

RECRUITMENT REQUEST ADDENDUM FOR PAYMENT OF TRANSPORTATION, TRAVEL, AND RELOCATION EXPENSES

Select an option in Section A. For Merit Promotion, only, select options in Sections B and C.

Section A

- Merit Promotion Only - (*No Relocation*). I have determined that paying relocation expenses is not necessary to produce a sufficient number of well qualified candidates for this position. I do **not** intend to pay relocation expenses for this position.
- Merit Promotion Only - (*Relocation*). I have determined that paying relocation expenses is necessary to produce a sufficient number of well qualified candidates for this position. I intend to pay relocation expenses for this position. Or, I have determined that this transfer is in the interest of the Federal government; therefore, relocation expenses will be paid.
- Case Exam Only - (*No Relocation*). I have determined that announcing through case exam will produce a sufficient number of well qualified candidates, I do **not** intend to pay relocation expenses.
- Case Exam Only - (*Relocation*). I have determined that paying relocation expenses is necessary to produce a sufficient number of well qualified candidates, I intend to pay relocation expenses for this position.

Section B (*For Merit Promotion Positions Only*)

If, in Section A, you choose to pay relocation expenses for a vacancy filled through Merit Promotion, then in Section B, you must choose Beyond the Local Commuting Area.

If, in Section A, you choose not to pay relocation expenses, the default option in Section B remains Beyond the Local Commuting Area. However, there may be circumstances in which Local Commuting Area is appropriate.

- This position will be advertised for Local Commuting Area Only.
- This position will be advertised for Beyond the Local Commuting Area.

Section C (*For Merit Promotion Positions Only*)

If the option chosen in Section B is Beyond the Local Commuting Area, then in Section C, the option must be at least APHISwide.

Additional documentation is required to select an area of consideration of less than APHISwide.

- This position will be advertised Governmentwide.
- This position will be advertised Departmentwide.
- This position will be advertised APHISwide.
- This position will be advertised less than APHISwide. This decision must be documented and approved by the direct supervisor and maintained in the vacancy case file.

SELECTING OFFICIAL SIGNATURE:

DATE: