

**Department of the Interior  
Relocation Expense Worksheet**

Position: \_\_\_\_\_

In order to determine whether relocation expenses will be paid for an employee or outside candidate selected to fill the above-referenced position would be in the government's interests, I considered the factors checked below:

- \_\_\_\_\_ (1) the quality and quantity of available candidates in the local commuting area;
- \_\_\_\_\_ (2) the diversity of the local candidate pool;
- \_\_\_\_\_ (3) time constraints for filling the position;
- \_\_\_\_\_ (4) alternative considerations for meeting the human resource needs, such as details, training, automation, etc.;
- \_\_\_\_\_ (5) the availability of funds for payment of relocation expenses;
- \_\_\_\_\_ (6) the existence of direct hire authority for the position;
- \_\_\_\_\_ (7) the need to provide incentives to prospective candidates due to labor shortages, working conditions, or other factors;
- \_\_\_\_\_ (8) the possibility of offering other financial incentives such as relocation bonus, recruitment bonus, advance pay, etc.
- \_\_\_\_\_ (9) \_\_\_\_\_
- \_\_\_\_\_ (10) \_\_\_\_\_

Based on my consideration of the above factors, I have concluded that it

\_\_\_\_\_ is      \_\_\_\_\_ is not

in the government's interest to pay relocation expenses. Any vacancy announcement or other solicitation for this position will be consistent with this determination.

\_\_\_\_\_  
Management Official's Signature/Date