

U.S. DEPARTMENT AGRICULTURE
RECOMMENDATION AND APPROVAL OF

A RECRUITMENT / RELOCATION BONUS

A RETENTION ALLOWANCE

1. AGENCY NAME		2. AGENCY CODE	3. CASE NO.	4. EMPLOYING OFFICE CODE
5. NAME OF EMPLOYEE		6. SOCIAL SECURITY NO.		7. DUTY STATION CODES
8. POSITION TITLE		9. LOCATION (City, State)		11. PAY PLAN - SERIES/ GRADE/ STEP
12. SALARY	13. ORGANIZATION		14. EFFECTIVE DATE	
15. ACCOUNTING CODE	16. MAIL CHECK TO (If applicable):		17. EXPECTED DURATION OF ALLOWANCE (If applicable):	

THE FOLLOWING INFORMATION MUST BE ATTACHED, FOR REVIEW BY THE RECOMMENDING AND APPROVING OFFICIALS FOR A RECRUITMENT / RELOCATION BONUS: (See DPM Chapter 575 Subchapter 1-5b for Guidance)

- A written justification outlining the difficulty experienced or expected in filling the position if bonus is not used.
- The proposed recruitment / relocation amount, along with the rationale for the amount proposed.

THE FOLLOWING INFORMATION MUST BE ATTACHED, FOR REVIEW BY THE RECOMMENDING AND APPROVING OFFICIALS FOR A RETENTION ALLOWANCE: (See DPM Chapter 575, Subchapter 2-5c for Guidance)

- A written determination that unusually high or unique qualifications of the employee or a special need of the agency
- A written determination that the employee is likely to leave the federal government in the absence of a retention allowance.
- A written description of the extent to which the employee's departure would affect the agency.

18. RECOMMENDATION

RECOMMENDED AMOUNT		PERCENTAGE OF SALARY	
\$			
SIGNATURE OF RECOMMENDING OFFICIAL		TITLE	DATE

19. APPROVAL

APPROVED AMOUNT		PERCENTAGE OF SALARY	
\$			
SIGNATURE OF APPROVING OFFICIAL		TITLE	DATE

20. RECERTIFICATION (For Retention Allowances Only)

SIGNATURE OF RECOMMENDING OFFICIAL		TITLE	DATE
------------------------------------	--	-------	------

Comments / changes:

SIGNATURE OF APPROVING OFFICIAL		TITLE	DATE
---------------------------------	--	-------	------

Comments / changes