

# INDIAN HEALTH SERVICE CASE CHECKLIST RECRUITMENT, RELOCATION, OR RETENTION INCENTIVE REQUEST

**Candidate's/Employee's Name:** \_\_\_\_\_

**Proposed Effective Date:** \_\_\_\_\_

**HR contact for case:** \_\_\_\_\_

**Justification Memorandum (one page generally):**

- Nature of action proposed (i.e. recruitment, relocation, retention, or retention renewal).
- Basis for request – the individual's high or unique qualifications and/or a special need for the employee's services.
- Statement that the position is difficult to fill, or in the case of a retention incentive, the employee is likely to leave, in the absence of an incentive (5 USC 5754). Provide specific details, as appropriate. For direct hire positions no "difficult to fill" details are necessary as this decision has already been made by OPM.
- Brief description of position and its criticality to the IHS mission.
- Candidate's/employee's information – short summary of the individual's qualifications.
- For retention incentives: information on last PMAP rating and a history of any incentives the individual has received during their IHS tenure.
- How incentive amount was determined, e.g., based on local labor market, or candidate's salary history. Also, how the payment method was determined (5 CFR 575).
- Supervisor's signature and any other internally mandated signatures.

**IHS 3Rs Authorization Form (not needed for Title 38 PDP recipients):**

- Accurately and fully completed. Note: there is no regulatory requirement for a year of service for retention incentives but it is good practice and PMAP rating is available.
- All signatures obtained before effective date.
- Correct recommending and approving officials.
  - ✓ Recommending Official is the supervisor.
  - ✓ Approving Official is the Area Director or may be redelegated to second level supervisor if they are SES or equivalent.

**IHS 3Rs Service Agreement (n/a for retention paid biweekly):**

- Describe the conditions under which an employee must repay.....
- All signatures obtained before effective date.

**IHS 3Rs Retention Form**

- Accurately and fully completed – all information supplied.
- All signatures obtained before effective date.

**Candidate's/Employee's Resume.**

**Position Description, including signed OF-8 coversheet.**

**Supporting Documentation, e.g., PMAP, salary surveys.**

**Personally Identifiable Information (PII) is redacted on all paperwork.**

**Copy of this checklist completed.**