

**U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES/INDIAN HEALTH SERVICE
RECRUITMENT AND RELOCATION INCENTIVES**

AUTHORIZATION, SERVICE AGREEMENT, AND JUSTIFICATION

EMPLOYEE INFORMATION

Name:

Position Title:

Pay Plan, Occupation Series, Grade/Step:

Area, Facility/Office:

Duty Station:

Work Schedule: ☐ Full-time

☐ Part-time - number of hours per pay period:

Rate of Basic Pay (includes locality):

INCENTIVE INFORMATION

Type of Incentive:

☐ Recruitment ☐ Relocation

Amount of Incentive:

Percentage of Basic Pay:

Total Compensation:

In multi-year service periods, the amount of incentive (the percentage amount of employee's salary at the start of the service period) is to be multiplied by the number of years in the service period.

The total compensation is below the Title 5 (Executive Schedule/EX I) or Title 38 calendar year aggregate cap for this occupation.

Length of Required Service Period (Min. 6 months, max 4 years):

Service Period Commences (first day of a pay period):

Service Period Terminates (last day of a pay period):

Method of Payment: Lump-sum at beginning of service period Lump-sum at end of service period In equal or variable
installment payments throughout the service period.

Describe:

SERVICE AGREEMENT CONDITIONS

Periods of time on detail or in an approved leave status are creditable towards completion of the service period.

Basis for Mandatory Termination of Service Agreement:

- Employee demoted or separated for cause
- Employee's rating of record less than Achieved Expected Results (Level 3)
- Employee failed to fulfill the service agreement (other than above)
- Relocation incentive: Employee did not maintain residency in the new geographic area for the duration of the service period
- Optional Termination - Management needs of the organization (e.g., reduction in force, insufficient funds, management determined there is a compelling and immediate need for the employee in a different role in the Area)
- Other (describe)

Conditions under which the employee must repay the incentive:

- If the employee voluntarily, or because of misconduct or performance, fails to complete the service period for which the incentive is being received, the employee will refund a pro-rated amount of the incentive already received. The employee is entitled only to payments that have already been received up to the amount attributable to completed service.
- Employee must repay all payments attributable to a recruitment or relocation incentive when the service agreement is terminated due to an employee's separation resulting from materially false or inaccurate statements, deception, or fraud in examination or appointment, or because of failing to meet employment qualifications.

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Conditions under which the organization will remit an additional incentive payment, if necessary, for partially completed service if the service agreement is terminated:

- If the service agreement is terminated based on management needs prior to the service period completion date, the employee is entitled to all incentive payments already received and any additional payments, if necessary, in the amount attributable to completed service.

All parties have read this service agreement and understand that the agreement is valid when signed by all parties. The employee understands that under certain circumstances, the employee may be required to reimburse amounts attributable to the incentive. The employee further understands that if the incentive is terminated for any reason, the employee is not entitled to grieve or appeal that decision. The service agreement will follow all provisions contained in the policy which can be found by clicking here: [HHS Instruction 575-1: Recruitment, Relocation and Retention Incentives](#).

SIGNATURES

Recommending Official

Name/Title

Signature

Date

Funds Approving Official

Name/Title

Signature

Date

Approving Official (Area Director for ≤ 25% or CMO/DDMO for > 25% for approved occupations)

Name/Title

Signature

Date

HR Branch Chief (for ≤ 25%) or OHR Director (for > 25% for approved occupations)

Name/Title

Signature

Date

Employee

Name/Title

Signature

Date

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Relocation and Recruitment Incentives Justification

CERTIFICATION OF RELOCATION INCENTIVE ELIGIBILITY

- ☐ This employee is establishing residence in the geographic area of the duty station listed below and is not currently in a period of employment established under any service agreement for a prior recruitment or relocation incentive.
- ☐ The employee's current duty station is at least 50 miles from the new duty station.
- ☐ Payment of incentive will not occur until documentation of move has been received.
- ☐ The employee has a rating of record of at least "Achieved Expected Results" (Level 3)

Current Duty Station: _____

New Duty Station: _____

JUSTIFICATION FOR INCENTIVE

- ☐ I certify that the position which the employee is being recruited for or is relocating to is mission critical, AND the position is likely to be difficult to fill without an incentive.

1. If applicable, briefly describe any special qualifications the employee has that are needed for the position and not already documented in the resume:

The following factors must be considered in determining the authorization of the incentive and determining that the position is difficult to fill. Positions may be considered to meet the eligibility criteria below if OPM has approved the use of a direct-hire authority for the position (or group of positions) under 5 C.F.R. pt. 337, subpart B.

Although all factors must be at least considered, check the box for each factor that was actually used to determine that an incentive was necessary to recruit for the position. Also certify below that each factor was at least considered.

- | | |
|---|---|
| ☐ Number and quality of qualified candidates | ☐ Special skills required |
| ☐ Nonfederal pay for similar roles | ☐ Efforts to use nonpay authorities |
| ☐ Recent turnover in similar positions | ☐ Desirability of duties/work environment/location |
| ☐ Hiring trends and labor market factors | ☐ Other supporting factors |

I certify that each of the above factors was considered when determining whether to grant the incentive.

OR

This position is a direct hire occupation. [Click here for a list of direct hire occupations.](#)

2. Briefly describe (2-3 sentences) the factors above that were used as the bases for authorizing the incentive and determining that the position is difficult to fill (unless direct hire, **response required**):

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Relocation and Recruitment Incentive Justification

Check the below boxes of the criteria used as the basis for determining the amount of the incentive, the timing of the incentive payments, and the length of the service period.

Amount

- ☐ Nonfederal pay is higher
- ☐ Candidate's unique qualifications
- ☐ High-wage area
- ☐ IHS's need for employee's services

Timing of incentive payments

- ☐ Need to secure acceptance quickly
- ☐ To quickly offset relocation costs
- ☐ To maintain performance through service period

Length of service period

- To reassess needs after one year
- To reflect the training investment
- To ensure staffing stability
- To support continuity of care

3. Briefly explain (2-3 sentences) the above criteria and any other factors used to determine the incentive amount, the timing of payments, and the length of the service period (response required):

ATTACHMENTS & ADDITIONAL INFORMATION

The following documents are attached:

Employee's resume (PII Redacted)

OF-8 and Position Description

Salary surveys - include the IHS Salary Summary Document for all covered occupations. For other occupations, include the relevant pages of two surveys from the compensation intranet site. If two salary surveys cannot be found, either the -U.S. Bureau of Labor Statistics data or a single salary survey may be used.

I certify that the incentive was included in the Vacancy Announcement.

Vacancy Identification Number:

Visit the IHS Setting Pay site to set pay using Superior Qualifications or Special Needs (General Schedule) or Appointments Above the Minimum Rate (Federal Wage Schedule).