



# RECOMMENDATION FOR RECRUITMENT INCENTIVE PROGRAM AWARD

## SECTION I - TO BE COMPLETED BY HIRING OFFICIAL

1. APPLICANT NAME: (Last, First, Mi)		DATE:
2. POSITION WORK ADDRESS:		
3. POSITION TITLE AND CLASSIFICATION:	GRADE:	ANTICIPATED STARTING SALARY:
4. TYPE OF RECRUITMENT INCENTIVE RECOMMENDED: (Lump-Sum Bonus or Incentive Leave)		
5. PROVIDE JUSTIFICATION FOR RECOMMENDATION IN THE REMARKS SECTION BELOW		
DESCRIPTION OF POSITION, AND THE KNOWLEDGE, SKILLS, ABILITIES, EDUCATION , AND MININIUM QUALIFICATIONS THE POSITION REQUIRES:		
6. SUMMARY OF SUPERIOR QUALIFICATIONS OF APPLICANT:		
7. OFFICE LOCATION:	8. SALARY FUNDING SOURCE:	
9. NAME & TITLE OF HIRING OFFICIAL:	SIGNATURE:	
10. NAME & TITLE OF SENIOR DIRECTORATE OFFICIAL:	SIGNATURE	

## SECTION II - TO BE COMPLETED BY ARKANSAS DEPARTMENT OF THE MILITARY HUMAN RESOURCE OFFICE

11. DATE OF PREVIOUS ADVERTISING FOR POSITION AND KNOWN ISSUES WITH FILLING THE POSITION:
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## SECTION III - TO BE COMPLETED BY DOTM SPECIAL COMPENSATION AWARD COMMITTEE/APPROVING AUTHORITY

12. RECOMMENDED APPROVAL OF FOLLOWING INCENTIVES:			
<input type="checkbox"/> LUMP-SUM BONUS	TOTAL AMOUNT:	INITIAL AMOUNT:	ADDITIONAL AMOUNT:
<input type="checkbox"/> INCENTIVE LEAVE	TOTAL AMOUNT:	INITIAL AMOUNT:	ADDITIONAL AMOUNT:
<input type="checkbox"/> DISAPPROVED (Disapproved, Attach Explanation)	TITLE:	SIGNATURE	DATE:

**SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY**

APPROVING AUTHORITY AND ACTION	ADDITIONAL INCENTIVE AWARD		SIGNATURE	DATE
IMMEDIATE SUPERVISOR:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
2 <sup>ND</sup> LINE SUPERVISOR:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
DOTM SCA COMMITTEE:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
ADJUTANT GENERAL (OR DESIGNEE):	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				

**JUSTIFICATION FOR AWARD**

1. Attach statement justifying the recommendation and one copy of Position Description for position on which recommendation is based.
2. Justifications for a prospective employee shall include:
  - The name of the prospective employee.
  - A description of the position the prospective employee would fill and his/her qualifications for the position.
  - A description of the recruitment incentive that would be provided to the prospective employee.
  - A specification of the required period of employment for the prospective employee to retain the recruitment incentive.

**REMARKS**