| REE-11  |  |
|---------|--|
| 10/2004 |  |

## U. S. DEPARTMENT OF AGRICULTURE RESEARCH, EDUCATION, AND ECONOMICS

## **NEW HIRE RECRUITMENT INCENTIVES**

| 1. NAME (Last, First, MI)  |  | 2. POSITION TITLE, SERIES, GRADE, STEP                |   |                         |  |  |
|--|--|---|---|-------------------------|--|--|
| 3. TENATIVE REPORTING DATE   | 4. LOCATION  |   |   | 5. REPORTING            | AGENCY   |  |
| RECOMMENDATION AND APPROVAL OF<br>(check appropriate box(es)):   |  |   | JUSTIFICATION   | (check all that apply): |  |  |
| Pre Employment Interviews (Attach list of all candidates)         Recruitment Incentives (Complete Section A below)                            |  | Shortage of qualified applicants Recent Turnover Rate |   |                         |  |  |
| Travel and Transportation Expenses (Complete Section B below)  Superior Qualifications/Advanced Step (See Section C below and attach REE-13)   |  |   | Unique Qualifications Emerging Technology Urgency to Fill Position Salary Compatibility/Offer   |                         |  |  |
| Student Loan Repayment (Complete Section D below)         Advance in Pay (Complete Section E below)  |  |   | Labor Market Conditions   Issues     Image: Conditions   Other (explain in narrative statement) |                         |  |  |
| SECTION A. RECRUITMENT INCE<br>Pay Comparability Act (FEPCA)   |  | General Service Agree<br>Demonstration Pro            |   | d by selectee)          |  |  |
| Up to 25% of Base Salary<br>% of Salary equivalent<br>to \$  | EL AND TRANSP  | Deferred Deferred One Incr                            | E Lump Sum of \$<br>remental payments (<br><b>SES</b> (Attach Service                           | months of EOD) Se       |  |  |
| 2. Travel and Transportation E  a. All expenses below in it b. Options  (1) Per diem allowand  (2) House hunting tri  (3) Sale of residence of | em b.<br>ce for immediate fai<br>p travel and expens | mily $(4)$ Pu<br>ses $(5)$ To                         | w Hires):<br>irchase of residence<br>emporary quarters s<br>expenses<br>hipment of P.O.V. (     | ubsistence (8)          | ) Shipment and Storage of Household<br>Goods<br>) Miscellaneous Allowances |  |
| SECTION C. SUPERIOR QUALIFI  | 1  |   | -   |                         |  |  |
| <ul> <li>Selectee's superior qualificatio.</li> <li>Factors considering in determin</li> <li>Reasons for authorizing an adv</li> </ul>         | ,<br>ning existing pay an                            | d reason for setting a                                |   |                         |  |  |
| SECTION D. STUDENT LOAN RE   |  |   |   |                         |  |  |
| Amount Offered<br>Verify Federally Insured Loan<br>Payment Options:<br>Lump Sum Payment  |  | l \$10,000 per calendo                                | rr year or \$60,000 p   | er career)              |  |  |
| Interval Payments  |  |   |   |                         |  |  |
| SECTION E. ADVANCE IN PAY (At  | tach Repavment Aa                                    | reement)  |   |                         |  |  |
| Overseas Assignment (See Def   | inition in P&P)                                      |   |   |                         |  |  |

| RECOMMENDATION AND APPROVAL INFORMATION                           |           |      |  |  |  |
|---|-----------|------|--|--|--|
| 1. Selecting Official Name and Title                              | Signature | Date |  |  |  |
| 2. Second Level Supervisor Name and Title                         | Signature | Date |  |  |  |
| 3. Budget and Fiscal Officer Name and Title                       | Signature | Date |  |  |  |
| 4. Area Director/HQ Staff Office/Division Director Name and Title | Signature | Date |  |  |  |

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