|  |
| --- |
| **Employee:** |
| **Title, PP/Series/Grade:** |

**References:** [5 U.S.C. 5753](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title5-section5753&num=0&edition=1999); [5 CFR 575 subpart A](https://www.ecfr.gov/current/title-5/part-575/subpart-A);

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

[**Quick Link to "Case File Summary/Comments:"**](#_Other_Comments:)

|  |
| --- |
| **Agency has established a recruitment incentive plan that includes the following elements: [**[**5 CFR 575.107**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.107)**]** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | The designation of officials with authority to review and approve payment of recruitment incentives. |  |
|  |  | The categories of employees who are prohibited from receiving recruitment incentives. |  |
|  |  | Required documentation for determining that a position is likely to be difficult to fill. |  |
|  |  | Any requirements for determining the amount of a recruitment incentive. |  |
|  |  | The payment methods that may be authorized. |  |
|  |  | Requirements governing service agreements at a minimum must include:1. Criteria for determining the length of a service period;
2. Conditions for terminating a service agreement; and
3. Obligations of the agency and the employee if an agency terminates a service agreement.
 |  |
|  |  | Documentation and recordkeeping requirements are sufficient to allow reconstruction of the action. |  |
| **The recruitment incentive is for a newly appointed employee in one of the following categories of positions:[**[**5 CFR 575.103**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.103)**]** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | General Schedule position paid under [5 U.S.C. 5332](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section5332&num=0&edition=prelim) or [5 U.S.C. 5305](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title5-section5305&num=0&edition=1999) (or similar special rate authority) |  |
|  |  | A senior-level or scientific or professional position paid under [5 U.S.C. 5376](https://uscode.house.gov/view.xhtml?req=code+of+federal+regulations&f=treesort&num=64) |  |
|  |  | A SES position paid under [5 U.S.C. 5383](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section5383&num=0&edition=prelim) or an FBI and DEA SES position paid under [5 U.S.C. 3151](https://uscode.house.gov/view.xhtml?path=/prelim@title5/part3/subpartB/chapter31&edition=prelim) |  |
|  |  | A position as a law enforcement officer, as defined in [5 CFR 550.103](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-550/subpart-A/subject-group-ECFR3682d394952505e/section-550.103); |  |
|  |  | A position under the Executive Schedule paid under [5 U.S.C. 5311-5317](https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-prelim-title5-chapter53&edition=prelim) 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)](https://uscode.house.gov/view.xhtml?req=(title:5%20section:5342%20edition:prelim)) |  |
|  |  | Any other position in the category for which payment of recruitment incentives has been approved by OPM at the request of the head of an executive agency. (The agency must have documentation of OPM approval.) |  |
|  |  | Employees are not excluded from receiving a recruitment incentive. [[5 CFR 575.104](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.104)] |  |
|  |  | If applicable, the agency followed criteria for recruitment incentives granted to a target group of similar positions. [[5 CFR 575.104(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.104#p-575.104(b))] |  |
| **Agency did not commence a recruitment incentive service agreement during: [**[**5 CFR 575.105(c)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.105#p-575.105(c))**]** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | A period of employment established under any service agreement required for a relocation incentive under [5 CFR part 575, subpart B](https://www.ecfr.gov/current/title-5/part-575/subpart-B), or |  |
|  |  | A period of employment established under any service agreement required for a retention incentive or for which an employee receives retention incentive payments without a service agreement under [5 CFR part 575, subpart C](https://www.ecfr.gov/current/title-5/part-575/subpart-C). |  |
| **Agency considered the following factors in determining whether a position is likely to be difficult to fill in absence of a recruitment incentive: [**[**5 CFR 575.106(b)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.106#p-575.106(b))**]** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | 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; |  |
|  |  | The salaries typically paid outside the Federal Government for similar positions; |  |
|  |  | Recent turnover in similar positions; |  |
|  |  | Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for similar positions; |  |
|  |  | Special or unique competencies required for the position; |  |
|  |  | Agency efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment incentive; |  |
|  |  | The desirability of the duties, work or organizational environment, or geographic location of the position; and |  |
|  |  | Other supporting factors.**\*Note: An agency may determine that a position (or group of positions) is likely to be difficult to fill if OPM has approved the use of a direct-hire authority applicable to the position (or group of positions) under** [**5 CFR part 337, subpart B**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337)**.** |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  | Unless pre-established criteria for offering recruitment, incentives have been established, determination to pay recruitment incentive was approved by agency official at least one level higher than the employee’s supervisor unless there is no higher-level agency official. [[5 CFR 575.107(b)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.107)]  |  |
|  | There is a written determination documenting the basis for: [[5 CFR 575.108(a)]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.108#p-575.108(b))1. Determining that the position is likely to be difficult to fill in the absence of recruitment incentives;
2. Authorizing recruitment incentive; and
3. The amount and timing of the approved recruitment incentive payment and the length of the service period.
 |  |
|  | Determination to pay a recruitment incentive was made before an employee enters on duty. [[5 CFR 575.108(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.108#p-575.108(b))] |  |
|  | Recruitment 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 575.109(b)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.109)] |  |
|  | If applicable, an OPM-approved waiver of the limits on payments is in place. [[5 CFR 575.109(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.109)] |  |
| **Service Agreement Requirements: [**[**5 CFR 575.110**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.110)**]** |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Before the agency pays the recruitment incentive, the employee has signed a written service agreement. The service period may not be less than 6 months and may not exceed 4 years. [[5 CFR 575.110(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.110)] |  |
|  |  | The service agreement must include the commencement and termination dates of the required service period. Except as provided in paragraphs (b)(2) and (b)(3) of this section, the required service period must begin upon the commencement of service with the agency. [[5 CFR 575.110(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.110)]1. The service period must terminate on the last day of a pay period.
2. If service with the agency 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 in the agency.
3. An agency may delay a service agreement commencement date until after the employee completes an initial period of formal training or required probationary period when continued employment in the position is contingent on successful completion of the formal training or probationary period. The agency must make the determination to pay a recruitment incentive before the employee enters on duty in the position. However, the service agreement must specify that if an employee does not successfully complete the training or probationary period before the service period commences, the agency is not obligated to pay any portion of the recruitment incentive to the employee.
 |  |
|  |  | The service agreement specifies the total amount of the incentive, method of paying the incentive, and timing and amounts of each incentive payment. [[5 U.S.C. 5753(c)(2)](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title5-section5753&num=0&edition=1999); [5 CFR 575.110(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.110)] |  |
|  |  | The service agreement states the conditions for and the effects of termination of the agreement, both for the agency and the employee. [[5 CFR 575.110(d) - (f)]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.110) |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | The agency monitors the use of recruitment incentives to ensure conformance to requirements. [[5 CFR 575.112(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-575/subpart-A/section-575.112#p-575.112(a))] |  |
| **Case File Summary/Comments:** |

**Reviewer/Title:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**