SERVICE CREDIT for ENHANCED LEAVE ACCRUAL

Request Worksheet

Selectee Name:



				•
Position Title:				Directorate/Division:
Pay Plan:	Series:	Grade:	Sten:	Department/Service/Branch:

Hiring Manager:

MTF/Center:

Email:

Base Salary \$

(not including locality/special rate):

Telephone:

RPA # (if applicable):

Proposed # of Years Credited: **Proposed Leave Accrual Rate:** If any answer below is "No," the Service Credit cannot be approved. 1. Has the position been designated as "hard to fill"? YES NO 2. Is the position covered in one of the approved categories provided in 5 CFR 575.103? YES NO 3. Is the incentive for a newly appointed employee as defined in 5 CFR 575.102? YES NO 4. Are the skills and experience of the employee necessary to achieve an important agency NO YES mission or performance goal? 5. Have the skills and experience of the employee been acquired through performance in a YFS NO non-Federal, Military Service or volunteer position having duties that directly relate to the duties of the position to which the employee is being appointed? YES 6. Was determination based on one or more of the following factors, as applicable in the case NO at hand? Factors Considered (Please select all that apply) Candidate has special qualifications needed to Desirability of the duties, work or organization meet mission requirements environment, or geographic location of the position Importance/criticality of the position to be filled and the Significant differences in the Federal and non-Federal salaries for the skills and competencies effect on the agency or mission if the position is not filled required in the position to be filled Recent turnover in the same or similar positions Success of recent recruitment efforts involving similar positions

Attach the Required Documents and Justifications to this Request Worksheet

Required Documents:

- Candidate's Resume (must show significant non-Federal experience that is directly applicable to the requirements of the position)
- Candidates written justification showing the number of years and months of work experience comparable to the position's duties
- Position Description and Vacancy Announcement of the job being filled
- SF-144A
- DD214 (Member 4 Copy) -Prior Military Only

CHRC Validation of Qualifications		Nominating Supervisor		Second Level Approver (Optional)		Final Level Approver	
Valid	Invalid	Approved	Disapproved	Approved	Disapproved	Approved	Disapproved
Print Name:		Print Name:		Print Name:		Print Name:	
Title/ Rank:		Title/ Rank:		Title/ Rank:		Title/ Rank:	
Signature:		Signature:		Signature:		Signature:	