NPS RETENTION INCENTIVE JUSTIFICATION FORM

Name: Name of Employee	Activity: Naval Postgraduate School
Title/PP-SRS-GR: Title, Pay Plan-Series-Grade	Organization: Organization

I have reviewed the requirements and criteria for use of retention incentives established by 5 USC §§ 5753 and 5754 and 5 CFR Part 575, set forth in the Recruitment/Relocation or Retention Incentive Service Agreement. I determined that use of the incentive is justified because:

☐ The individual or groups of employees in a category have unusually high or unique qualifications (must provide narrative explanation of "unusually high or unique qualifications" determination and attach to form); **OR**

☐ There is a special NPS need for the individual or group of employees' services that makes it essential to retain the individual or group of employees; (must provide narrative explanation of "special need and essential to retain" and attach to form); **AND**

FOR INDIVIDUAL INCENTIVE

☐ I certify the employee would be likely to leave Federal Service in the absence of a retention incentive (must provide narrative explanation for the determination "likely to leave Federal Service" and attach to form). Examples of information that demonstrates this factor are: labor market information identifying an insufficient number or quality of applicants in the skill set required; or specific information the manager obtained from the employee that demonstrates he/she is likely to leave Federal Service absent the incentive.

FOR GROUP OR CATEGORY INCENTIVES

☐ I certify there is a high risk that a significant number of employees in the group would be likely to leave Federal Service absent the incentive (must provide narrative explanation of "high risk and significant number" determination and attach to form). Examples of information that demonstrates this factor are: labor market information which indicates the lack of sufficient numbers and quality of candidates in this category; or the lack of success of recent recruitment efforts for candidates in this category; or historical records of attrition of NPS personnel in this category. More information than salary differentials between the private and public sector for the category of employees is required.

IN ADDITION TO ATTACHING THE NARRATIVE JUSTIFICATION (please check each item):

☐ I have attached the most recent rating of record showing that the employee's most recent rating is at least "Fully Successful" or equivalent.

For individual retention incentives, the incentive amount may not exceed 25 percent. **For a group retention incentive,** the incentive amount may not exceed 10 percent absent Office of Personnel Management approval.

☐ I recommend approval of an individual retention incentive in the amount of ___0%___, which is less than or equal to 25 percent of basic pay for the individual.

☐ I recommend approval of a retention incentive in the amount of ___0%___ for a group of employees in _____ category, which is less than or equal to 10 percent of basic pay for the group or category.

☐ I have attached a copy of the Service Agreement.

☐ In reviewing 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 Reviewer Date President, NPS Date