

RELOCATION INCENTIVES

Employee:
Title, PP/Series/Grade:

Reference: 5 CFR 575 subpart B

Instructions: This checklist applies to reviews of relocation incentives authorized on or after May 13, 2005.

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Agency has established a relocation incentive plan that includes the following elements: [5 CFR 575.207(a)]			
Y	N	Review Item	Comments
		The designation of officials with authority to review and approve payment of relocation incentives;	
		The categories of employees who are prohibited from receiving relocation incentives;	
		Required documentation for determining that a position (or group of positions) is likely to be difficult to fill;	
		Any requirements for determining the amount of a relocation incentive;	
		The payment methods that may be authorized;	
		Requirements governing service agreements at a minimum must include: <ul style="list-style-type: none"> a. Criteria for determining the length of a service period; b. Conditions for terminating a service agreement; and c. Obligations of the agency and the employee if an agency terminates a service agreement; and 	
		Documentation and recordkeeping requirements sufficient to allow reconstruction of the action.	
Relocation incentive is for an appointed employee in the following categories of positions: [5 CFR 575.203]			
Y	N	Review Item	Comments
		General Schedule position paid under 5 U.S.C. 5332 or 5 U.S.C. 5305 (or similar special rate authority);	
		A senior-level or scientific or professional position paid under 5 U.S.C. 5376 ;	
		A Senior Executive Service (SES) position paid under 5 U.S.C. 5383 or an FBI and DEA SES position paid under 5 U.S.C. 3151	

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	A position as a law enforcement officer, as defined in 5 CFR 550.103	
	A position under the Executive Schedule paid under 5 U.S.C. 5311-5317 or a position the rate of pay for which is fixed by law at a rate equal to a rate for the Executive Schedule;	
	A prevailing rate position, as defined in 5 U.S.C. 5342(a)(3) ; or	
	Any other position in a category for which payment of relocation incentives has been approved by OPM at the request of the head of an executive agency. (The agency must have documentation of OPM approval.)	
	The employee is not excluded from receiving a relocation incentive. [5 CFR 575.204]	
	<p>Agency may pay a relocation incentive to an employee who: [5 CFR 575.205(a)]</p> <ol style="list-style-type: none"> 1. Relocates to a different geographic area without a break in service or must relocate to a different geographic area (permanently or temporarily) to accept the position within the agency when the position is likely to be difficult to fill; and 2. Is a federal employee immediately before the relocation. <p>* Note: The employee must establish a residence in the new geographic area before the agency pays the relocation incentive. A position is considered to be in a different geographic area if the worksite of the new position is 50 or more miles from the previous worksite. [5 CFR 575.205(b)]</p>	
	Employee's rating of record for the position held immediately before the move is at least "Fully Successful" or equivalent. [5 CFR 575.205(c)]	
	If applicable, agency may commence a relocation incentive service agreement during a period of employment established under a service agreement for a previously authorized retention incentive or for which an employee is receiving previously authorized retention incentive payments without a service agreement under 5 CFR part 575, subpart C. The service period under the relocation incentive service agreement and the service period required by the retention incentive service agreement, if applicable, must be fulfilled concurrently. [5 CFR 575.205(e)]	
	If applicable, agency followed criteria for relocation incentives granted to a group of similar positions. [5 CFR 575.206(b)]	
	Unless the case-by-case approval has been waived per 5 CFR 575.207(b)(2) , determination to pay relocation incentive was approved by agency official at least one level higher than the employee's supervisor. [5 CFR 575.207(b)(1)]	

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Y	N	Review Item	Comments
		<p>There is a written determination documenting: [5 CFR 575.208(a)(1)]</p> <ol style="list-style-type: none"> 1. The basis for determining that the position is likely to be difficult to fill in the absence of a relocation incentive; 2. The basis for authorizing a relocation incentive; 3. The basis for the amount and timing of the relocation incentive payment and the length of the service period; and 4. That the worksite of the employee's new position is not in the same geographic areas as the worksite of the position held immediately before the move (or that a waiver was approved under 5 CFR 575.205(b)) and that the employee established a residence in the new geographic area. 	
		<p>The agency must make the determination to pay a relocation incentive before the employee enters on duty in the position to which relocated. [5 CFR 575.208(a)(3)]</p>	
		<p>The relocation incentive is within 25 percent of the annual rate of basic pay of the employee at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed 4 years). [5 CFR 575.209(b)(1)]</p>	
		<p>Relocation incentive is not part of an employee's rate of basic pay for any purpose. [5 CFR 575.209(d)]</p>	
Service Agreement Requirements			
Y	N	Review Item	Comments
		<p>The employee has signed a written employment service agreement with the agency at the new duty station not to exceed 4 years. [5 CFR 575.210(a)]</p>	
		<p>The service agreement must include the commencement and termination dates of the required service period. Except as provided under paragraphs (b)(2) and (b)(3) of this section, the required service period must begin upon the commencement of service at the new duty station. The service period must terminate on the last day of a pay period. [5 CFR 575.210(b)]</p> <ol style="list-style-type: none"> 1. If service at the new duty station does not begin on the first day of a pay period, the agency must delay the service period commencement date so that a required service period begins on the first day of the first pay period beginning on or after the commencement of service at the new duty station. 2. An agency may delay a service agreement commencement date until after the employee completes an initial period of formal training when 	

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		continued employment in the position is contingent on successful completion of the formal training. The agency must make the determination to pay a relocation incentive before the employee enters on duty in the position, as required by § 575.208(a)(3) . However, the service agreement must specify that if an employee does not successfully complete the training before the service period commences, the agency is not obligated to pay any portion of the relocation incentive to the employee.	
		Service agreement must specify the total amount of the incentive, the method of paying the incentive, and the timing and amount of each incentive payment, as established under § 575.209 . [5 CFR 575.210(c)]	
		The service agreement states the conditions for and effects of termination of the agreement, both for the agency and the employee. [5 CFR 575.210 and 5 CFR 575.211]	
Y	N	Review Item	Comments
		If applicable, an OPM-approved waiver of the limits on payments is in place based on critical agency need. [5 CFR 575.209(c)]	
		The agency monitors the use of relocation incentives to ensure conformance to requirements. [5 CFR 575.212(a)]	
Case File Summary/Comments:			

Reviewer/Title: _____ **Date:** _____