

**RECRUITMENT/RELOCATION BONUS
JUSTIFICATION FORM**

Employee Name:

SSN:

Activity:

Organization/Code:

Position (Title/Series/Grade):

I have reviewed the criteria for offering recruitment/relocation bonuses as outlined in 5 CFR 575 and my command policy. I have determined that its use is necessary based on an analysis of the following factors (Mark applicable factors with an X and provide narrative justification).

_____ Results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar positions.

_____ Recent turnover in similar positions;

_____ Labor-market factors that may affect the organization's ability to recruit quality candidates for similar positions now or in the future;

_____ Special qualifications needed for the position; and/or

_____ The practicality of using a superior qualifications appointment, separately -or in conjunction with a recruitment bonus (recruitment bonuses only).

Narrative Justification:

I certify that absent payment of this recruitment/relocation (circle one) bonus, this Activity would encounter difficulty in filling the position.

The applicant is being appointed to/selected for (circle one) a _____ (Pay Plan, i.e., GS/WG) _____ (Grade Level), Step _____ position. I recommend approval of a recruitment/relocation (circle one) bonus in the amount of which is equivalent to _____% of the candidate's salary.

In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that payment of this recruitment/relocation (circle one) bonus is in the best interest of the best interest of the government.

Supervisor's Signature and Code

Date

Approving Official's Signature and Code

Date

Funding Approval Official

Date

HRD Review

Date