

# RETENTION 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 \$ \_\_\_\_\_ Telephone: \_\_\_\_\_  
 (including locality/special rate): \_\_\_\_\_ RPA # (if applicable): \_\_\_\_\_

**Proposed Retention Incentive Amount**  
 (up to 25% of annual rate of basic pay, including locality/special rate): \_\_\_\_\_

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

- |   |     |    |
|---|-----|----|
| 1. Is the individual a current Federal employee in the NCR-MD Region?   | YES | NO |
| 2. Does the candidate meet the definition of employee as defined in 5 CFR 575.302? <span style="color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">?</span>                 | YES | NO |
| 3. Is the encumbered position covered in one of the approved categories provided in 5 CFR 575.303? <span style="color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">?</span> | YES | NO |
| 4. Is the employee's most recent performance rating of record at least "Fully Successful" or equivalent?  | YES | NO |
| 5. Is the employee likely to leave Federal service in the absence of an incentive?  | YES | NO |
| 6. If the employee has received any previous recruitment or relocation incentives prior to receiving this retention incentive, has the employee completed the service agreement?                    | YES | NO |
| 7. 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)

Employee 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 or there is a delay in filling it

**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: _____	