



COMDTINST 12500.2
8 SEP 1999

COMMANDANT INSTRUCTION 12500.2

Subj: CIVILIAN RECRUITMENT, RELOCATION, AND RETENTION INCENTIVES

Ref: (a) Federal Employees Pay Comparability Act (FEPCA) of 1990
(b) Department of Transportation Personnel Manual (DPM) Letter 571-1 of 25 April 1991
(c) 5 Code of Federal Regulations (CFR) Part 575
(d) 5 CFR Part 531.203(b)
(e) M-1 to S-1 memo of 9 June 1995

1. **PURPOSE.** This Instruction establishes Coast Guard policy and procedures governing the use of superior qualification appointments, recruitment and relocation bonuses, and retention allowances for Coast Guard civilian employees paid from appropriated funds.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. **DIRECTIVES AFFECTED.** None.
4. **POLICY.** It is the policy of the Coast Guard to utilize where appropriate, authorized incentives to attract and retain a high quality, skilled, and productive civilian workforce. These incentives include the use of superior qualifications appointments, recruitment and relocation bonuses, and retention allowances. In exercising this authority, responsible Coast Guard officials shall give due weight to budgetary considerations as well as the Service's mission requirements.

5. **DEFINITIONS.**

- a. "Funds Manager" means the manager of the fund (AC&I, R&D, EC&R, AFC-08, etc.) which pays salary and associated personnel costs of the employee or prospective employee.
- b. "Involuntarily Separated" means a separation initiated by the Coast Guard against the employee's will and without his or her consent for reasons other than misconduct or delinquency. An involuntary separation includes a separation resulting from an employee's actual inability to perform the duties of his or her position following genuine efforts to do so (generally referred to as inefficiency). An involuntary separation does not include separation under 5 CFR 752, or an equivalent procedure for reasons that involve culpable wrongdoing on the part of the employee. In addition, when an employee is separated because he or she declines to accept reassignment outside the commuting area, the separation is involuntary if the employee is not subject to some form of mobility agreement. In some cases, an employee becomes subject to mobility after being placed in his or her position. Such an employee is considered to be involuntarily separated if he or she declines reassignment after becoming subject to mobility. However, an employee's separation is not involuntary if, after such a written mobility agreement is added, the employee accepts one reassignment and declines any subsequent reassignments.
- c. "Newly appointed" means the first appointment as an employee in the Federal Government regardless of tenure, or a subsequent appointment after a break in Federal service of at least 90 days, excluding a break in service following a temporary appointment, or employment under the Student Educational Employment Program.
- d. "Rate of basic pay" means the rate of pay fixed by law or administrative action for the position to which the employee is or will be newly appointed, before deductions and exclusive of additional pay of any kind, such as locality-based comparability payments or special pay adjustments for law enforcement officers.
- e. "Service agreement" means a written agreement between the Coast Guard and an employee, including an applicant to whom a written offer of employment has been made, under which the employee or applicant agrees to be employed with the Coast Guard for a specific period of not less than 12 months in return for payment of a recruitment or relocation bonus.
- f. "Special need" means the Coast Guard's special need for mission- or program-related services of a particular kind, including those for special projects.
- g. "Superior qualifications appointment" means an appointment made at a rate above the minimum rate (step one) of the appropriate General Schedule grade because a candidate

with superior qualifications would otherwise forfeit income or because of an agency's special need for the candidate's services.

6. **AGGREGATE LIMITATION.** An employee may not receive an allowance, differential, bonus, award, or similar payment in combination with basic pay which would exceed Level I of the Executive Schedule.
7. **REQUIRED FUNDING.** Funding determinations shall be made by Commandant (G-WR) working in coordination with the responsible funds manager. Absent approval by the funds manager, local funds may be used to reimburse AFC-08 for the associated costs of recruitment and relocation bonuses and retention allowances when the associated position is AFC-08 funded. Recruitment and relocation bonuses shall be funded as one-time charges. Funding for retention allowances shall be reviewed annually during the duration of the allowance. Funding for superior qualification appointments shall be determined by the responsible funds manager. Local funding for superior qualifications appointments is not considered appropriate given the fact that the cost is recurring throughout the Federal career of the employee. Fund Transfers or Change in Financial Plans to provide local funds should ordinarily be effected *after* final approval of the request but *before* the effective date of the personnel action.
8. **COMPARISON CHART.** Basic features and requirements for the incentives covered by this Instruction are summarized in the enclosure (1) chart.
9. **SUPERIOR QUALIFICATIONS APPOINTMENTS.** The superior qualifications authority is intended to improve the Federal Government's ability to compete with non-Federal employers for top-quality candidates. It is not intended solely to match selected candidates' existing pay. Individuals hired at advanced rates under this authority must either (a) have unusually high qualifications for the position *and* be forfeiting income that would justify a salary above the base pay for the grade; or (b) meet a special need of the agency. All superior qualifications appointments must be approved before the candidate enters on duty and becomes a Federal employee.
 - a. **Coverage.** The Coast Guard may use a superior qualifications appointment for employees newly appointed in General Schedule positions or, as specified in 5 CFR 531.203(b)(2), for reappointments to GS positions in certain cases.
 - b. **Criteria for Making Appointment.** Requests must demonstrate:
 - (1) The superior qualifications of the individual or the Coast Guard's special need that justifies use of the authority. Specifically:
 - (a) The superior qualifications determination shall be based on the clear superiority of the candidate's qualifications compared to those of other candidates

available. When there are many well-qualified candidates, the request must demonstrate the unusual superiority of the selectee. When there are few qualified candidates, a candidate may be found superior without having unusual accomplishments, if it is clearly shown he or she is better able to perform the needed work than other candidates who were recruited or could reasonably be expected to respond to renewed recruiting efforts.

- (b) A special need may apply to all of the Coast Guard, to a command, or to a particular function. Special needs requests shall ordinarily apply to positions involving direct program management or operation, rather than administrative support.
 - (c) The request must describe the actual recruitment efforts undertaken to fill the position in question, and the results of those efforts, including the quantity and quality of candidates obtained. It must demonstrate the vacancy was well publicized and recruitment was conducted over a sufficiently long time for all potentially interested candidates to apply.
- (2) The factors considered in determining the individual's existing pay (the request must include information on present earnings or current, firm offers, if any, of other earnings) and the reasons for setting pay at a rate higher than that needed to match existing pay; and
 - (3) The reasons for authorizing an advanced rate instead of or in addition to a recruitment bonus.
- c. Actual Pay. When determining whether a candidate would forfeit income as a result of accepting Federal employment, the request must be based on consideration of the actual income from the candidate's present position and any current, firm, written offers of other employment or salary increase. The request should also consider earnings from any outside employment that has been a regular part of the candidate's total income and that the candidate will not be able to continue as a Federal employee. A candidate who is leaving his or her current employment (for example, one who is retiring from military service or whose employer is going out of business) would not earn any income from that employment. Income received on less than a full-time basis is not to be annualized as if received on a full-time basis. The request must not consider income that would either cease or continue independent of whether the candidate accepted the Federal position. In addition to salary, actual income may include bonuses, consulting pay, or fringe benefits that are substantially better than those offered by the Federal Government. In addition to basic pay, a candidate's salary may also include any overtime worked on a regular, continuing basis which will not be available in the Federal position. Income from sources

such as real estate, investments, or royalties will not be included unless acceptance of Federal employment will reduce that income.

10. **RECRUITMENT AND RELOCATION BONUSES.** While groups of positions known or expected to be difficult to fill may be targeted as candidates to receive bonuses, any determination to pay a bonus must be made on an individual basis. Any bonus must be approved prior to the employee's entrance on duty or relocation.
- a. Coverage. The Coast Guard may pay a recruitment bonus to an employee who is newly appointed to a position within one of the categories identified below. Similarly, the Coast Guard may pay a relocation bonus to an employee who is moving to one of these positions:
 - (1) A General Schedule position; and
 - (2) A position in the Senior Executive Service.
 - b. Recruitment Bonus. Following the enclosure (2) submittal instructions, the Coast Guard may pay a recruitment bonus of up to 25 percent of basic pay to an employee newly appointed without a definite time limitation, provided there is a written determination that, absent such a bonus, difficulty would be encountered in filling the position.
 - c. Relocation Bonus. Following the enclosure (2) submittal instructions, the Coast Guard may pay a relocation bonus of up to 25 percent of basic pay to an employee who is appointed without a break in service and without time limitation to a position in a different commuting area or who is serving under an appointment without time limitation and whose duty station is changed permanently or temporarily to a different commuting area. A relocation bonus may be offered only to a current employee, and only with the provision that there is a written determination, that, absent such a bonus, difficulty would be encountered in filling the position.
 - d. Service Agreements. Before a recruitment or relocation bonus may be approved, the employee or applicant must sign a written service agreement under which the recipient agrees to be employed by Coast Guard for a period of not less than 12 months in return for the payment of the bonus. Within the Coast Guard, service under one service agreement will run concurrently with service under any other simultaneous or subsequent service agreements in effect. While a service agreement is executed with a specific position in mind, the employee's subsequent movement to a different position, whether or not effected on a voluntary basis, shall not be considered an abrogation of the agreement, provided the required period of service with the Coast Guard is completed. Similarly, presence or absence of a service agreement in connection with a recruitment or relocation

bonus will not be a consideration in promotion actions under the Coast Guard's merit promotion plan. Enclosure (2), Part 4 contains the standard service agreement.

- e. Criteria for Paying Bonuses. A recruitment or relocation bonus shall be calculated as a percentage of the employee's basic pay up to and including 25 percent. Additionally, in weighing the potential use of a recruitment bonus, commands, with the advice of their Command Staff Advisor (CSA), shall also consider the practicality of using the superior qualifications appointment authority instead of, or in combination with, a recruitment bonus. In negotiating with the potential employee, commands shall utilize the least costly alternative acceptable. The determination that a bonus, and the amount of that bonus, is appropriate shall be based on written documentation in Part 3 of enclosure (2) which considers such factors as:
 - (1) The success of recent efforts to recruit candidates for similar positions, including indicators such as acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions;
 - (2) Recent turnover in similar positions;
 - (3) Labor market factors that may affect the ability to recruit candidates now or in the future;
 - (4) Special qualifications needed for the position; and
 - (5) Actual recruitment efforts undertaken to fill the position in question, and the results of those efforts, including the quantity and quality of candidates obtained.

- f. Recovery of a Bonus.
 - (1) Basic Guidelines.
 - (a) With the exception of involuntary separation, when an employee fails to complete the period of employment under a service agreement, the individual will be indebted to the Coast Guard and will be required to repay the recruitment or relocation bonus on a pro rata basis.
 - (b) When the failure to complete the required period of employment is due to a voluntary separation to accept employment outside the Coast Guard, but within the Department of Transportation (DOT), Commandant (G-WR) shall attempt to reach agreement with the acquiring administration to fund some or all of the necessary reimbursement. Failing such agreement, responsibility for repayment shall rest with the employee.

- (c) Debts owed by an employee will be collected under the DOT's collection procedures (DOT Order 2700.14A, or superceding guidance). In accordance with established procedures, collection of a debt may be waived in whole or in part, if it is determined the recovery would be against equity and good conscience or against the public interest. Requests to waive repayment must be submitted in writing to Commandant (G-WPC) through the Coast Guard Personnel Command, Civilian Personnel Management Division (CGPC-cpm).

(2) Amount Owed.

- (a) To determine a separated employee's indebtedness, the total amount of the employee's recruitment or relocation bonus shall be divided by 12, the number of months obligated to serve. The number of full months of the service already completed shall then be subtracted from 12, and the remainder will be multiplied by the amount representing the monthly bonus, as illustrated below.
- (b) An employee who received a \$5,000 bonus incurring a 12 month service requirement, separates after 6 months and 17 days of service. The employee's indebtedness is computed by dividing the \$5,000 by 12, arriving at \$416.67. Since only full months are credited toward fulfilling the service requirement, the employee has served 6 months of the obligation. Therefore, the \$416.67 is multiplied by 6, and the employee's debt is \$2,500.02.

11. **RETENTION ALLOWANCES.** The Coast Guard may pay a retention allowance of up to 25 percent of basic pay to a current employee if the unusually high or unique qualifications of the employee or a special need of the Coast Guard for the employee's services makes it essential to retain the employee, and the Coast Guard determines the employee would be likely to leave Federal service for any reason in the absence of a retention allowance. The Coast Guard may also pay a retention allowance of up to 10 percent of an employee's basic rate of pay for a group or category of employees if the unusually high or unique qualifications of the group or a special need of the Coast Guard for the group's services makes it essential to retain the employees, and the Coast Guard determines there is a high risk a significant number of employees in the group would leave Federal service in the absence of a retention allowance. The Office of Personnel Management may approve retention allowance requests of up to 25 percent of the employee's basic pay for targeted groups of employees. A retention allowance may be paid only to an employee who has completed one year of continuous service with the Coast Guard immediately prior to such payment. In addition, the employee must have completed any service agreement which may have resulted from the payment of a recruitment or relocation bonus. Requests for retention allowances must demonstrate in writing: (a) that the employee is likely to leave Federal service in the absence of a retention allowance, (b) the extent to which the employee's departure would affect the Coast Guard's ability to carry out an activity or perform an

essential function [identify other employees at the command who occupy similar positions or perform similar functions and demonstrate the special uniqueness or conditions that apply to the individual for whom the allowance is requested], and (c) that the required criteria outlined in paragraph 11.c. have been met.

a. Coverage. The Coast Guard may pay a retention allowance to a current permanent employee who holds:

- (1) A General Schedule position; or
- (2) A position in the Senior Executive Service.

b. Criteria for Determining Likelihood the Employee Will Leave. The determination that an employee is likely to leave may be based on a written offer from an employer outside the Federal Government. It may also be based on a written statement by a higher level official, endorsed by the responsible area or district commander, commander of a maintenance and logistics command, commanding officers of Headquarters units, assistant commandants of directorates, chief counsel, or chiefs of special staffs at Headquarters, that the employee is likely to leave based on such evidence as personal knowledge that the employee is (1) actively seeking outside employment and that competitive labor market conditions make it likely such efforts will yield positive results for the employee, or (2) the employee will exercise his or her option to retire. The determination that there is a high risk that a significant number of employees in a targeted category are likely to leave may be based on evidence of extreme labor market conditions, high demand in the private sector for the knowledge and skills possessed by the employees, significant disparities between Federal and private sector salaries, or other similar conditions.

c. Criteria for Paying Allowances.

- (1) The determination that an allowance, and the amount of that allowance, is appropriate shall be based on written documentation which considers such factors as:
 - (a) The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to the position held by the employee;
 - (b) The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee; and
 - (c) The special conditions that apply to the individual for whom the allowance is requested when there are other employees at the command or in the work unit

who occupy similar positions or perform similar work or functions but for whom no request is made.

d. Method and Conditions of Payment.

- (1) Method. A retention allowance is paid biweekly in the normal paycheck. It shall be paid in the same manner as normal pay, i.e., the allowance shall be paid at an hourly rate for each hour during which the employee receives basic pay. However, a retention allowance is not considered basic pay for any reason.
- (2) Review. Payment of a retention allowance may continue as long as needed. At a minimum, each determination to pay an allowance must be reviewed annually to determine if a payment is still warranted. The Chief, CGPC-cpm shall remind appropriate officials to ensure this review is completed in a timely manner. Requests for continuation shall be submitted via enclosure (2) and address the same requirements as for original approval. The approval level remains the same as specified in paragraph 12.b.
- (3) Reduction or Termination. The responsible command may reduce or terminate a retention allowance (the change must be coordinated with the CSA) when it determines:
 - (a) A lesser amount (or none) would be sufficient to retain the employee;
 - (b) Labor market factors make it more likely to recruit a candidate with qualifications similar to those possessed by the employee;
 - (c) The need for the employee's services has been sufficiently reduced; or
 - (d) The budget will not support the cost.

12. **REQUIRED APPROVALS.**

- a. Superior Qualifications Appointments. Requests for a superior qualifications appointment must be made in writing and have the signed endorsement of the following official or deputy: the responsible area or district commander, commander of a maintenance and logistics command, Headquarters unit commanding officer, assistant commandants for directorates, chief counsel, or chiefs of special staffs at Headquarters. The request shall be documented using the form provided in enclosure (2), Request for a Civilian Recruitment, Relocation, or Retention Incentive. The candidate's job application or resume must be attached. Each request shall be forwarded through the servicing Command Staff Advisor (CSA) to the Chief, CGPC-cpm for review and approval. The Chief, CGPC-cpm may redelegate approval authority to appropriate CGPC-cpm

supervisory officials. Requests to hire a CGPC employee using a superior qualifications appointment must be approved by Commandant (G-WPC). Each request must be coordinated through Commandant (G-WR) for funding.

- b. Recruitment and Relocation Bonuses and Retention Allowances. All requests for payment of a bonus or allowance under this Instruction must be made in writing and have the signed endorsement of the following official or deputy: the responsible area or district commander, commander of a maintenance and logistics command, Headquarters unit commanding officer, assistant commandants for directorates, chief counsel, or chiefs of special staffs at Headquarters. The request shall be documented using the enclosure (2) form, attaching the employee's job application or resume. Each request shall be forwarded through the servicing CSA to the Chief, CGPC-cpm for the decision of Commandant (G-WPC). Each request must be coordinated with Commandant (G-WR) for funding. Requests for bonuses or allowances related to any position under the program direction of Commandant (G-W) must be approved by Commandant (G-CCS). When the request applies to a position in Commandant (G-CCS) or higher, ultimately, approval is required by a flag level official who is at least one level higher than the requestor. Requests for bonuses or allowances for positions in the Commandant's Office must be approved by the Deputy Secretary. Requests for retention allowances for targeted groups of employees above 10 percent of the employee's basic pay must be submitted through the Office of the Secretary for OPM approval. Requests may be disapproved or the amount of the requested incentive changed by any responsible official in the approval chain. Decisions made by Commandant (G-WPC) or higher to deny or change the amount of a request may not be appealed or grieved.

13. **RESPONSIBILITIES.**

- a. Selecting officials shall:

- (1) Document any request for a recruitment, relocation, or retention incentive by completing enclosure (2); and
- (2) Review, at least annually, each approved retention allowance, to determine whether it should be continued at the same or a different amount, or be discontinued.

- b. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, chief counsel, and chiefs of special staffs at Headquarters or their deputies shall:

- (1) Endorse in writing all requests for superior qualifications appointments, recruitment or relocation bonuses, or retention allowances (or extensions), following the provisions of this Instruction; and

- (2) Ensure that reimbursements consistent with requirements of this Instruction are effected on a timely basis.
- c. Chief, CGPC-cpm or, if redelegated, his or her subordinate supervisors shall:
- (1) Approve or disapprove requests for superior qualification appointments, except those for positions within CGPC.
 - (2) Evaluate and certify in writing all requests for recruitment or relocation bonuses, or retention allowances submitted by commands (CGPC-cpm may disapprove a request or recommend a different amount for a bonus or allowance);
 - (3) Ensure that, before a recruitment or relocation bonus is submitted for higher approval, the required service agreement has been signed by the prospective recipient;
 - (4) Advise commands, on a timely basis, regarding the continuation of a previously approved retention allowance; and
 - (5) Evaluate and certify in writing requests submitted by recipients for waiver of repayment of a bonus, in whole or part, when the required 12 months service period has not been completed.
- d. Commandant (G-WPC) shall:
- (1) Approve or disapprove requests to use superior qualifications appointments for persons employed by CGPC;
 - (2) Approve or disapprove bonus or allowance requests except for requests for:
 - (a) positions under the program direction of Commandant (G-W), or
 - (b) positions under Commandant (G-CCS) or higher, or
 - (c) group retention allowances in excess of 10 percent of basic pay (these must be approved by OPM);
 - (3) Approve or disapprove, as appropriate, requests submitted by recipients, for waiver of repayment of a bonus, in whole or part, when the required 12 month services period has not been completed (if the waiver request exceeds \$5,000, it shall be referred to Commandant (G-CPM) for approval); and
 - (4) Evaluate on a periodic basis the effectiveness of these incentive programs.

- e. Commandant (G-WR) shall:
 - (1) Ensure each incentive request is sufficiently funded and seek reimbursement when appropriate, and initiate a Change in Financial Plan or Funds Transfer if required;
 - (2) Coordinate incentive requests with managers of central funds used to pay civilian salaries and benefits; and
 - (3) Calculate the amount of any repayment due, and ensure recovery of any bonus money owed the Coast Guard, when a recipient fails to complete 12 months of service.
 - f. Commandant (G-CCS) shall approve or disapprove bonus or allowance requests for positions under the program direction of Commandant (G-W), except for group retention allowances in excess of 10 percent of basic pay.
14. **FORMS AVAILABILITY.** The Request for a Civilian Recruitment, Relocation, or Retention Incentive, CG-5659 (5-99), may be obtained from Command Staff Advisors, or may be reproduced locally.

Thomas F. Fisher
Acting Director of
Personnel Management

- Encl: (1) Recruitment, Relocation, and Retention Incentives Comparison Chart
(2) Request for a Civilian Recruitment, Relocation, or Retention Incentive

RECRUITMENT, RELOCATION, AND RETENTION INCENTIVES COMPARISON CHART

	Superior Quals Appt	Recruitment Bonus	Relocation Bonus	Retention Allowance
Type	Salary set above Step 1 of the grade.	Lump-sum payment.	Lump-sum payment.	Biweekly payments as part of normal paycheck.
Amount	Up to grade's max pay	Up to 25% of base pay	Up to 25% of base pay	Up to 25% of base pay
Eligibility	Newly appointed or reappointed GS employee	Newly appointed permanent GS or SES employee	A current employee moving to a permanent GS or SES position	A current GS or SES employee determined likely to leave Federal service
Service Agreement Criteria	None <ul style="list-style-type: none"> • Candidate's superior qualifications and forfeiture of income • Or agency's special need for services • Reasons for setting pay at proposed level • Optional use of recruitment bonus • Actual recruitment efforts and their results 	12 months <ul style="list-style-type: none"> • Success of recent hiring efforts • Turnover in similar jobs • Labor market factors • Special qualifications • Actual recruitment efforts and their results • Optional use of superior qualifications appointment 	12 months <ul style="list-style-type: none"> • Success of recent hiring efforts • Turnover in similar jobs • Labor market factors • Special qualifications 	None <ul style="list-style-type: none"> • Success of recent efforts to recruit candidates with qualifications similar to employee's • Labor market availability of other candidates • Absent allowance, employee likely to leave Federal service • Resultant harm of loss
Approval Authority	CGPC-cpm or G-WPC	Commandant (G-WPC) or higher	Commandant (G-WPC) or higher	Commandant (G-WPC) or higher

**REQUEST FOR A CIVILIAN RECRUITMENT, RELOCATION,
OR RETENTION INCENTIVE**

General Instructions: *Parts 1 and 3 should be completed by the original requestor with the assistance and coordination of the Command Staff Advisor. Be sure to attach the candidate's job application or resume to this form. Candidates for a recruitment or relocation bonus must sign the service agreement in Part 4 before submitting the form for approval.*

Part 1: Basic Information about the Request

This request is for (check the option that applies; as applicable you may check both the superior qualifications appointment and the recruitment bonus if the request is to provide both of these to the candidate):

- A superior qualifications appointment at grade ____ and salary ____.
- A recruitment bonus of ____ (percent of base pay) ____ (indicate the lump sum dollar amount).
- A relocation bonus of ____ (percent of base pay) ____ (indicate the lump sum dollar amount)
- A retention allowance of ____ (percent of base pay) ____ (indicate biweekly dollar amount) for ____ (number of weeks, not to exceed 52 without reapproval).

Complete the following information about the candidate and the candidate's proposed position and salary:

Name of Candidate _____
(If for a group retention allowance, specify in Part 3 the criteria for group identification and name all individual members; additional members may be added by memorandum signed by the responsible program director)

Pay Plan, Series, Grade, Step, and Base Salary _____

Organization and Location _____

Current Actual Annual Pay (Superior qualifications appointments only) _____

Prospective Pay of Job Offer (Superior qualifications appointments only) _____

Base Salary if Employed without an Incentive (Exclude locality-based pay) _____

Part 2: Request and Approval Signatures:

Organization	Approve	Disapprove	Date
Requestor			
CO of Command			
Chief, CGPC-cpm (approves non-CGPC sup. quals; reviews bonuses & allowances)			
G-WR (funding only)			
G-WPC (approves CGPC sup. quals, bonuses & allowances not above or within G-W direction)			
G-CCS (for G-W bonuses & allowances)			
Other Approval			

Enclosure (2) to COMDTINST 12500.2

Part 3. a. Justification Criteria. Provide a written justification on page 3 that meets the criteria specified below. Coordinate with your Command Staff Advisor.

Justification for a Superior Qualifications Appointment. Describe the actual recruitment efforts undertaken to fill the position, and the results of those efforts, including the quantity and quality of candidates obtained. Demonstrate the vacancy was well publicized and recruitment was conducted over a sufficiently long time for all potentially interested candidates to apply. Demonstrate the superior qualifications of the individual and the forfeiture of pay or the Coast Guard's special need for the superior qualifications appointment by showing:

- The clear superiority of the candidate's qualifications compared to those of other candidates; or
- The Coast Guard's special need. Special needs requests shall ordinarily apply to positions involving direct program management or operation, rather than administrative support.

Demonstrate also:

- The factors considered in determining the individual's existing pay (attach information on present earnings or current, firm offers) and, if applicable, the reasons for setting pay at a higher rate than that needed to meet existing pay; and
- The reasons for authorizing an advanced rate instead of or in addition to a recruitment bonus.

Justification for a Recruitment or Relocation Bonus. Demonstrate that, absent a bonus, difficulty would be encountered in filling the position based on such factors as:

- The success of recent efforts to recruit for similar positions, including indicators such as acceptance rates, the proportion of positions filled, and the length of time required to fill similar positions;
- Recent turnover in similar positions;
- Labor market factors that may affect the ability to recruit candidates now or in the future;
- Special qualifications needed for the position; and
- Actual recruitment efforts undertaken to fill the position in question and the results of those efforts, including the quantity and quality of candidates obtained.

For a recruitment bonus, indicate the reasons for authorizing a recruitment bonus instead of or in addition to using a superior qualifications appointment.

Justification for a Retention Allowance. Demonstrate:

- That absent an allowance, the employee is likely to leave Federal service;
- The extent to which the employee's departure would affect the Coast Guard's ability to carry out an activity or perform an essential function (identify other employees at the command who occupy similar positions or perform similar functions and demonstrate the special uniqueness or conditions that apply to the individual for whom the allowance is requested);
- The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to those held by the employee;
- The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by this employee.

Additionally, indicate the special conditions that apply to the individual for whom the allowance is requested when there are other employees at the command or in the work unit who occupy similar positions or perform similar work or functions but for whom no request is made. If the retention allowance is for a group, specify the criteria for identifying the group and name the individual members. Demonstrate (1) the unusually high or unique qualifications or special need to retain the employees and (2) there is a high risk a significant number may leave Federal service based on evidence of extreme labor market conditions, high private sector demand, or Federal/private sector disparities in salaries.

DEPT. OF TRANSP., USCG, CG-5659 (5-99)

Part 3.b. Written Justification. Use this page to justify the request against the criteria specified in Part 3.a.

Part 4. Service Agreement for Receipt of Payment for a Recruitment/Relocation Bonus.

Note:

- a. Leave blank the beginning and ending dates until the request has been approved and these dates can be established.
- b. The agreement must be signed prior to submitting this form for approval. Signature by the prospective bonus recipient is not binding upon the employee until the personnel action (e.g., appointment or relocation) is effected; nor does the prospective employee's signature commit the Coast Guard to approve the request.

I hereby agree to remain as an employee of the United States Coast Guard for the period beginning _____ and ending on _____ [the period specified will cover 12 months] following the effective date of my appointment/relocation, unless I am involuntarily separated for reasons beyond my control and which are acceptable to the Coast Guard. The amount of the bonus I will be receiving under this agreement is _____. I agree that if I do not remain in the employ of the Coast Guard (if this service agreement is for a relocation bonus, I agree that the service will be performed at the agreed duty location) for the above specified period I will repay to the Coast Guard the bonus on a pro rata basis. The amount to be repaid shall be determined by providing credit for each full month of employment completed under this agreement. I understand that under such circumstances these monies are recoverable from me as a debt due to the United States Government.

Name and Signature of Recipient _____ Date _____