

# Relocation Incentive Checklist

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_ HRO Coordinator: \_\_\_\_\_ DSN: \_\_\_\_\_

## Validate Employee Eligibility –

**A relocation incentive may be paid to a current employee who must relocate to accept a position in a different geographic area if the agency determines that the position is likely to be difficult to fill in the absence of an incentive when-**

- The employee is in a General Scheduled (GS) or Non-GS; Tenure 1 or 3; and
- The employee's official performance appraisal is at least "Fully Successful"; and
- The employee is in a pay status; or
- The occupational series identified who fill the most recent DANG Critical Agency Need memo criteria and meet eligibilities listed above.

## Coordinator – See Relocation Nomination Form & Service Agreement Templates

- Agency has a relocation incentive plan consistent with 5 CFR 575.207.

### **Determine and document:**

- The basis for determining the agency has a special need for the employee's services that makes it essential to relocate the employee, based on the agency's mission needs and the employee's competencies.
- The basis for determining in the absence of a relocation incentive, the position would likely to be difficult to fill; **the worksite of the new position is 50 or more miles from the worksite of the position held**; and
- The basis for determining the incentive amount (not to exceed 25% of annual rate of basic pay multiplied by number of years in the service period); and
- The length of the required service period (not to exceed 4 years); and the timing of the incentive payments (initial lump-sum, installments, final lump-sum, bi-weekly, or in a combination).
- The nomination/justification form includes the items required. (5 CFR 575.206)
- The service agreement includes the items required and employee signs the service agreement.
- TAG approves the incentive; NGB/A1 reviews for compliance with policy & law before payment begins.

## Case Documents –

### **Case must include employee's:**

- Nomination/Justification Form with TAG signature of approval
- Current Official Performance Appraisal at least "Fully Successful"
- Current signed Service Agreement
- Critical Agency Need Memo (if applicable)
- Flying History Report/ATP Certification (Technician Pilots/RPA Sensor Operators Only)
- College Transcript/Acquisition Professional Development Program (APDP) Level II certificate (Contracting Officers/Contracting Specialist Only) Refer to critical agency need memo for all requirements.
- Send the case to NGB/A1PF A1 Technician Org Box: [usaf.jbanafw.ngb-a1.mbx.a1-technician@mail.mil](mailto:usaf.jbanafw.ngb-a1.mbx.a1-technician@mail.mil)
- SF50 (send to A1PF org box after processed)