

# RECRUITMENT INCENTIVE NOMINATION REQUEST FORM

## I. INDIVIDUAL INFORMATION

Name (Last, First, MI, Rank)	SSN	Proposed Effective Date
Pay Plan- Occ Series- Grade-Step	Position Title	Name of Organization
Selected from Vacancy Number	PD Number	Tenure
		Duty Location

## II. DETERMINATION OF THE AMOUNT OF RECRUITMENT INCENTIVE

Requested Percentage

Criteria used to Establish the Percentage

## III. JUSTIFICATION

An agency must consider the following factors, as applicable to the case at hand, in determining whether a position is likely to be difficult to fill in the absence of a recruitment incentive. Describe in detail all of the following criteria. Failure to address all items will result in the request being returned without action.

1. The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for the position or similar positions using indicators such as offer acceptance rates, proportion of positions filled, and the length of time required to fill similar positions. (5 CFR 575.106(b)(1))

2. The salaries typically paid outside the ANG. (5 CFR 575.106 (b)(2))

3. Recent turnover in similar positions (5 CFR 575.106(b)(3))

4. Employment trends and labor market factors that may affect the agency's ability to recruit candidates for similar positions. (5 CFR 575.106 (b)(4))

5. The desirability of the duties, work or organizational environment, or geographic location of the position.  
(5 CFR 575.106 (b)(7))

6. Special or unique competencies required for the position. (5 CFR 575.106(b)(5))

7. Agency efforts to use non-pay authorities, such as special training and work schedule flexibilities, to resolve difficulties alone or in combination with a recruitment incentive. (5 CFR 575.106 (b)(6))

8. Other supporting factors or continued justification from previous sections(5 CFR 575.106 (b)(8))

**IV. NOMINATING SUPERVISOR CERTIFICATION**

I certify that in the absence of a recruitment incentive the position would likely to be difficult to fill. I understand the applicant must sign the Service Agreement upon acceptance of the incentive.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**V. COMMANDER/DIRECTOR CERTIFICATION**

I concur with this request.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY**

I certify that funds are available for this action and will not cause the technician to exceed the aggregate pay limit allowed by 5 CFR 530.202

**Current Year Aggregate Limitation on Pay \$ \_\_\_\_\_ (5 CFR 530.202)**

**Annual Rate of Basic Pay used for Recruitment Incentive Amount \$ \_\_\_\_\_**

**\$ \_\_\_\_\_ X \_\_\_\_\_ % = \_\_\_\_\_**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY**

<b>Nature of Action</b> 815 Recruitment Incentive	<b>Authority</b> VPF 5 USC 5754	<b>Amount</b>	<b>Effective Date</b>
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**Member has signed a service agreement valid through \_\_\_\_\_**

**REVIEW/ APPROVAL**

I certify the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

<b>Human Resources Specialist</b>	<b>Signature</b>	<b>Date</b>
<b>Director/Deputy Director of HRO</b>	<b>Signature</b>	<b>Date</b>
<b>The Adjutant General</b>	<b>Signature</b>	<b>Date</b>