

Reclamation Manual
Directives and Standards

TEMPORARY RELEASE
(Expires 01/28/2013)

**RECRUITMENT/RELOCATION INCENTIVE
JUSTIFICATION CHECKLIST**

1. Appointee Name: _____ 2. Organization: _____

3. Title, Pay Plan, Grade, Step, Salary: _____

4. Percentage of Pay Recommended: _____%

5. Period of Payment:

Lump Sum at the start of the service period _____
 Installments/Increment throughout the service period _____
 Amount _____ How often _____
 Lump Sum at the end of the service period _____
 Other _____

6. Service Period Recommended: _____ Year(s)

7. Justification. See attached instructions. Also include the basis for the amount, period of payment and service period. *Attach to this checklist and note number of pages* _____.

8. All signatures required for approval.

1. Recommending Official	Date	2. Director	Date
3. Human Resources Division Manager	Date	4. Director, Policy and Administration	Date
5. Deputy Commissioner, Policy, Administration and Budget	Date	6. Deputy Commissioner, Operations	Date
7. Deputy Commissioner, External and Intergovernmental Affairs	Date	8. Commissioner (if required)	Date

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INSTRUCTIONS FOR RECRUITMENT AND RELOCATION INCENTIVE JUSTIFICATION CHECKLIST

1. The service period will be no less than 6 months, and no more than 4 years. Consider the percent of salary recommended, whether other pay or non-pay incentives are provided, as well as training and orientation time for full productivity, or other relevant factors.
2. Each of the following **must** be addressed in the justification:
 - A. **Availability and Quality of Candidates Available.**
 - (1) How long has the position been vacant?
 - (2) How many times has the position been advertised?
 - (3) Were special recruitment efforts conducted? If so how?
 - (4) How long did the vacancy announcement(s) remain open?
 - (5) What was the area of consideration used for each vacancy announcement (current and past)?
 - (6) How many well qualified applicants were there for each vacancy announcement (current and past)?
 - (7) How many job offers were extended, if any?
 - (8) What is the acceptance rate for applicants?
 - (9) What is the average length of time to fill these types of positions?
 - B. **Turnover Rates in Similar Positions.**
 - (1) What was the reason for the loss of employees (retirement, resignation, acceptance of offers from other Federal agencies and/or private industry)?
 - (2) If applicants accepted other offers of employment, were pay and/or fringe benefits more than what could be offered?

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C. Labor Market Conditions.

- (1) Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- (2) Is this position in a remote or undesirable location or high cost of living area?
- (3) What are the salary ranges being offered by other non-Federal employers?
- (4) What are the benefits packages being offered by other non-Federal employers?

D. Special Qualifications Needed for the Position (if Applicable).

- (1) What are the unique qualifications/skills required for the position?
- (2) Does the selectee possess these unique qualifications/skills? If so, describe.

E. Other Incentives for Which This Individual has Been Nominated.

- (1) Incentive Type.
- (2) Amount of Incentive.
- (3) Reasons for that incentive.
- (4) Associated Service Agreement dates from _____ to _____

F. Recruitment Only.

- (1) Was a superior qualifications appointment considered in lieu of or in conjunction with a recruitment incentive? If not offered, why?
- (2) Were other incentives considered such as Creditable Service for Annual leave, offering training, etc? Please explain.