



Exception Request Recruitment, Relocation, and Retention Incentives (3Rs)

Section A. BACKGROUND INFORMATION

1. Departmental Element:

2. CY 2010 Spending Amount:

3. Requested Incentive Dollar Amount Above CY 2010 Ceiling Amount:

Section B. FACTORS – *OPM regulations require agencies to clearly document the “critical agency need” to justify the exception to their 3Rs spending limit. Critical agency need is when significant shortages exist in one of DOE’s mission critical occupations and is in alignment with current staffing or workforce plans.*

1. Describe why quality candidates are not available without the exception to the 3Rs spending limit.

2. Describe how positions in your organization meet the “critical agency need” definition described above.



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3. *Other supporting factors or special circumstances. Describe any special circumstances that support the use of an exception to the 3Rs spending limit (e.g. how not granting an exception may impact the mission of the organization/department or congressional mandate).*

Other considerations/concerns:

Department Head

Date

Office of the Chief Human Capital Officer

CONCUR: _____

NONCONCUR: _____

*Director, Office of Human Capital Policy &
Accountability Division*

Date

APPROVE: _____

DISAPPROVE: _____

Chief Human Capital Officer

Date