

DOE Handbook  
On  
Recruitment and Retention  
Incentives



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Office of Human Resources Management

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## Introduction

This handbook provides sample recruitment and relocation bonus plans and a sample service agreement that covers both incentives; a sample retention allowance plan; worksheets for recruitment and retention incentives to assist in documenting the justification and approvals for all types of incentives; and frequently asked questions regarding relocation expenses. This handbook is intended to supplement information currently available in the following references:

1. **DOE O 322.1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY**, which is available at <http://www.directives.doe.gov>; the order establishes requirements and responsibilities for administering the incentives and provides the Departmental plan and required service agreement for repayment of student loans at Chapter I;
2. **DOE G 426.1-1, RECRUITING, HIRING, AND RETAINING HIGH-QUALITY TECHNICAL STAFF, A *Managers Guide to Administrative Flexibilities***, which is available at <http://www.ma.mbe.doe.gov/pol/adflex.pdf>; the guide briefly describes essentially all of the incentives currently available for technical and non-technical positions ; and
3. **DOE O 552.1-1, U. S. DEPARTMENT OF ENERGY TRAVEL MANUAL**, which is available at <http://www.directives.doe.gov>; the manual establishes requirements for the payment of mandatory relocation expenses and language in vacancy announcements regarding relocation expenses.

This handbook applies to competitive and noncompetitive recruitment actions.

# Sample Recruitment Bonus Plan

## Background

5 U.S.C. Section 5753 and 5 CFR Part 575, Subpart A authorizes the head of an agency or subordinate official who has been delegated the authority to pay a recruitment bonus of up to 25 percent of basic pay (without locality pay) in order to fill a position or group of positions that, in the absence of the incentive, would be difficult to fill with a well-qualified newly appointed employee. DOE O 322.1 authorizes the Head of the Departmental element to approve recruitment bonuses. (*Insert a statement if this authority has been re-delegated and to what level or position.*)

A lump sum recruitment bonus may be paid in conjunction with the payment of an advanced step of the grade of the position that will be filled. When a recruitment bonus is authorized, the employee must sign a service agreement with a minimum period of service of 6 months. If the employee is being relocated and relocation expenses are authorized, then the minimum service period must be at least 12 months to be consistent with the Federal Travel Regulation (FTR) service requirement at 41 CFR Chapter 302.

## Amount of the Bonus

The percentage amount of the recruitment bonus will be based on one or more of the following criteria.

1. The success of recent efforts to recruit candidates for similar positions, including acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions.

<u>Success Rate</u>	<u>Percentage</u>	<u>Description</u>
Good	1 - 10	A few well-qualified candidates are located with 1 or 2 searches/vacancy announcements/job fairs; 1 or 2 of the candidates may turn down an offer
Limited	11 - 17	A few well-qualified candidates are located after an extensive search over 4-6 months; some candidates may have turned down an offer before an acceptance
Poor	18 - 25	Only 1 or 2 well-qualified candidates are located after extensive searches over more than 6 months; some candidates may have turned down an offer before an acceptance

2. Recent turnover, i.e., the number and/or frequency of losses in the position, or similar position, being filled for any reason.

<u>Number/Frequency</u>	<u>Percentage</u>
Few/Seldom	1 - 10
Some/Moderate	11 - 17
Significant/High	18 - 25

3. Labor market factors, such as location, comparative salaries, and economy in the area, affect the ability to recruit a sufficient number of well-qualified candidates.

<u>Availability</u>	<u>Percentage</u>	<u>Description</u>
Good	1 – 10	The location compares favorably with other similar locations, particularly for a large metropolitan area; candidates want a reasonable increase above their current compensation package; and/or the local economy is expanding
Limited	11 – 17	The location is somewhat unattractive because of the high cost of living; most candidates prefer non-government work because of better benefit packages; and/or the local economy is stable
Poor	18 – 25	The location is unattractive because of unavailable or the high cost of housing, services, or conveniences; normally the organization must recruit outside government and candidates have significantly higher compensation packages than what can be offered with an advanced step; and/or the local economy is not expanding or is depressed

4. The value of a candidate because of the candidate’s special qualifications for the position.

<u>Value</u>	<u>Percentage</u>	<u>Description</u>
Limited	1 – 10	Candidate scored very high on most ranking factors with <i>previous</i> experience that is directly related to the position
Moderate	11 – 17	Candidate scored very high on most ranking factors with <i>recent</i> experience that is directly related to the position
High	18 – 25	Candidate scored exceptionally high on all ranking factors because of <i>current, directly-related</i> experience for a unique, particularly complex, or top managerial position

### **Procedures**

1. Supervisors must complete Part A, Background Information, and Part B, Proposed Initial Offer, for the applicable incentives, including Basic pay (number 1) and the Recruitment bonus incentive (number 4), on the attached Recruitment Incentive Determination Worksheet which serves as a written justification, i.e., documents the basis for, and the recommended amount of, the bonus based on the above criteria.
2. Once completed, the worksheet must be submitted through the applicable human resources and financial staffs and (title of Manager) for approval.
3. Selectees must sign the attached Recruitment Incentive Service Agreement preferably prior to entering on duty, but no later than by the first workday after entering on duty.

4. A copy of the Recruitment Incentive Determination Worksheet will remain with the SF-52, Request for Personnel Action, and will be filed with the original service agreement on the left side of the employee's Official Personnel Folder (OPF).
5. Payment of the lump sum bonus will be included in the employee's first paycheck.

Attachments: Recruitment Incentive Determination Worksheet  
Recruitment Incentive Service Agreement

## Sample Relocation Bonus Plan

### Background

5 U.S.C. Section 5753 and 5 CFR Part 575, Subpart B authorizes the head of an agency or subordinate official who has been delegated the authority to pay a relocation bonus of up to 25 percent of basic pay (without locality pay) in order to fill a position or group of positions that, in the absence of the incentive, would be difficult to fill with a well-qualified current employee. DOE O 322.1 authorizes the Head of the Departmental element to approve relocation bonuses. *(Insert a statement if this authority has been re-delegated and to what level or position.)*

Before a relocation bonus may be paid, the employee must establish a residence in the new commuting area. The OPM fact sheet on relocation bonuses states that the bonus is subject to an employee “changing his or her place of residence.” Thus, it appears that an employee merely needs to provide an address (not just a P.O. Box number) where s/he is or will be living in the commuting area. It is not important what living arrangement is involved, i.e., a purchase of a new home/townhome/condo/etc., a lease of any duration, or temporarily live with a friend or relative or at an “extended stay” suite before moving to a more permanent location.

When a relocation bonus is authorized, the employee must sign a service agreement. Although the CFR does not specify a minimum service period, the minimum period of service must be at least 12 months when travel and transportation expenses are being paid to relocate the employee in accordance with the required period of service in the Federal Travel Regulations (FTR) at 41 CFR Chapter 302. Normally, the period of service will be 12 months regardless of who pays for the travel and transportation expenses to provide consistency among employees.

A lump sum relocation bonus may be paid in conjunction with the payment of an advanced step of the grade of the position that will be filled.

### Amount of the Bonus

The percentage amount of the relocation bonus will be based on one or more of the following criteria.

1. The success of recent efforts to recruit candidates for similar positions, including acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions.

<u>Success Rate</u>	<u>Percentage</u>	<u>Description</u>
Good	1 - 10	A few well-qualified candidates are located with 1 or 2 searches/vacancy announcements/job fairs; 1 or 2 of the candidates may turn down an offer
Limited	11 - 17	A few well-qualified candidates are located after an extensive search over 4-6 months; some candidates may have turned down an offer before an acceptance

Poor	18 – 25	Only 1 or 2 well-qualified candidates are located after extensive searches over more than 6 months; some candidates may have turned down an offer before an acceptance
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2. Labor market factors, such as location, comparative salaries, and economy in the area, affect the ability to recruit a sufficient number of well-qualified candidates.

<u>Availability</u>	<u>Percentage</u>	<u>Description</u>
Good	1 – 10	The location compares favorably with other similar locations, particularly for a large metropolitan area; candidates want a reasonable increase above their current compensation package; and/or the local economy is expanding
Limited	11 – 17	The location is somewhat unattractive because of the high cost of living; most candidates prefer non-government work because of better benefit packages; and/or the local economy is stable
Poor	18 – 25	The location is unattractive because of unavailable or the high cost of housing, services, or conveniences; normally the organization must recruit outside government and candidates have significantly higher compensation packages than what can be offered with an advanced step; and/or the local economy is not expanding or is depressed

3. The value of a candidate because of the candidate’s special qualifications for the position.

<u>Value</u>	<u>Percentage</u>	<u>Description</u>
Limited	1 – 10	Candidate scored very high on most ranking factors with <i>previous</i> experience that is directly related to the position
Moderate	11 – 17	Candidate scored very high on most ranking factors with <i>recent</i> experience that is directly related to the position
High	18 – 25	Candidate scored exceptionally high on all ranking factors because of <i>current, directly related</i> experience for a unique or top managerial position

**Procedures**

1. Supervisors must complete Part A, Background Information, and Part B, Proposed Initial Offer, for the applicable incentives, including Basic pay (number 1) and the Recruitment bonus incentive (number 6), on the attached Recruitment Incentive Determination Worksheet which serves as a written justification, i.e., documents the basis for, and the recommended amount of, the bonus based on the above criteria.
2. Once completed, the worksheet must be submitted through the applicable human resources and financial staffs and (title of Manager) for approval.



3. Selectees must sign the attached Recruitment Incentive Service Agreement before entering on duty.
4. A copy of the Recruitment Incentive Determination Worksheet will remain with the SF-52, Request for Personnel Action, and will be filed with the original service agreement on the left side of the employee's Official Personnel Folder (OPF).
5. Payment of the lump sum bonus will be included in the employee's paycheck following receipt of the employee's new residence information.

Attachments: Recruitment Incentive Determination Worksheet  
Recruitment Incentive Service Agreement

# Sample Retention Allowances Plan

## Background

5 U.S.C. Section 5754 and 5 CFR Part 575, Subpart C authorizes the head of an agency to pay a retention allowance of up to 25 percent of basic pay (without locality pay) to a current employee and up to 10 percent for a group of employees if:

1. an employee or group of employees possesses unusually high or unique qualifications, or a special need of the agency for the employee's(s) services exists, that makes it essential to retain the employee(s), and
2. the employee(s) would likely leave the Federal service in the absence of a retention allowance.

DOE O 322.1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, authorizes the Head of the Departmental element to approve retention allowances for these amounts. (*Insert a statement if this authority has been re-delegated and to what level or position.*) The Office of Personnel Management approves group allowances over 10 percent, up to 25 percent.

A retention allowance may not be paid to an employee:

1. who is obtaining employment in the executive, legislative, or judicial branch of the Federal Government, whether in the same or a different agency, or
2. when the employee has a service agreement in effect for receipt of a recruitment and/or relocation bonus.

## Amount of the Allowance

The percentage amount of the retention allowance will be based on one or more of the following criteria, which are guidelines for making determinations.

1. The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to that held by the employee. This criterion is intended to include the availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee.

<u>Success Rate</u>	<u>Percentage</u>	<u>Description</u>
Good	1 - 10	A few well-qualified candidates may be available
Limited	11 - 17	A few well-qualified candidates are located after an extensive search; some turnover within 5 years
Poor	18 - 25	Only 1 or 2 well-qualified candidates are located after extensive searches over several months; high turnover in the occupation within 5 years

- The number and/or frequency of losses in an occupation or function attributed to retirement or accelerated closure activities.

<u>Number/Frequency</u>	<u>Percentage</u>
Few/Seldom	1 - 10
Some/Moderate	11 - 17
Significant/High	18 - 25

- The value of an employee or group of employees to the success of the mission of the organization during critical times, e.g., establishing a new function or closure activities, based on the employee's(s) knowledge, skills, and/or abilities, and contributions.

<u>Value</u>	<u>Percentage</u>	<u>Description</u>
Limited	1 – 10	Employee’s departure would delay some of the organization’s primary activities
Moderate	11 – 17	Employee’s departure would be disruptive
High	18 – 25	Employee’s departure would significantly impact the mission of the organization

**Procedures**

- Supervisors must complete Part A, Background Information, and Part B, Proposed Incentive (number 2, Retention allowance), on the attached Retention Allowance Determination Worksheet which serves as a written justification, i.e., documents the basis for, and the recommended amount of, the allowance based on the above criteria.
- Once completed, the worksheet must be submitted through the applicable human resources and financial staffs and (title of Manager) for approval.
- Each approved allowance must be reviewed by supervisors at least annually to determine that it continues to be warranted and, if so, the amount of the allowance. The retention allowance may continue as long as one or more of the above conditions still exist. Supervisors must submit their recommendation to either continue it with the same or different amount, or stop it. Recommendations are to be sent through the applicable human resources and financial staffs to the (title of Manager) for approval. The Retention Incentive Determination Worksheet may be used to document re-certifications.
- Human resources staffs must ensure that the following language is included in the Remarks section of the SF-50:

*A retention allowance is subject to review and re-certification at least annually, at which time it may be reduced or terminated if warranted.*

- Payment of the allowance will start and cease only after the justification has been approved and processed. All documentation will be maintained in the employee’s Official Personnel File (OPF).

Attachment: Retention Incentive Determination Worksheet

# Sample Recruitment Incentive Service Agreement

## Introduction

This is an employment agreement between \_\_\_\_\_ (*employee's name*) \_\_\_\_\_ (hereinafter referred to as "you" or "your") and the \_\_\_\_\_ (*Departmental element*) \_\_\_\_\_ (hereinafter referred to as "the employer") for the purpose of the employer committing to paying a recruitment incentive in the form of a lump sum recruitment or relocation bonus and, in return, your committing to a period of service to the employer. This agreement must be signed by all parties prior to your being paid the incentive.

## Type and Amount of Incentive

Recruitment and relocation bonuses are expressed as a percentage of your basic pay (without locality pay). Your basic pay (*will be/is*) \$ \_\_\_\_\_. You are approved for a: (*check the applicable incentive*)

\_\_\_\_\_ recruitment bonus at the rate of \_\_\_\_%.

\_\_\_\_\_ relocation bonus at the rate of \_\_\_\_%.

## Position

This agreement is in effect for your position as a \_\_\_\_\_ (*Title, series, & grade*) \_\_\_\_\_. In the event that your position, including your organization, changes during the period of service, you are required to complete the period of service in the new position.

## Effective Date

Recruitment Bonus. The effective date for a recruitment bonus will be the effective date that you are officially assigned to the organization. That date will be documented on your SF-50, Notice of Personnel Action.

Relocation Bonus. Once you have established a residence in the commuting area, the effective date for a relocation bonus will be the date that you are assigned to the organization or the date that you sign this agreement after reporting for duty, whichever is later. That date will be documented on your SF-50, Notice of Personnel Action.

## Period of Service

The period of service to the \_\_\_\_\_ (*Departmental element*) \_\_\_\_\_ or subsequent organization will be for (No.) months beginning on the effective date. (*The minimum duration must be 6 months for a recruitment bonus or 12 months when relocation expenses are paid with a recruitment or relocation bonus.*)

**Effect of Failure to Fulfill the Terms of This Agreement**

In the event that you fail to complete the period of service specified in this agreement, the bonus paid to you will be recovered from you as a debt on a pro rata basis unless you are involuntarily terminated.

**Certification**

I hereby certify that I have read and understand the terms and conditions of this agreement. Any changes to this agreement other than those required by changes in applicable laws and regulations must be mutually agreed to in writing by all parties hereto or their successors.

_____ Employee’s Signature	_____ Date
_____ Human Resources Official	_____ Date
_____ Financial Management Official	_____ Date
_____ Approving Management Official	_____ Date

***Privacy Act Notice***

Part 575 of Title 5 of the Code of Federal Regulations requires the use of a service agreement to document employer-paid recruitment or relocation bonuses. Signing this agreement is voluntary, but failure to sign this agreement will preclude payment of the bonus. It will not, however, affect your being appointed to a position offered by the Department of Energy. The use of this agreement is by applicable management officials and supporting administrative staffs, payroll and accounting staffs, human resource staffs, and equal employment opportunity staffs to verify that this agreement is properly completed, process and make the payment, maintain appropriate documents that support the use of Government funds, and ensure equitable treatment. There are no additional uses that may be made of the information collected.

The official copy of this agreement is maintained in your Official Personnel File, which is a category of record included in the OPM/GOVT-1 General Personnel Records system. One copy of this agreement will be maintained in your payroll file, which is a category of record included in DOE-13, Payroll and Leave Records. Other copies may be maintained in your Departmental Element, such as by your supervisor and finance office, which is appropriate under the OPM/GOVT-1 records system.

Distribution:

Original: Official Personnel File

Copy: Employee

Departmental element

Payroll record

**SAMPLE  
RECRUITMENT INCENTIVE DETERMINATION WORKSHEET**

**A. Background Information** (Complete the information for each item.)

1. Selectee's name: \_\_\_\_\_
2. Organization: \_\_\_\_\_
3. Vacancy announcement no.: \_\_\_\_\_
4. Position title, series, and grade: \_\_\_\_\_
5. Is this position listed in a local staffing plan as one that is eligible for a recruitment incentive? \_\_\_ yes \_\_\_ no; if yes, attached a copy of the section of the applicable staffing plan; if no, describe why this position has been difficult to fill.
  
6. Number of well-qualified candidates on the selection certificate(s): \_\_\_\_\_
7. Value of selectee's current or former compensation (salary, commissions, differentials, other incentives, previous rate, etc.) that is being used to determine the value of this offer: \$ \_\_\_\_\_

**B. Proposed Initial Offer** (Check each incentive that is being recommended. For descriptions of the incentives, refer to DOE G 426.1-1, RECRUITING, HIRING, AND RETAINING HIGH QUALITY TECHNICAL STAFF, *A Manager's Guide to Administrative Flexibilities*, and, for the student loan repayment program, Chapter I of DOE O 322.1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, which are available in the directives system.)

- \_\_\_\_\_ 1. **Basic pay** (step 1 of grade level of the applicable salary rate schedule): value: \$ \_\_\_\_\_
  
- \_\_\_\_\_ 2. **Premium pay**\*:
  - \_\_\_\_\_ a. Night shift differential (for all selectees): 10 % value: \$ \_\_\_\_\_
  - \_\_\_\_\_ b. Sunday work (for all selectees): 25 % value: \$ \_\_\_\_\_
  - \_\_\_\_\_ c. Administratively uncontrollable overtime work (for Facility Representative positions previously approved/eligible): (10-25) % value: \$ \_\_\_\_\_
  - \_\_\_\_\_ d. Availability pay (for eligible law enforcement positions): 25 % value: \$ \_\_\_\_\_
  
- \_\_\_\_\_ 3. **Advanced step**\*\*\* (for new appointments or reappointments): step no.: (2-10) value: \$ \_\_\_\_\_
  
- \_\_\_\_\_ 4. **Recruitment bonus**\*\* (for new appointments): (up to 25\*) % value: \$ \_\_\_\_\_  
service period: \_\_\_ months (see the recruitment bonus plan for a description of the factors; rate one or more factors)



<u>Factor</u>	<u>Rating</u>	<u>%</u>
Recruitment Success	(Good, Limited, Poor)	
Turnover	(Few/Seldom; Some/Moderate; Significant/High)	
Labor Market	(Good, Limited, Poor)	
Value of Special Qualifications	(Limited; Moderate; High)	

\_\_\_\_\_ 5. **Physicians' Comparability Allowance\*\*** (for Medical Officers in Occupational Health (Medical Surveillance) positions): \_\_\_\_\_ years of service value: \$ \_\_\_\_\_

\_\_\_\_\_ 6. **Relocation bonus\*\*** (for current Federal employees): (see the relocation bonus plan for a description of the factors; rate one or more factors) (up to 25\*) % value: \$ \_\_\_\_\_

<u>Factor</u>	<u>Rating</u>	<u>%</u>
Recruitment Success	(Good, Limited, Poor)	
Labor Market	(Good, Limited, Poor)	
Value of Special Qualifications	(Limited; Moderate; High)	

\_\_\_\_\_ 7. **Payment of travel and transportation expenses** (for all selectees): value: \$ \_\_\_\_\_

\_\_\_\_\_ 8. **Repayment of student loan(s)\*\*** (for all selectees): value: \$ \_\_\_\_\_ per year

\_\_\_\_\_ 9. **Obtain an academic degree** (for all selectees):

- a. Type of degree: \_\_\_\_ bachelors \_\_\_\_ masters \_\_\_\_ doctorate \_\_\_\_ other
- b. Status: \_\_\_\_ full salary \_\_\_\_ leave/LWOP
- c. No. of years: \_\_\_\_
- d. Value (cost of salary, travel expenses, tuition, etc.): \$ \_\_\_\_\_

\_\_\_\_\_ 10. **Waiver of dual compensation reduction** (for Federal retirees): value: \$ \_\_\_\_\_

\_\_\_\_\_ 11. **Payment of expenses to obtain a professional credential** (for all selectees): value: \$ \_\_\_\_\_

**Total value of basic pay (no. 1) plus incentive(s) (nos. 2-11): \$ \_\_\_\_\_**

\* Percentage of basic pay without locality pay

\*\* Requires a signed service agreement

\*\*\* Also known as advanced-in-hire rate and special qualifications appointment rate (see Special Qualifications Appointment in DOE G 426.1-1)

If more than one incentive (nos. 2-11) is recommended, briefly explain why.

\_\_\_\_\_ Recommending Official \_\_\_\_\_ Date

**C. Certifications** Each section should be completed by the applicable official, signed, dated, and include the official's title.

**1. Review of Eligibility and Funding**

\_\_\_\_\_ The selectee is eligible for the proposed incentive(s).

\_\_\_\_\_ The selectee is not eligible for \_\_\_\_\_, so the adjusted total value of the initial offer is \$\_\_\_\_\_.

\_\_\_\_\_ Human Resources Official \_\_\_\_\_ Date  
(Title)

\_\_\_\_\_ Sufficient funds *are/are not* available.

\_\_\_\_\_ Financial Staff Official \_\_\_\_\_ Date  
(Title)

**2. Approval/Disapproval**

\_\_\_\_\_ The proposed initial offer is approved.

\_\_\_\_\_ The initial offer is modified as: \_\_\_\_\_.

\_\_\_\_\_ The selectee is disapproved for appointment.

\_\_\_\_\_ Approving/Disapproving Official \_\_\_\_\_ Date  
(Title)

**3. Results of the Initial Offer**

\_\_\_\_\_ The selectee accepted the initial offer.

\_\_\_\_\_ The selectee declined the initial offer for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ The minimum compensation that the selectee will accept is \$\_\_\_\_\_ with the following increase(s): \$\_\_\_\_\_

\_\_\_\_\_  
Human Resources Official  
(Title)

\_\_\_\_\_  
Date

4. **Approval/Disapproval**

\_\_\_\_\_ The maximum offer should not exceed \$ \_\_\_\_\_ or base pay plus  
\_\_\_\_\_ *(list other incentive(s))* \_\_\_\_\_.

\_\_\_\_\_ The minimum compensation that the selectee will accept is approved.

\_\_\_\_\_ The selectee is disapproved for appointment.

\_\_\_\_\_  
Approving/Disapproving Official  
(Title)

\_\_\_\_\_  
Date

**SAMPLE  
RETENTION INCENTIVE DETERMINATION WORKSHEET**

**A. Background Information** (Complete the information for each item)

1. Employee's name: \_\_\_\_\_
2. Organization: \_\_\_\_\_
3. Position title, series, and grade: \_\_\_\_\_
4. If for a group of positions, describe the function or occupational series of the group: \_\_\_\_\_
  
5. Is this position/group of positions listed in a local staffing plan as eligible for a retention incentive? \_\_\_\_ yes \_\_\_\_ no; if yes, attach a copy of the section of the applicable staffing plan; if no, briefly describe the unusually high or unique qualifications of the employee occupying the position or the special need of the organization that makes it essential to retain the employee(s) and the likelihood of the employee(s) leaving the Federal service in the absence of the incentive.

**B. Proposed Incentive** (Check each incentive that is being recommended. For descriptions of the incentives, refer to DOE G 426.1-1, RECRUITING, HIRING, AND RETAINING HIGH QUALITY TECHNICAL STAFF, *A Manager's Guide to Administrative Flexibilities*, and, for the student loan repayment program, Chapter I of DOE O 322.1, PAY AND LEAVE ADMINISTRATION AND HOURS OF DUTY, which are available in the directives system.)

- \_\_\_\_\_ 1. Quality step increase (QSI): step no: (2-10) value: \$ (amount of the incremental increase)
- a. Employee's last performance rating: \_\_\_\_\_
  - b. Has the employee demonstrated sustained high quality performance for at least 52 weeks? \_\_\_\_ yes \_\_\_\_ no; if no, then not eligible
  - c. Has the employee received a QSI in the last year? \_\_\_\_ yes \_\_\_\_ no; if yes, then not eligible
- \_\_\_\_\_ 2. Retention allowance: (up to 25%) %; amount: \$ \_\_\_\_\_ (percentage of basic pay without locality pay; group allowances are limited to 10% at the local level; see the retention allowances plan for evaluation criteria/factors; rate one or more factors); is this a re-certification of an existing allowance: \_\_\_\_yes \_\_\_\_no.

<u>Factor</u>	<u>Rating</u>	<u>%</u>
Recruitment/retention success	(Good, Limited, or Poor)	
Availability	(Good, Limited, or Poor)	
Losses	(Few/Seldom; Some/Moderate; Significant/High)	
Employee's value to the mission	(Limited; Moderate; High)	

\_\_\_\_\_ 3. Physicians' Comparability Allowance\* (for Medical Officers in Occupational Health (Medical Surveillance) positions): \_\_\_\_\_ years of service value: \$ \_\_\_\_\_

\_\_\_\_\_ 4. Repayment of student loan(s)\*: value: \$ \_\_\_\_\_ per year

\_\_\_\_\_ 5. Obtain an academic degree:

a. Type of degree: \_\_\_\_\_ bachelors \_\_\_\_\_ masters \_\_\_\_\_ doctorate \_\_\_\_\_ other

b. Status: \_\_\_\_\_ full salary \_\_\_\_\_ leave/LWOP

c. No. of years: \_\_\_\_\_

d. Value (cost of salary, travel expenses, tuition, etc.): \$ \_\_\_\_\_

\_\_\_\_\_  
Recommending Official

\_\_\_\_\_  
Date

\* Requires a signed service agreement

**C. Certifications** Each section should be completed by the applicable official, signed, dated, and include the official's title.

**1. Review of Eligibility**

\_\_\_\_\_ The employee is eligible for the proposed incentive

\_\_\_\_\_ The employee is not eligible for the proposed incentive because: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Human Resources Official  
(Title)

\_\_\_\_\_  
Date

\_\_\_\_\_ Sufficient funds *are/are not* available.

\_\_\_\_\_  
Financial Staff Official  
(Title)

\_\_\_\_\_  
Date

**2. Approval/Disapproval**

\_\_\_\_\_ The proposed incentive is approved.

\_\_\_\_\_ The proposed incentive is modified as: \_\_\_\_\_

\_\_\_\_\_ The proposed incentive is disapproved.

\_\_\_\_\_  
Approving/Disapproving Official  
(Title)

\_\_\_\_\_  
Date

File: Original: Employee's OPF

Copy: Organization