

NEW HIRE RECRUITMENT INCENTIVES

1. NAME (Last, First, MI)		2. POSITION TITLE, SERIES, GRADE, STEP		
3. TENATIVE REPORTING DATE	4. LOCATION	5. REPORTING AGENCY		

<p>RECOMMENDATION AND APPROVAL OF <i>(check appropriate box(es)):</i></p> <p><input type="checkbox"/> Pre Employment Interviews <i>(Attach list of all candidates)</i></p> <p><input type="checkbox"/> Recruitment Incentives <i>(Complete Section A below)</i></p> <p><input type="checkbox"/> Travel and Transportation Expenses <i>(Complete Section B below)</i></p> <p><input type="checkbox"/> Superior Qualifications/Advanced Step <i>(See Section C below and attach REE-13)</i></p> <p><input type="checkbox"/> Student Loan Repayment <i>(Complete Section D below)</i></p> <p><input type="checkbox"/> Advance in Pay <i>(Complete Section E below)</i></p> <p><input type="checkbox"/> Creditable Service for Leave Accrual <i>(Complete Section F below)</i></p> <p style="margin-left: 20px;">_____ Creditable Non-Federal Experience</p> <p style="margin-left: 20px;">_____ Uniform Service <i>(attach DD-214 or other acceptable documentation)</i></p>	<p>JUSTIFICATION <i>(check all that apply):</i></p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Shortage of qualified applicants</td> <td><input type="checkbox"/> Recent Turnover Rate</td> </tr> <tr> <td><input type="checkbox"/> Unique Qualifications</td> <td><input type="checkbox"/> Emerging Technology</td> </tr> <tr> <td><input type="checkbox"/> Urgency to Fill Position</td> <td><input type="checkbox"/> Salary Compatibility/Offer Issues</td> </tr> <tr> <td><input type="checkbox"/> Labor Market Conditions</td> <td><input type="checkbox"/> Other <i>(explain in narrative statement)</i></td> </tr> </table>	<input type="checkbox"/> Shortage of qualified applicants	<input type="checkbox"/> Recent Turnover Rate	<input type="checkbox"/> Unique Qualifications	<input type="checkbox"/> Emerging Technology	<input type="checkbox"/> Urgency to Fill Position	<input type="checkbox"/> Salary Compatibility/Offer Issues	<input type="checkbox"/> Labor Market Conditions	<input type="checkbox"/> Other <i>(explain in narrative statement)</i>
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SECTION A. RECRUITMENT INCENTIVES *(Attach General Service Agreement REE-12 signed by selectee)*

<p>Pay Comparability Act (FEPCA)</p> <p><input type="checkbox"/> Up to 25% of Base Salary</p> <p style="margin-left: 20px;">_____ % of Salary equivalent</p> <p style="margin-left: 20px;">to \$ _____</p>	<p>Demonstration Project</p> <p><input type="checkbox"/> One Lump Sum payment (upon EOD) of \$ _____</p> <p><input type="checkbox"/> Deferred (payment within 36 months of EOD) Select one of the following:</p> <p style="margin-left: 20px;"><input type="checkbox"/> One Lump Sum of \$ _____ payable on _____</p> <p style="margin-left: 20px;"><input type="checkbox"/> Incremental payments (attach payment agreement signed by selectee).</p>
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SECTION B. PAYMENT OF TRAVEL AND TRANSPORTATION EXPENSES *(Attach Service Agreement signed by Selectee)*

1. Travel and Transportation Expenses in accordance with FTR's (for New Hires not under Demonstration Project)

2. Travel and Transportation Expenses (for Demonstration Project New Hires):

a. All expenses below in item b.

b. Options

<input type="checkbox"/> (1) Per diem allowance for immediate family	<input type="checkbox"/> (4) Purchase of residence expenses	<input type="checkbox"/> (7) Shipment and Storage of Household Goods
<input type="checkbox"/> (2) House hunting trip travel and expenses	<input type="checkbox"/> (5) Temporary quarters subsistence expenses	<input type="checkbox"/> (8) Miscellaneous Allowances
<input type="checkbox"/> (3) Sale of residence expenses	<input type="checkbox"/> (6) Shipment of P.O.V. (1)	

SECTION C. SUPERIOR QUALIFICATIONS APPOINTMENT *(Attach justification to this form stating)*

- *Selectee's superior qualifications or special need of the agency*
- *Factors considering in determining existing pay and reason for setting at the higher rate*
- *Reasons for authorizing an advanced rate instead of or in addition to a recruitment bonus*

SECTION D. STUDENT LOAN REPAYMENT *(Attach written justification and signed Service Agreement (REE-12B))*

Amount Offered _____ *(not to exceed \$10,000 per calendar year or \$60,000 per career)*

Verify Federally Insured Loan to Repay

Payment Options:

Lump Sum Payment

Interval Payments

SECTION E. ADVANCE IN PAY *(Attach Repayment Agreement)*

- Domestic Assignment
- Overseas Assignment *(See Definition in P&P)*

SECTION F. CREDITABLE SERVICE FOR LEAVE ACCRUAL - *Attach supporting documentation (e.g., resume with specific starting and ending dates) and a narrative statement which explains how the skills and experience the employee possesses are:*

- essential to the new position;
- were acquired through performance in a non-Federal position or active uniformed service, as appropriate;
- directly relate to the duties of the position to which he/she is being appointed; and,
- necessary to achieve an important agency mission or performance goal.

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
5. Team Leader/HRD/AFM Name and Title	Signature	Date

This form was electronically produced by USDA/ARS/OCIO/ADB.