

RECRUITMENT INCENTIVE NOMINATION/JUSTIFICATION

I. INDIVIDUAL INFORMATION

Name		SSAN	Proposed Technician Appointment Date
Pay Plan-Series-Grade	Position Title	Name of Organization	
Length in Months of the Service Agreement		Duty Location	

II. DETERMINATION OF THE AMOUNT OF RECRUITMENT INCENTIVE

Requested Percentage	Criteria Used to Establish the Percentage
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III. JUSTIFICATION

Describe in detail all of the following criteria. Failure to address all items will result in the request being returned without action. Information regarding the following areas may be continued on additional pages.

1. Unsuccessful efforts to recruit candidates for this or similar positions.

2. Turnover in this or similar positions.

3. Labor market factors and special qualifications needed for this position.

III. JUSTIFICATION CONTINUED

4. Additional considerations for authorizing a recruitment incentive for an individual employee. An agency must consider the following factors, as applicable to the case at hand, in determining whether the unusually high or unique qualifications of an employee or a special need of the agency for an employee's services makes it essential to recruit the employee and that the employee would be likely to not accept the Federal service in the absence of a recruitment incentive:

(a) Employment trends and labor market factors such as the availability and quality of candidates in the labor market possessing the competencies required for the position and who, with minimal training, cost, or disruption of service to the public, could perform the full range of duties and responsibilities of the employee's position at the level performed by the employee.

(b) The success of recent efforts to recruit candidates and retain employees with competencies similar to those possessed by the employee for positions similar to the position held by the employee.

(c) Special or unique competencies required for the position.

(d) Agency efforts to use non-pay authorities to help retain the employee instead of or in addition to a retention incentive, such as special training and work scheduling flexibilities or improving working conditions.

(e) The desirability of the duties, work or organizational environment, or geographic location of the position.

(f) The extent to which the employee's departure would affect the agency's ability to carry out an activity, perform a function, or complete a project that the agency deems essential to its mission.

(g) The salaries typically paid outside the Federal Government.

(h) Other supporting factors.

IV. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of a Recruitment Incentive, difficulty would be encountered in filing this position. The applicant has signed the CNG Form 690-20, Recruitment Incentive Service Agreement, and it is attached.

Name/Title	Signature	Date	Telephone
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V. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name	Signature	Date	Telephone
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VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY

I certify that funds are available for this action and will not cause employee to exceed the Aggregate Limitation of Pay (5 CFR 530.202).

Name	Signature	Date	Telephone
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VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action	Authority	Recruitment Incentive Amount	Effective Date
815 RECRUITMENT INCENTIVE	VPF 5 USC 5733	\$	

Remarks:

- Member has signed a service agreement valid through _____.
- Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202)
- Annual Rate of Basic Pay x Recruitment Incentive % x Length of Service Agreement = Incentive Amount
 \$ _____ X _____ X _____ = \$ _____

REVIEWS/APPROVAL

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

HUMAN RESOURCES SPECIALIST	Signature	Date
HUMAN RESOURCES SPECIALIST	Signature	Date
DIRECTOR/DEPUTY DIRECTOR OF HUMAN RESOURCES	Signature	Date