

RELOCATION INCENTIVE

Request Worksheet



Selectee Name:

MTF/Center:

Position Title:

Directorate/Division:

Pay Plan: Series: Grade: Step:

Department/Service/Branch:

Hiring Manager:

Email:

Annual Rate of Basic Pay \$
(including locality/special rate):

Telephone:

RPA # (if applicable):

Proposed Relocation Incentive Amount

(up to 25% of annual rate of basic pay, including locality/special rate):

If any answer below is "No," a relocation incentive cannot be approved.

- | | | |
|--|-----|----|
| 1. Is the individual a current Federal employee? | YES | NO |
| 2. Does the candidate meet the definition of employee as defined in 5 CFR 575.202? | YES | NO |
| 3. Is the position covered in one of the approved categories provided in 5 CFR 575.203? | YES | NO |
| 4. Is the employee's most recent performance rating of record at least "Fully Successful" or equivalent? | YES | NO |
| 5. Has the position been designated as "hard to fill"? | YES | NO |
| 6. Was determination based on one or more of the following factors, as applicable in the case at hand? | YES | NO |
- Factors Considered (Please select all that apply)

Candidate has special qualifications needed to meet mission requirements

Success of recent recruitment efforts involving similar positions

Significant differences in the Federal and non-Federal salaries for the skills and competencies required in the position to be filled

Desirability of the duties, work or organization environment, or geographic location of the position

Recent turnover in the same or similar positions

Importance/criticality of the position to be filled and the effect on the agency or mission if the position is not filled

Attach Required Justification to this Request

Justification must include:

- Explanation of why the position is "hard to fill"
- Explanation of the above factors considered for the incentive

Resource Management

Nominating Supervisor

Second Level Approver (Optional)

Final Level Approver

Approved Disapproved

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: