

NPS RECRUITMENT/RELOCATION INCENTIVE
JUSTIFICATION FORM

Name:	Activity:
Title/PP-SRS-GR:	Organization:

Type of Incentive: _____ RECRUITMENT _____ RELOCATION

1. I reviewed the criteria for offering recruitment/relocation incentives established in 5 CFR 575, and set forth in enclosures (4) and (5) of the Plan. I have determined that its use is justified based on the following: (mark applicable factors with an X and provide a narrative explanation as an attachment).

The position is difficult to fill, based upon

- Results of recent efforts to attract quality candidates for similar/identical positions as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar/identical positions,
- Recent turnover in similar/identical positions,
- Labor-market factors that may affect the organization's ability to recruit quality candidates for similar/identical positions now or in the future,
- Special qualifications needed for the position, and/or

I have considered the practicality of using a superior qualifications appointment, separately or in conjunction with a recruitment incentive

Narrative Justification (Documentation supporting the factual assertions **must** be attached):

- 2. I certify that absent payment of this _____ incentive as noted above, this activity would encounter difficulty in filling the position.
- 3. The applicant is being appointed to a _____ position at the step appropriately determined by use of highest previous rate or by application of superior qualifications. I recommend approval of a _____ incentive in the amount equivalent to _____ (any percentage up to 25%) of the candidate's rate of basic pay including locality pay.
- 4. If recommending a relocation incentive, I've attached the most recent rating of record showing that the employee's most recent rating is at least "Fully Successful" or equivalent.
- 5. For the determination that the worksite of the employee's new position is 50 or more miles from the worksite of the position held immediately before the move, the following is provided:
 Geographic area of the former work site _____
 Geographic area of the required new work site _____
- 6. If recommending a relocation incentive, I certify that the employee will establish a residence in the new geographic area.
- 7. A copy of the Service Agreement is attached.
- 8. In requesting this approval, I have given careful consideration to the financial costs associated with the recommended incentive and balanced the need for its use against all department resource needs and the availability of funds for such purposes, including salary management needs.

Department Chair/Staff Director Date Dean Date

HRO Date President, NPS Date