

# 3Rs Case Submission Content Overview

Case Documents	Recruitment	Relocation	Retention (Initial or Lapsed)	Retention Continuation
Form to be completed (Required)	IHS Relocation & Recruitment Authorization, Service Agreement & Justification Form	IHS Relocation & Recruitment Authorization, Service Agreement & Justification Form	IHS Initial and Lapsed Retention Authorization Service Agreement & Justification Form	IHS Continuation, Percentage Change, or Termination of Retention Incentive Form
Position Description with OF-8	Required	Required	Required	Not Required
Salary Survey Documentation	Required – 2 Non- Federal Salary Survey's utilizing OHR provided comps. If not available BLS or non-federal may be considered. If only 1 salary available note on form.	<i>Not Required</i> upon case submission approval, however, proof of relocation will need to be submitted prior to incentive being paid	Required – 2 Non- Federal Salary Surveys utilizing OHR provided comps. If not available BLS or non-federal may be considered. If only 1 salary available note on form.	Not Required
Current Resume (Redacted PII)	Required	Required	Required	Not Required