



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CNATRINST 5310.1P
N12
2 Dec 2016

CNATRA INSTRUCTION 5310.1P

Subj: POSITION MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 1000.16L
(b) COMNAVAIRPACINST 12510.1A
(c) CNATRA MEMORANDUM 12000 SER 00/0370 21JUL16

Encl: (1) Position Management Guidance
(2) Position Management Request Form
(3) Superior Qualifications and/or Special Needs Appointment Analysis (fillable form provided HR Specialist/Management Analysis)
(4) Justification for Upgrade Resulting from the Addition of Duties and Responsibilities (Accretion of Duties)
(5) Internal Justification for Upgrade Resulting from the Addition of Duties and Responsibilities (Accretion of Duties)
(6) Recruitment/Relocation Incentive Justification Form for Non-Demo Project Selectees
(7) Recruitment/Relocation or Retention Incentive Service Agreement for Non-Demo Project Selectees or Employees

1. Purpose. This instruction outlines Chief of Naval Air Training (CNATRA) and subordinate activities guidelines for Position Management (PM) and is directed to all personnel having responsibilities for PM and/or planning, recommending, evaluating or approving organizational and position structures and functions. Guidelines contained herein apply to the organizational structuring of all civilian positions covered by the Federal Wage System (FWS), General Schedule (GS), military, and contract positions in an integrated civilian and military workforce.

2. Cancellation. CNATRINST 5310.1N

3. Policy. It is the policy of CNATRA that all subordinate activities establish positions utilizing sound organizational structures which meet assigned mission and make optimum use of manpower resources. Commanders, Commanding Officers, Assistant Chief of Staff's (ACOS's), Chief Staff Officers (CSO's) and

Special Assistants (SA) are required to comply with this instruction. Prior to effecting any changes to their approved organization or position functions these recommended changes must be submitted to the CNATRA Position Management Board (PMB) for review and approval.

4. Objectives. The overall objective of the PM Program is the achievement of a military, civilian and contract structure that contributes to and supports mission accomplishment. The effective use of equipment, work processes, procedures and efficiencies is an integral part of the PM process. Position Management is a major element of the total manpower management process that embraces efficiencies within constraints imposed by the Full-Time Equivalent (FTE) work year target.

5. Key Elements. CNATRA and subordinate activities must ensure that their PM systems contain processes for development of internal reviews to control end strength, identify efficiencies, and eliminate ineffective PM practices.

6. Action

a. CNATRA Position Management Officer (PMO) (CNATRA N1) shall:

(1) Ensure that staff and subordinate commands implement sound PM procedures that meet the basic criteria specified herein and ensure that the procedures are continually given attention.

(2) Provide PM guidance to subordinate commands.

(3) Evaluate PM within the Naval Air Training Command (NATRACOM) and recommend corrective action as necessary.

(4) Serve as the Staff PMO and advises the Chairman of the PMB on all Military and Civilian Manpower matters; develops and administers a sound effective program for activities.

(5) Convene the PMB to review organization or proposed position changes submitted. Forward committee recommendations and associated documentation to the Chairman of the PMB for final adjudication. When required by reference (a), forward approved actions to the Commander, Naval Air Force, Pacific

(CNAF) Position Management Board for review and approval and/or issuance of organizational changes. Report results to the appropriate ACOS/SA/Training Air Wing (TRAWING)/Squadron with a copy of the rationale.

(6) Ensure effective coordination of PM actions with staff ACOSs/SAs and subordinate command Management Services Officer (MSO).

(7) Ensure that line management and staff specialists are trained in the concepts and techniques of position and organizational management.

b. Commodores, CSO's, ACOS's and SAs shall:

(1) Perform the position and organization management functions relative to their organization/activity. This will include reviewing their functional responsibilities and applying enclosure (1).

(2) Requests for position changes or establishment of new positions require the completion of the Position Management Board Request Form, enclosure (2).

(3) Submit to the Chairman of the PMB, via N1, all requests for organizational or staffing changes.

(4) Ensure an effective PM Program is established and maintained. The program will include at a minimum:

(a) A PM analysis and evaluation process performed by the supervisor for all new or changed position descriptions. The purpose of this process is to formally review factors imparting changes to the organization structure and position descriptions. The PM guidance and criteria contained in enclosure (1) is provided to assist in the supervisor's evaluation.

(b) Workforce documentation which accounts for the organization structure of all manpower resources assigned to the activity. Documentation should detail each organizational element and be consistent with the Activity Manpower Document (AMD) which should include the following:

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1. Title of organizational element

2. Organization code for each position. In those instances where unique organization codes are not assigned to each individual position, the position should be given the code of the organizational element to which it is assigned.

3. Position title

4. Billet Identification Number (BIN)

(5) Position actions or organizational changes will not be implemented until the action or change has been reviewed by the CNATRA PMB, approved by the Chairman of the PMB, and when necessary, final approval from the CNAF Position Management Board.

c. CNATRA PMB shall:

(1) review and make recommendations to the Chairman of the PMB on all staff positions or organization actions/changes. The board will convene at the request of the PMO and be guided by the provisions of enclosure (1). For recruitment and selection of senior grade positions, GS-13 and above, the selecting official will apply the guidelines in reference (c).

(2) meet on an as required basis to review end-strength authorizations and distributions along with new requirements.

d. CNATRA PMB members shall consist of:

- (1) COS - Chairman (Voting member)
- (2) OOD - Legal (Voting member)
- (3) N1 - PMO (Voting member)
- (4) N8 - Comptroller (Voting member)
- (5) N121 - Civilian Manpower Analyst (Advisor)
- (6) PACFLT HR Representative (as required)
- (7) N02 - Administrative officer (Recorder)
- (8) Senior representative from the department or organization requesting personnel action (as required)

e. CNATRA N121 shall:

(1) Coordinate and assist line managers with the completion of enclosures and the writing of the position descriptions.

(a) Provide enclosure (2) Position Management Board (PMB) Request Form when necessary.

(b) Salary requests for new employees with no prior federal services and/or military and/or private sector should be hired at Step 1 of the position grade advertised (i.e., GS-11, Step 1). If the salary recommendation is above Step 1, enclosure (3), (Superior Qualification and/or Special Needs Appointment Analysis Form) must be submitted along with position description, resume and organizational chart. A Wing Commodore/CSO/CO of Squadrons/CNATRA ACOS can approve up to a Step 3 without the CNATRA PMB approval. Requests up to a Step 5 must be approved by the CNATRA PMB. No pay setting above Step 5 is authorized per reference (b).

(c) Accretion of Duties may allow positions to be classified at a higher grade due to additional duties and responsibilities being absorbed. The CNATRA PMB will provide first level review of any Accretion of Duties request prior to forwarding to CNAF PMB for final approval. The required items are contained in reference (b) and are to be submitted with enclosures (4) and (5).

(d) Recruitment, relocation and Incentive bonus requests will go through the CNATRA PMB. Final approval will be determined by the CNAF PMB. The requesting command will submit enclosures (6) and (7).

(2) Coordinate the necessary changes to the Activity Manpower Document, per reference (a).

(3) Forward PD to HRSC for Advisory Classification.

(4) Submit enclosure (2), with appropriate supporting documentation for review and approval by the CNAF Position Management Board (CNAF PMB), per reference (b).

(5) Prepare Requests for Personnel Action (RPAs) in the civilian personnel system to generate position changes or recruitment actions.

f. CNATRA Administrative Officer shall:

(1) Schedule the PMB on COS schedule and ensure read-ahead(s) is provided to board members.

(2) Ensure that complete documentation of actions taken, and minutes or committee meetings are prepared and maintained.

g. Chairman of the CNATRA PMB, Chief of Staff shall:

(1) Consider recommendations presented by the CNATRA PMB.

(2) Approve/disapprove recommendations by signing official minutes.

(3) Advise CNATRA on all organizational changes.

D. M. EDGECOMB
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

Position Management Guidance

1. Definitions

a. Position Management is the organizational process which, defines and establishes a staffing structure to support a supervisor's manpower requirements.

b. Civilian Personnel Management is the management process which classifies positions, recruits and processes employees into an established staffing structure, and provides for their timely and proper motivations, development, evaluation and awards.

c. Position(s) are those management documented jobs covered by the Federal Wage System, the General Schedule (GS) and the Senior Executive Service (SES).

d. Position Management Analysis is the management process through which a written description of a position is assigned a title, series, and grade. In effect, it is this process which obligates government funds, at an established pay level, to an incumbent of a position.

e. Supervisor is the title that applies to the incumbent of a billet/position responsible for controlling the efforts of one or more subordinate full-time billets/positions. Supervision may include the classification of positions, staffing the workforce, scheduling/assignment of workload, rating performance, granting leave, etcetera.

f. Manager is the title which applies to the incumbent of a billet/position established to oversee or manage the efforts of subordinate supervisors and/or an entire program as identified in the command's assigned mission/functions.

2. Considerations in Billet/Position Structuring

a. General. The material below presents some items worth considering when designing billet/position structures and/or when performing a PM evaluation.

b. Objectives. In establishing a new structure or altering an existing structure, select one that provides the framework for accomplishing the assigned mission, plus anticipated contingencies, at the lowest payroll cost consistent with the objectives listed below. These objectives are interrelated but may not be mutually consistent in individual situations. The goal is the achievement of an optimum balance in the structure selected.

(1) Consider All Available Sources of Manpower When Structuring Organizations. Activities accomplish workloads through a combination of military, civilian and contractor personnel efforts. Ensure assignments of workload to civilian positions are commensurate with the overall structure of the organizational unit. Do not shift workload from military billets to civilian positions when appropriate military skills and the capability exist, nor should civilian position duties and responsibilities conflict with contractor efforts. Military billets and civilian positions used in monitoring or evaluating contractor performance should be kept at a minimum.

(2) Ensure a Sound And Economical Proportion of Managerial and Supervisory Positions to Nonsupervisory Positions. Managerial and supervisory positions in each segment should be at a minimum those actually required to plan work, check performance, and give guidance on unusual assignments to a fully trained, competent staff capable of performing the required workload. Additional supervision may be required because of an inexperienced staff or a new mission and earmark for periodic review to determine whether the need continues to exist. A supervisor's knowledge, skills, and abilities have to be acquired and demonstrated regardless of the number of subordinates.

(3) Ensure a Balanced Proportion of Senior, Journeyman, Junior, Technician and Support Positions. Maintain a proportion that is closely related to the frequency with which tasks calling for skills of each type occur in the organization's normal workload.

Enclosure (1)

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(4) Ensure a Reasonable Relationship Exists Between the Numbers of Trainees And Junior Personnel and the Estimated Replacement Needs for Journeymen and Seniors. In setting this relationship, take into account predictable retirements, resignations and transfers, loss of experience, expansion needs, the availability of trained replacements in the labor market, and the training time required to achieve journeyman and senior performance.

(5) Ensure Clear Delineation of Work Assignments and Job-to-Job Relationships. Overlaps, conflicts, unnecessary organizational fragmentation, and ambiguities will be identified and eliminated. Duties assigned to positions should be consistent with the function assigned the organization in the command's organization manual.

(6) Ensure Clear Justification for Full-Time Deputy or "Assistant to" Positions. Assistant positions will not be used when the span of control over subordinate positions allows the principal time to perform such duties. Generally, an assistant position is readily combined with a second position, most frequently the position of head of a major subordinate unit. A deputy is responsible for the duties of the principal billet/position, except as otherwise delineated by the principal. Deputies are not to be established for the sole purpose of "continuity," civilian affairs, etcetera. The deputy is expected to assist in managerial decisions/interfaces based on present or future considerations, and is not expected to relieve the principal of required managerial accountability.

(7) Ensure Well Defined Career Progression for Those Occupations that Provide Candidates for Key Positions in the Organization. Such career progression need not be completely within the organization itself if opportunity exists for rotation among other activities.

(8) Ensure Sufficient Job Interest to Individual Positions to Attract, Retain and Motivate Employees of the Needed Level of Competence. There should be enough challenge, variety and responsibility to attract and hold competent technical and administrative personnel and enough opportunity to attract employees at the normal entry levels.

Enclosure (1)

(9) Ensure Sound Use of Grade Levels. The average grade in an organization should be consistent with the normal tasks performed by its employees. An inquiry should be made when the average grade or the proportion of high-level positions is found to be significantly different than that in organizations having similar missions. The long-range goal should be, unless special factors are present (e.g., automation of the work), to lower rather than to increase the average grade.

(10) Consider issues of standardization. Reviewing billet/position structures and proposing new positions should take into consideration the issue of standard positions and grades for standard requirements within the NATRACOM. Wing and Squadron leaders proposing changes should coordinate their reviews and proposals for changed structures and positions with like organizations, to determine the most efficient and effective position management.

c. Need to Consider Alternatives. Before a particular structure is decided upon, alternative structures should be considered (e.g., structures in use in similar organizations; structures proposed as improvements by local line or staff personnel; or structures suggested by higher echelons). Continuation of the present structure should be one of the alternatives considered.

d. Preventive vs. Corrective Action. In addition to resolving PM problems which have been built into an organization over a long period of time, continuing attention should be given to the prevention of actions which are expedient but tend to be detrimental in light of management's long-range needs. Examples of this include: Inefficient or uneconomical realignment of duties in order to create a higher-level position for an employee who has another job offer; establishing an assistant position to "prop up" a weak supervisor; or abolishing an undue number of supportive positions in a reduction in force in order to retain as many "journeymen" as possible in the resulting organization.

e. Transition Procedures

(1) It should be recognized that a sudden shift to a new position structure tends to be disruptive. In addition, desirable actions frequently involve consequential or corollary

Enclosure (1)

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actions that may not be timely. It is, therefore, important that a procedure be followed that provides for a planned transition.

(2) Desirable structures should be effected promptly unless temporary hardship to operations will result. If elimination or change of a position would cause operational hardship, the position may be continued until vacant, at which time it should be eliminated or replaced.

f. Disestablishing Vacant Positions. A vacant position should be disestablished if:

(1) It is above the normal working level for the unit and can be performed by the existing higher-level employees or the supervisor.

(2) It is one of several positions at the normal working level, and its principal duties can be performed by the other employees if they are relieved of lower-level duties.

(3) The workload of the organization has been reduced in volume by an amount approximately equal to the workload of the position.

(4) The work of the position can be performed by other employees who have the necessary qualifications, without undue detriment to their other work.

Enclosure (1)

POSITION MANAGEMENT BOARD (PMB) REQUEST FORM

Requesting Official Name:

Activity/Org Code:

Requesting Official Title:

Phone Number:

STEP ONE: POSITION/BILLET TYPE:

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> Civilian | <input type="checkbox"/> Military (HQ Only) | <input type="checkbox"/> Contractor |
| <input type="checkbox"/> New | <input type="checkbox"/> New | <input type="checkbox"/> New |
| <input type="checkbox"/> Growth | <input type="checkbox"/> Growth | <input type="checkbox"/> Renewal /Amendment |
| <input type="checkbox"/> Zero-Sum | <input type="checkbox"/> Zero-Sum | |
| <input type="checkbox"/> MHA | <input type="checkbox"/> MHA | |

STEP TWO: POSITION/BILLET INFORMATION:

Position/Billet Title:

Series/Grade:

Total Hrs/Man-Year:

Total Cost:

Funding Type:

**STEP THREE: COMPLETE MANPOWER REQUIREMENT JUSTIFICATION FORM (BACK SIDE OF THIS FORM).
UPLOAD TO SITE WITH PACKAGE.**

STEP FOUR: INTERNAL STAFF REVIEW:

#1 - CNAF N12 – BILLET/POSITION VALIDATION REVIEW:

- BILLET VALIDATED
 BILLET NOT VALIDATED AND WHY: _____

CNAF 12 – VALIDATED OR NOT VALIDATED

#2 - CNAF N01F – COMPTROLLER – FUNDING REVIEW:

- BILLET APPROVED FOR FUNDING
 BILLET NOT APPROVED FOR FUNDING AND WHY _____

N01F - COMPTROLLER

STEP FIVE: PMB REVIEW

REVIEW DATE:

- REQUEST APPROVED
 REQUEST DENIED

DESCRIBE MANPOWER REQUIREMENT AND WHAT MANDATED THE REQUIREMENT?

DESCRIBE WHY REQUIREMENT CANNOT BE ABSORBED INTO THE CURRENT ORGANIZATION?

DESCRIBE IMPACT ON MISSION CAPABILITIES AND PERFORMANCE IF POSITION IS NOT FILLED?

- ATTACH ACTIVITY/DEPARTMENT ORGANIZATIONAL CHART. DETAIL ALL REQUIREMENTS (I.E., CIVILIANS, MILITARY (ACTIVE DUTY AND RESERVE) AND CONTRACTORS.
- ATTACH POSITION WORK DESCRIPTION/STATEMENT
- ANSWER ALL ABOVE QUESTIONS.

REQUESTING OFFICIAL SIGNATURE

DATE

Superior Qualifications and/or Special Needs Appointment Analysis

Reference: DON CHRM Subchapter 550 of 3 Feb 12

<http://www.public.navy.mil/donhr/compensation/Documents/DON%20Pay%20Administration%20CHRM.PDF>

Position (Title, PP/Series/Grade):

Activity:

Candidate:

Step 1 Salary (incl. locality):

Salary/Step Requested:

Current Gross Salary:

Value of 1 Step:

Experience Value of Step Requested:

Pay Rate Determination: Consider one or more of the following factors, as applicable in the case at hand, to determine the step at which to set the applicant's pay rate.

Factor	Comments & Analysis
(1) The level, type, or quality of the candidate's skills or competencies	
(2) Existing salary, recent salary history , or salary documented in a competing job offer (taking into account the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location)	
(3) Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled	
(4) Existing labor market conditions and employment trends, including the availability and quality of candidates for the same or similar positions	
(5) The success of recent efforts to recruit candidates for the same or similar positions	
(6) Recent turnover in the same or similar positions	
(7) The importance/criticality of the position to be filled and the effect on the agency if it is not filled or if there is a delay in filling it	
(8) The desirability of the geographic location , duties, and/or work environment associated with the position	
(9) Agency workforce needs, as documented in the	

agency's strategic human capital plan	
(10) Other relevant factors: Employee equity	
(11) Other relevant factors: Prospects for contractors	
Justification must:	
(a) Be approved at the activity by at least one level higher than the selectee's supervisor	
(b) Include reasons for requesting an advanced rate instead of, or in addition to, a recruitment incentive	
(c) List recruiting sources used and efforts/outcome to fill the position	
(d) For FWS positions, address the criteria established in 5 CFR 532.249: (i) Prevailing hiring rates for private sector occupations in the wage area are higher than the rate of the 1st step of the grade of the occupations; and (ii) Federal installations and activities in the wage area are unable to recruit qualified employees at the first step of the grade or grades of occupation.	

Recommendation:

Requested by:

Signature Title Date

Approved by:

Signature Title Date

JUSTIFICATION FOR UPGRADE RESULTING
FROM THE ADDITION OF DUTIES AND
RESPONSIBILITIES (ACCRETION OF DUTIES)

Incumbent: _____

Old PD#: _____ New PD#: _____

Old Org Code: _____ New Org Code: _____

Current position title, series and grade: _____

New/recommended position title, series and grade: _____

1. CPI 335 and GAM #63 contain the DON criteria that supplement Chapter 23 of Title 5 U.S.C. and the CFR. The following DON criteria must be met to support the upgrade of a position resulting from the addition of duties and responsibilities:

a. The major duties of the employee's old position are absorbed into the new position, and the former position is cancelled. The new position is classified at a higher grade due to the addition of higher grade duties directly related to the primary purpose of the former position.

b. The new position has no known promotion potential.

c. The additional duties do not adversely affect another encumbered position. In other words, the higher level duties cannot be taken from another encumbered position resulting in the downgrade of that position or a reduction-in-force.

2. Such actions must meet the intent of Title 5, U.S.C. and result in the promotion of all employees assigned to that position; or the positions must be filled competitively (i.e., management identification of candidate, planned management action); or the situation must be reviewed for mis-assignments (possibly resulting in reassignments).

3. All parties participating in this process will be held accountable for the determinations made. The primary accountability lies with activity managers who control the assignment of work. The manager's role/responsibilities include providing required information for completion of Justification for Upgrade Resulting from the Addition of Duties and Responsibilities. Classification's role/responsibilities are to classify the position descriptions (identifying title, series, and grade) and/or coordinate MTP actions. The HRSC-SW role/responsibilities are to make qualification and PPP determinations, and to ensure the Chapter 23 of Title 5, United States Code and DON criteria are met in determining whether an exception or competition is needed/required to fill the position.

4. The upgrade of a position resulting from the addition of duties and responsibilities is not a technique to circumvent PPP placements. This type of noncompetitive promotion action involves joint discussions/processes with managers and the classifier (activity manager or HR specialist) and HRSC staffing specialists.

5. The following situations are considered inappropriate for consideration as upgrades resulting from additional duties and responsibilities: (1) transition from a one- grade interval position to a two- grade interval position; (2) accretion across occupational series; (3) movement to vacant higher level position; (4) accretion from an Identical Additional (IA) position; (5) accretion from a non-supervisory position to a supervisory position; (6) accretion from a non-leader position to a leader position; and (7) accretion across organizational lines.

6. The concept of upgrading a position due to the addition of duties and responsibilities implies that major changes have taken place in a position in the form of higher level, more complex duties that are directly related to the primary purpose of the position being replaced, and that the employee will also continue to perform most or all of the duties of the former position. If you have specifically identified that such is the case, the following questions must be addressed on a separate page to explain what events caused the position to be re-described and recommended for classification/classified at a higher grade.

1. Where did the new, additional duties come from?
2. How long has the employee been performing the additional duties?
3. What were the reasons for assignment of the additional duties, i.e., vacant position/billet -civilian or military; reorganization; new programs/projects/mission requirements mandated from major claimant level or above; new technology, etc.?
4. Are other employees occupying the same position? If so, why was this individual assigned the duties?
5. How long has the incumbent occupied this position?
6. What were the primary duties of the old position?
7. Could you as the manager have reasonably known that the additional duties were of a higher level before they were assigned?
8. Did the position remain in the same organization and retain the same supervisor?

Supervisor

Date

HRO Representative

Date

ENCLOSURE (4)

INTERNAL JUSTIFICATION FOR UPGRADE RESULTING FROM THE ADDITION OF DUTIES AND RESPONSIBILITIES (ACCRETION OF DUTIES)

1. Incumbent:
2. Organization Code:
3. Current Position Title, Pay Plan/series/grade:
4. Proposed Position Title, Pay Plan/series/grade:
5. Time in Level (years):
6. Degree:
7. Last Performance Appraisal rating:

.....

1. Briefly summarize the employee's experience, accomplishments, and/or achievements and how they relate to appropriate classification level descriptors described in reference (e).
2. List employee's contributions to CNATRA mission, awards and honors, publications, presentations, patents, and/or professional memberships:
3. Provide one or two concise examples of the employee's strong contributions in the following key areas as applicable:
 - a. Technical Performance:
 - b. Management:
 - c. Leadership:
4. Itemize the employee's major accomplishments with emphasis on how the contributions enhance the CNATRA mission:
5. Provide any additional relevant information.

CO'S SIGNATURE AND DATE

**RECRUITMENT/RELOCATION INCENTIVE JUSTIFICATION FORM FOR NON-DEMO PROJECT
SELECTEES**

Name:	Activity: List UIC and Activity Name
Position Title/PP/Series/Grade:	Organization:

Type of Incentive: RECRUITMENT RELOCATION

1. I have reviewed the criteria for offering recruitment/relocation incentives as outlined in 5 CFR 575 and have determined that its use is necessary based on an analysis of the following factors (mark applicable factors with an X and provide justification):

Results of recent efforts to attract quality candidates for similar/identical positions as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar/identical positions.

Recent turnover in similar/identical positions.

Labor-market factors that may affect the organization's ability to recruit quality candidates for similar/identical positions now or in the future.

Special qualifications needed for the position; and/or the practicality of using a superior qualifications appointment, separately or in conjunction with a recruitment incentive.

Narrative Justification (Documentation supporting the facts described below ***must*** be attached to this form.):

2. I certify that absent payment of this recruitment/relocation incentive as noted above, this activity would encounter difficulty in filling the position.

3. The applicant is being appointed to a _____ position at the step appropriately determined by use of highest previous rate or by application of superior qualifications. I recommend approval of a _____ incentive in the amount equivalent to _____ (any percentage up to 25%) of the candidate's rate of basic pay including locality pay.

4. I have verified that the employee's most recent rating of record is at least "Fully Successful" or equivalent and that the worksite of the employee's new position is 50 or more miles from the worksite of the position held immediately before the move and that the employee has established a residence in the new geographic area (applies to relocation incentives only).

5. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined that payment of this incentive is in the best interest of the government.

CNATRA ACOS/Department Head

Date

N8 Comptroller Signature

Date

Executive Director Signature

Date

HRO Reviewer Signature

Date

**RECRUITMENT/RELOCATION OR RETENTION INCENTIVE
SERVICE AGREEMENT FOR NON-DEMO PROJECT SELECTEES OR EMPLOYEES**

5 U.S.C. 5753 and 5754 and Part 575 of Title 5, Code of Federal Regulations provides, under certain conditions, that the incentives indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these incentives.

This agreement is for a:

Recruitment/Relocation Incentive

Retention Incentive

The recruitment/relocation incentive will be paid by one of the following methods (check one):

- In a one-time lump sum at the beginning of the service period stated in this agreement.
- In equal or variable installment payments throughout the service period.
- As a final lump-sum payment at the end of the specified service period.

The retention incentive will be paid by one of the following methods (check one):

Relocation Incentive

- Bi-weekly installments;
- In a single lump-sum payment after the completion of the full service period.
- In installments after the completion of specified periods of service.

I, _____ have accepted the incentive indicated above for the position of _____ at _____. I understand that the incentive amount is: _____

For recruitment/relocation incentives only:

By accepting this incentive, I agree to remain at _____ for a minimum period of _____ months beginning with the date _____ I report for duty on at _____ and ending _____. I understand that the _____ incentive must be recovered if I fail to complete the period of employment established by this Service Agreement, or if I am removed or demoted for cause or receive a rating of record of less than "Fully Successful" or equivalent before expiration of the required minimum service period. The amount of the repayment will be determined in accordance with the policy set by _____. I understand the government may withhold any final pay due to me to apply against or liquidate any indebtedness arising from my violation of this agreement. I further understand that this agreement may be terminated at any time due to insufficient funds and that the decision to terminate this agreement may not be grieved or appealed.

For retention incentive only:

I understand that the payment of this incentive will be reviewed annually and may be reduced or terminated at any time in accordance with the policy set by the name of organization. I further understand that the decision to terminate this agreement may not be grieved or appealed.

Employee's Signature

Date

Authorizing Official's Signature

Date

HRO Reviewer's Signature

Date