

### 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><b>RECOMMENDATION AND APPROVAL OF</b> <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><b>JUSTIFICATION</b> <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><b>Pay Comparability Act (FEPCA)</b></p> <p><input type="checkbox"/> Up to 25% of Base Salary</p> <p style="margin-left: 20px;">_____ % of Salary equivalent</p> <p>to \$ _____</p>	<p><b>Demonstration Project</b></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 <b>one</b> 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 <b>(attach payment agreement signed by selectee).</b></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

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

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

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**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:*

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- 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.

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**RECOMMENDATION AND APPROVAL INFORMATION**

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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

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