

U.S. DEPARTMENT OF AGRICULTURE

RECOMMENDATION AND APPROVAL OF

A RECRUITMENT / RELOCATION BONUS

A RETENTION ALLOWANCE

1. AGENCY NAME		2. AGENCY CODE	3. CASE NUMBER	4. EMPLOYING OFFICE CODE
5. NAME OF EMPLOYEE		6. SOCIAL SECURITY NUMBER		7. DUTY STATION CODES
8. POSITION TITLE		9. LOCATION (City, State)		10. PLAY PLAN - SERIES / GRADE / STEP
11. SALARY \$	12. ORGANIZATION			13. EFFECTIVE DATE
14. ACCOUNTING CODE	15. MAIL CHECK TO (If applicable):			16. 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 exists.
- 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.

17. RECOMMENDATION

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

18. APPROVAL

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

19. RECERTIFICATION (For Retention Allowances Only)

SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
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Comments / changes:

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE
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Comments / changes: