for candidates to be “highly qualified.” The FY10 NDAA included use of this authority for acquisition workforce positions for which there is a critical hiring need in addition to positions for which a shortage of candidates exists. This authority has been extended to September 30, 2015. However, we must receive re-delegation of the authority from DoD to implement these changes. We expect to receive the re-delegation in the very near future.

Schedule A Appointing Authority for Cyber Security Workforce. This authority is limited to positions in STRATCOM, AFOSI, and 24AF that require unique qualifications to perform cyber-related functions. Positions are in the excepted service and do not confer competitive service eligibility. There are two recruitment methods for filling these positions: 1) standard recruitment procedure, which requires an announcement and a referral certificate; or 2) accelerated procedures. If a selecting official knows of one or more qualified, interested candidates, no announcement or certificate is required. Reference: HR Advisory 2010-41

Science, Mathematics, and Research for Transformation (SMART) Defense Scholarship Pilot Program. The SMART Program aims to increase the number of scientists and engineers in DoD. The program is designed to attract individuals that demonstrate an aptitude and interest in conducting theoretical and applied research. Individuals applying to the program should have a strong interest in working for DoD as a civilian research scientist or engineer. The SMART Program is an excellent way for current employees to further their education without management having to allocate funds from their operating budgets. Organizations benefit by retaining highly valued, better-educated employees without the typical costs associated with recruitment and training. This program is open to individuals not employed by the Federal government, current Federal employees, honorably separated active duty military members, and Reserve and Guard members. Upon successful completion of an academic program for which a SMART scholarship or fellowship is awarded, the individual may be appointed to an excepted service position and may be noncompetitively converted to a career or career-conditional appointment in the competitive service upon satisfactory completion of two years of substantially continuous service. Reference: DoD memo, Implementation of Authority to Employ Individuals Completing DoD Scholarship or Fellowship Programs, 5 Apr 10. Additional information on the SMART program can be found at: <http://www.asee.org/smart>

Highly Qualified Experts (HQEs). A HQE is an individual who possesses uncommon and recognized knowledge, skills, and experience in an occupational field beyond the usual range of expertise. The expert knowledge or skills are generally not available within DoD and are needed to satisfy an emerging and non-permanent requirement (5 years or less). Appointments are in the excepted service. The Secretary of the Air Force is the approving official. A package, to include an Executive Summary, PD, and resume of the proposed individual is submitted through MAJCOMs to AF/DPS. Reference: 5 USC Section 9903. Additional information can be found at <http://www.cpms.osd.mil/sespm/docs/HQERevisedPolicySigned.pdf>.

Appointment of Qualified Candidates Possessing an Advanced Degree to Professional and Engineering Positions in the Air Force Research Laboratory (AFRL). Installation commanders and others with appointing authority may appoint qualified candidates possessing an advanced degree to scientific and engineering positions within any laboratory identified in 5 USC 9901(c)(2), which includes the AFRL. An advanced degree is a Master's or higher degree from an accredited college or university in a field of scientific or engineering study directly related to the duties of the position. This authority expires at the end of the calendar year 2013. Reference: FY09 NDAA, Section 1108, 5 USC Section 9902(c)(2). Application procedures can be found at: <http://www.wpafb.af.mil/library/factsheets/factsheet.asp?id=14574>.

Experts and Consultants. Agencies may appoint a qualified expert or consultant to certain positions on a temporary or intermittent appointment in the excepted service. An **expert** is a person who is specially qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field. An expert is regarded by other persons in the field as an authority or practitioner of unusual competence and skill in a professional, scientific, technical, or other activity. A **consultant** is a person who can provide valuable and pertinent advice, generally from a high degree of broad administrative, professional, or technical knowledge or experience. When an agency requires public advisory participation, a consultant also may be a person who is affected by a particular program and can provide useful views from personal experience. All appointments and reappointments must be approved by the Administrative Asst to the Secretary of the Air Force, SAF/AA. The requesting organization submits appropriate documentation (SF Form 2292, statement of work, and candidate resume) to their MAJCOM for coordination. The MAJCOM will forward the request package to SAF/AAA. The approval process takes approximately 60 days.

National Security Education Program (NSEP). Through this program, DoD and other Federal entities are provided with personnel who possess high levels of proficiency in languages and foreign regional expertise critical to national security. Scholarship recipients who meet NSEP program completion requirements may be given an excepted service appointment in order to fulfill their service obligation. Upon satisfactory completion of two years of continuous service, the candidate may be noncompetitively converted to a permanent career or career conditional appointment in the competitive service. Reference: DoD memo, Implementation of Authority to Employ Individuals Completing DoD Scholarship or Fellowship Programs, 5 Apr 10. For more information on this program: DoDI 1025.02, March 9, 2006, <http://www.dtic.mil/whs/directives/corres/pdf/102502p.pdf>

DoD Information Assurance Scholarship Program (IASP). Under this program, DoD funds scholarships in eligible IA disciplines for juniors or seniors in college, as well as individuals who are accepted to, or currently enrolled in a Master's, PhD, or graduate certificate program. This program is open to students who are not currently employed by DoD, as well as current DoD military and civilian employees. Upon successful completion of an academic program for which an IASP was awarded, the individual may be appointed to an excepted service position and may be noncompetitively converted to a career or career-conditional appointment in the competitive service upon satisfactory completion of two years of substantially continuous service. Reference: DoD memo, Implementation of Authority to Employ Individuals Completing DoD Scholarship or Fellowship Programs, 5 Apr 10. For more information on this program: <http://cio-nii.defense.gov/sites/iasp2/>

COMPETITIVE EXAMINING

Delegated Examining Authority is an authority OPM grants to agencies to fill competitive civil service jobs with:

- Applicants applying from outside the Federal workforce;
- Federal employees who do not have competitive service status; or
- Federal employees with competitive service status

AFPC operates a Delegated Examining Office to meet the needs of its serviced managers and supervisors, as does AFDW/Bolling AFB, Hill AFB, and HQ AFRC/SEU.

OPM Standing Registers

Standing registers allow OPM to accept applications for particular occupations/locations on a continuous basis to effectively meet the recurring recruitment needs of Federal agencies. OPM maintains a pool of prescreened candidates which allows immediate referral upon request. Use of these registers is at no cost to the Air Force.

Air Force Reserve Command (AFRC) Special Examining Unit (SEU)

The AFRC SEU is the main source for recruiting, rating, ranking and maintaining candidate inventories for Air Reserve Technician (ART) employment nationwide and certifying that applicants are capable of becoming ARTs.

RECRUITMENT FLEXIBILITIES AND INCENTIVES

A **recruitment incentive** is an incentive that may be paid to a newly appointed employee if it has been determined that it will likely be difficult to fill the position in the absence of such an incentive. An authorized management official may approve a recruitment incentive of up to 25 percent of the employee's annual rate of basic pay at the beginning of the service period (to include either locality pay or a special rate supplement). The employee must sign a service agreement prior to receiving a recruitment incentive. Reference: DoD Policy and Plan, Recruitment, Relocation, and Retention Incentives: http://www.cpms.osd.mil/ASSETS/EA9CBF5A908E4FB9AD136E282B46A750/3R_md.pdf, 5 USC 5753 and 5 CFR 575, Subpart A

A **relocation incentive** is an incentive that may be paid to a current employee who must relocate to a position in a different geographic area that will likely be difficult to fill in the absence of such an incentive. An authorized management official may approve a relocation incentive up to 25 percent of the employee's annual rate of basic pay at the beginning of the service period (to include either locality pay or a special rate supplement). The determination to pay the relocation incentive must be made before the employee enters on duty in the position to which relocated. The employee must sign a service agreement prior to receiving a relocation incentive and the employee must establish residence in the new geographic area prior to payment. Reference: DoD Policy and Plan, Recruitment, Relocation, and Retention Incentives (See link at Recruitment Incentive above), 5 USC 5753 and 5 CFR 575, Subpart B

A **retention incentive** is an incentive that may be paid:

- to retain a current employee when it is determined that the unusually high or unique qualifications of the employee, or a special need of the agency for the employee's services, make it essential to retain the employee, and the employee would be likely to leave the Federal service in the absence of a retention incentive; or
- when an employee's organization is subject to closure or relocation and the employee is likely to leave his or her current position for a different position in the Federal service.

A retention incentive may also be approved for a group or category of employees in a closure or relocation situation (up to 10 percent of the employees' rate of basic pay) when the group or category of employees has been narrowly defined, it covers no more than one occupational series, and it is determined that:

- the organization has a special need for the services of the employees in the defined group or category that makes it essential to retain the employees in their current position during a period of time before the closure or relocation; and
- in the absence of a retention incentive, there is a high risk that a significant number of the employees in the group would be likely to leave for a different position in the Federal service.

Employees must sign a service agreement prior to receiving any retention incentive payments. Reference: Addendum to DoD Policy and Plan, Recruitment, Relocation, and Retention Incentives:

<http://www.cpms.osd.mil/ASSETS/AB68C933CB854019A096AAA96554B419/Implementation%20of%20Enhanced%20Retention%20Incentives%20Authorities%20I.pdf>, 5 USC 5754, 5 CFR 575, Subpart C

Permanent Change of Station (PCS). Current Federal Employees may be entitled to a paid PCS, which includes:

- Travel, transportation, and mileage for the employee and their families.
- Transportation and temporary storage of household goods, normally up to 18,000 pounds.
- Per diem for the employee and their family.
- Real estate expenses, house hunting trips, temporary quarters subsistence and miscellaneous expenses.

First Duty Station Moves. New appointees, moving from their place of actual residence at the time of appointment, may be reimbursed for a portion of their moving expenses. The entitlements provided include:

- Travel, transportation, and mileage for the appointees and their families.
- Transportation and temporary storage of household goods, normally up to 18,000 pounds.
- Per diem for the newly appointed employee. Family members of new appointees are not entitled to an additional per diem allowance.
- Under the provisions of the Joint Travel Regulations, new appointees are not entitled to reimbursement for other expenses incurred as a consequence of a relocation that are normally available for current employees. Real estate expenses, house hunting trips, temporary quarters subsistence and miscellaneous expenses are among the items that are not allowed for new appointees.

Special Salary Rate Schedules for Recruitment and Retention

- Higher special rates of pay may be established by OPM upon request by department headquarters and after coordination with other relevant Federal agencies. These special rates are authorized for an occupation or group of occupations nationwide or in a local area based on a finding that the Government's recruitment or retention efforts are, or would likely become, significantly handicapped without the higher rates.
- An employee is entitled to the higher of a special rate or locality rate of pay, or other applicable pay entitlement.

Superior Qualifications. Advanced pay rates (e.g., greater than step 1 of a pay scale) can be offered to a new employee (first appointment as a civilian employee of the Federal government, or a reappointment that is considered a new appointment under 5 USC 5333) if the candidate meets one of the following criteria:

- The candidate has superior qualifications. An agency may determine that a candidate has superior qualifications based on the level, type, or quality of the candidate's skills or competencies demonstrated or obtained through experience and/or education, the quality of the candidate's accomplishments compared to others in the field, or other factors that support a superior qualifications determination. The candidate's skills, competencies, experience, education, and/or accomplishments must be relevant to the requirements of the position to be filled. These qualities must be significantly higher than that needed to be minimally required for the position and/or be of a more specialized quality compared to other candidates; or
- The candidate fills a special agency need. An agency may determine that a candidate fills a special agency need if the type, level, or quality of skills and competencies or other qualities and experiences possessed by the candidate are relevant to the requirements of the position and are essential to accomplishing an important agency mission, goal, or program activity. A candidate may also meet the special needs criteria by meeting agency workforce needs, as documented in the agency's strategic human capital plan.

Reference: AFI 36-802, Chapter 5, 5 USC. 5333 and 5 CFR 531.212

Student Loan Repayment Program. The Federal student loan repayment program permits agencies to repay Federally insured student loans, subsidized or unsubsidized, as a recruitment or retention incentive. The maximum allowable repayment benefit is \$10,000 per calendar year, with a cumulative maximum of \$60,000. The requesting official must prepare a written determination that, in the absence of student load repayment, the activity would encounter difficulty in filling the position or retaining an employee in that position. Determinations for recruitment purposes must be made before the employee enters on duty. This program requires the employee to make, at a minimum, a 3-year commitment to the agency/department that provided the repayment. Reference: 5 USC 5379, 5 CFR 537, DoD Memo, 30 Sep 04: http://www.cpms.osd.mil/ASSETS/EA7E9FEBCA7847A3AAB2BF7FA87614BB/student_loan.pdf

Credit for Non-Federal and Uniformed Service for Determining Annual Leave Accrual Rate. An agency may provide credit toward an employee's annual leave accrual rate for non-Federal service or active duty uniformed service that otherwise would not be creditable, if the individual's prior work experience is directly related to the duties of the position to which he or she is being appointed and is necessary to achieve an important agency mission or performance goal. This is a discretionary authority, not an employee entitlement. Approval must be obtained prior to the effective date of the appointment or reappointment. Reference: DoDI 1400.25, Volume 631, August 31, 2009