

IDNG HR 575

Civilian Personnel

Recruitment, Relocation, and Retention Incentives

**Joint Force Headquarters
Idaho National Guard
Boise, Idaho 83705
9 August 2018**

Headquarters
Idaho National Guard
Boise, Idaho 83705
9 August 2018

IDNG HR 575

Civilian Personnel

Recruitment, Relocation, and Retention Incentives

Summary. This Idaho National Guard (IDNG) Policy implements and supplements the directives of the Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB) and the law (5 CFR 575) which govern the payment of Recruitment, Relocation, and Retention Incentives.

Applicability. This policy applies to federal employees (T32/T5) of the Idaho Army and Air National Guard employed under the authorities and provisions of 32 USC 709 and NDAA FY17 P.L. 114-328, Sections 932 and 1084.

Suggested Improvements. The proponent for this policy is the Human Resource Office. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to NGID-HRO, 4794 General Manning Ave, Boise, Idaho 83705.

Currency. This policy supersedes IDNG HR 11-006, dated 01 April 2011.

FOR THE ADJUTANT GENERAL:



KEVIN K. DAWKINS, Colonel, IDNG
Human Resource Officer

Contents	Page
Chapter 1	
General Information	3
1-1. References	3
1-2. Purpose	3
1-3. Explanation of Abbreviations and Terms	3
1-4. Scope	3
1-5. Responsibilities	3
1-6. Description	4
1-7. Request Procedures	4
1-8. Approval Criteria	4
1-9. Service Agreements	5
Chapter 2	
Recruitment Incentives	6
2-1. Description	6
2-2. Eligibility	6
2-3. Request Procedures	6
2-4. Service Agreement	6
2-5. Payment	6
Chapter 3	
Relocation Incentives	7
3-1. Description	7
3-2. Eligibility	7
3-3. Request Procedures	7
3-4. Service Agreement	7
3-5. Payment	7
Chapter 4	
Retention Incentives	8
4-1. Description	8
4-2. Eligibility	8
4-3. Request Procedures	8
4-4. Service Agreement	8
4-5. Payment	8
4-6. Annual Review for Continuation	9
4-7. Increase, Reduction, or Termination	9
Appendix A	
Request Memorandum Example	10
Appendix B	
Recruitment Checklist and Forms	11
Appendix C	
Relocation Checklist and Forms	19
Appendix D	
Retention Checklist and Forms	27
Appendix E	
NGB Annual Incentive Recertification Request Form	37
Glossary	38

Chapter 1

General Information

1-1. References

- a. Memorandum, CNGB, Subject: Delegation of Authority for National Guard Technician Recruitment, Relocation, and Retention Incentives, 12 August 2016.
- b. Memorandum, Under Secretary of Defense, Subject: Implementation of Recruitment, Relocation, and Retention Incentives, 21 September 2006.
- c. Section 101(a), Federal Workforce Flexibility Act of 2004 (Public Law 108-411, 30 October 2004).
- d. 5 USC 5753, Recruitment and Relocation Bonuses.
- e. 5 USC 5754, Retention Bonuses.
- f. 5 CFR 575, Recruitment, Relocation, and Retention Incentives.

1-2. Purpose

- a. On 12 August 2016, the Chief, National Guard Bureau delegated to state Adjutants General the authority to approve and pay recruitment, relocation and retention incentives to Technicians. The Chief also delegated to the Directors of the Army National Guard and Air National Guard the authority to review these approved incentives for compliance with law and policy. The purpose of this plan is to satisfy the implementation requirements of this authority as applicable to Idaho National Guard Technicians. It provides guidelines and procedures for requesting, processing, approving, and disapproving requests for recruitment, relocation and retention incentives in order to recruit and retain Technicians to and within the workforce.
- b. In the event of a conflict, the law, OPM regulations, and DoD instructions take precedence.
- c. This chapter provides an overview and addresses the general requirements for all three incentives. Subsequent chapters provide guidance specific to each incentive.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Scope

This regulation applies to all permanent, indefinite, and term Employees (T32/T5) employed or newly appointed to the IDNG, paid under the General Schedule (GS) and Federal Wage System (FWS). Temporary employees (T32/T5) are excluded from consideration for all incentives. All actions under this plan will be made without regard to race, color, religion, national origin, marital status, organizational membership, age, or non-disqualifying handicap.

1-5. Responsibilities

- a. The Adjutant General (TAG) is responsible for the policy establishment of this program, and is the highest level of authority in the State for the application of this policy. TAG has delegated the administration of this authority to the Human Resource Officer, to include the annual reviewing, documentation and recordkeeping requirements; however, the final approval authority for all incentives is TAG.

b. Supervisors and managers are responsible for submitting well-researched and justified requests to the HRO for payment of incentives. Supervisors are not authorized to make promises of incentives to prospective Employees (T32/T5).

1-6. Description

Incentives are calculated as a percentage of basic pay. Basic pay includes a special rate or locality payment, but excludes additional pay of any other kind. Incentives are not considered part of an Employee's rate of basic pay for any purpose; however, an Employee's aggregate compensation including basic pay, locality payment, incentives, and awards cannot exceed the rate for level I of the Executive Schedule on the last day of that calendar year in accordance with 5 CFR 530.203(a).

1-7. Request Procedures

a. Supervisors or nominating officials will submit written requests through command channels to the Human Resource Office.

b. In determining whether to request an incentive, the supervisor or nominating official must consider a number of factors on a case-by-case basis. The written request for an incentive includes an SF 52-B, *Request for Personnel Action*, with a memorandum (see Appendix A, Request Memorandum Example) which summarizes the basis for determining the amount or percentage of the incentive, the timing of the incentive payments and the length of the service period, the specific incentive forms and checklist (see Appendix B, C, and D for incentive checklists and forms). They must specifically address the factors below as justification:

- (1) Recent turnover in the position and attempts to fill;
- (2) Employment trends and labor-market factors;
- (3) Non-Federal salaries paid for similar positions;
- (4) Special or unique competencies or certifications required for the position;
- (5) Previous use of monetary flexibilities (cash awards, time off awards, quality step increases, etc.);
- (6) The desirability of the duties, work or organizational environment or location of position; and/or,
- (7) Designation of position as a mission critical occupation by OPM, DoD, or NGB.

1-8. Approval Criteria

Approval is contingent on the availability of funds, the impact on the IDNG and the written request submitted by the supervisor or nominating official. TAG, through the Human Resource Officer, will determine if a position is likely to be difficult to fill in the absence of an incentive or that the unusually high or unique qualifications of an Employee (T32/T5) or a special need of the agency for a Employee's services makes retention essential, and that the Employee would be likely to leave the Federal service or the IDNG in the absence of an incentive. Candidates must have successfully completed their trial or probationary period, and maintain a current rating of record of at least "Fully Successful" or equivalent to be eligible for an incentive for retention and relocation for current employees.

1-9. Service Agreements

a. Prior to receiving an incentive, an Employee or potential Employee will be required to sign a service agreement. A service agreement requires the Employee to continue employment in the same position for a specified amount of time, no less than 12 months and no more than four years. Payment is predicated upon successful completion of the agreement (See Appendix B/C/D, Service Agreement Example). Service agreements must specify the following:

- (1) Length of service period including commencement and termination dates;
- (2) Amount or percentage of incentive and method and timing of incentive payments;
- (3) The conditions under which an agreement will be terminated by the agency;
- (4) Agency or Employee obligations if a service agreement is terminated; and
- (5) Any other terms or conditions for receiving and retaining an incentive (work schedules, location, training, etc.).

b. The agency may unilaterally terminate a service agreement based on the needs of the agency without grievance or appeal by the Employee. However, the Employee is entitled to all incentive payments attributable to completed service. The HRO must notify an Employee in writing if a service agreement will be terminated before completion.

c. The agency must terminate a service agreement if the Employee:

- (1) Is demoted (change to lower grade) or separated for cause (removal) (i.e., unacceptable performance or conduct);
- (2) Receives a rating of record lower than "Fully Successful" or equivalent; or
- (3) Fails to fulfill the terms of the service agreement.

An Employee's failure to fulfill the conditions of the service agreement will obligate the Employee to repay the incentive in full or any portion of the incentive attributable to uncompleted service on a pro rata basis. If the Employee fails to reimburse the agency for the full amount owed, the outstanding amount must be recovered under the regulations for collection by offset from an indebted Federal employee (DoD 7000.14-R, DoDFMR, Volume 8) or through provisions governing Federal debt collection if no longer Federally employed (DoDFMR, Volume 5).

Chapter 2

Recruitment Incentives

2-1. Description

The IDNG may pay a recruitment incentive to an individual who is newly appointed as an employee of the Federal Government to a position the agency has determined, in writing, is likely to be difficult to fill in the absence of the incentive. (See Appendix B, Recruitment Checklist and Forms.)

2-2. Eligibility

The determination to pay a recruitment incentive must be made on a case-by-case basis before the newly appointed Employee enters on duty. In accordance with 5 CFR 575.102, *newly appointed* means:

- a. The first appointment, regardless of tenure, as an employee of the Federal Government;
- b. An appointment of a former employee of the Federal government following a break in service of at least 90 days; and
- c. An appointment as an employee of the Federal Government when the employee's Federal service during the 90-day period immediately preceding the appointment was a time-limited or non-permanent appointment (e.g., a temporary Employee).

2-3. Request Procedures

Supervisors or nominating officials will submit requests through command channels to the Human Resource Officer as indicated in paragraph 1-7 at the time of requesting advertisement of the position, indicating the request for a recruitment incentive in part D, Remarks by Requesting Office, of the SF 52-B. *Recruitment incentives cannot be offered if not announced in the advertisement.*

2-4. Service Agreement

Before receiving a recruitment incentive, a potential Employee is required to sign a written agreement to complete a specified period of service with the IDNG as indicated in paragraph 1-9. It will begin on the first day of the first full pay period following appointment with the IDNG and end on the last day of a pay period.

2-5. Payment

A recruitment incentive may not exceed 25 percent of the Employee's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period. Thus, the total incentive cannot exceed 100 percent of the Employee's annual rate of basic pay at the beginning of the service period. The incentive may be paid in bi-weekly installments throughout the service period or as a single lump sum payment upon completion of the full service period.

Chapter 3

Relocation Incentives

3-1. Description

The IDNG may pay a relocation incentive to a current Federal employee of the IDNG or another agency of the Federal Government who must relocate to accept a position in a different geographic area, if the agency determines that the position is likely be difficult to fill in the absence of an incentive. (See Appendix C, Relocation Checklist and Forms.)

3-2. Eligibility

a. Relocation incentives may be paid to an employee of the Federal Government who must relocate to a different geographic area without a break in service to accept a position in the IDNG or to an Employee of the IDNG who must relocate to a different geographic area (permanently or temporarily) to accept a position. A position is considered to be in a different geographic area if the worksite of the new position is 50 or more miles from the worksite of the position held immediately before the move. If the worksite of the new position is less than 50 miles from the worksite of the position held immediately before the move, but the Employee must relocate (i.e., establish a new residence) to accept the position, the Human Resource Officer may waive the 50- mile requirement. In all cases, an employee must establish a residence in the new geographic area before the agency may pay the employee a relocation incentive.

b. The determination to pay a relocation incentive must be made on a case-by-case basis before the Employee's date of assignment to the position at the new duty station.

3-3. Request Procedures

Supervisors or nominating officials will submit requests through command channels to the Human Resource Officer as indicated in paragraph 1-7 at the time of reassignment request or position advertisement, indicating the request for a relocation incentive in part D, Remarks by Requesting Office, of the SF 52-B. *Relocation incentives cannot be offered if not indicated on the original request and announced in the advertisement.*

3-4. Service Agreement

Before receiving a relocation incentive, an Employee is required to sign a written agreement to complete a specified period of service with the IDNG at the new duty station as required by paragraph 1-9. It will begin on the first day of the first full pay period following appointment with the IDNG or date of assignment to the position at the new duty station and end on the last day of a pay period.

3-5. Payment

A relocation incentive may not exceed 25 percent of the Employee's annual rate of basic pay in effect at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period. The incentive may be paid in bi- weekly installments throughout the service period or as a single lump sum payment upon completion of the full service period.

Chapter 4

Retention Incentives

4-1. Description

The IDNG may pay a retention incentive to a current Employee if the agency determines that the unusually high or unique qualifications of the Employee or a special need of the agency for the Employee's services makes it essential to retain the employee and that the Employee would be likely to leave the Federal service in the absence of a retention incentive. (See Appendix D, Retention Checklist and Forms.)

a. An individual retention incentive up to 25 percent of an Employee's annual rate of basic pay may be offered to an employee to retain their services in their current position.

b. A group retention incentive up to 10 percent of each individual Employee's annual rate of basic pay may be offered to a designated and approved group of employees to retain their services in their current positions.

4-2. Eligibility

A retention incentive will not be offered or authorized for an individual prior to employment with the IDNG. An Employee currently serving under an agreement for a recruitment or relocation incentive is not eligible for a retention incentive.

4-3. Request Procedures

Supervisors or nominating officials will submit written requests through command channels to the Human Resource Officer as indicated in paragraph 1-7. In addition to the general information required by paragraph 1-7, the written request for a retention incentive must document the basis for determining that the unusually high or unique qualifications of the Employee or a special need of the agency for the Employee's services makes it essential to retain the Employee and that the Employee would be likely to leave the Federal service in the absence of a retention incentive.

4-4. Service Agreement

a. Normally, a retention incentive will be paid in biweekly installments along with basic pay. At the discretion of the agency, an Employee may be required to sign a service agreement to complete a specified period of service with the IDNG as indicated in paragraph 1-9.

b. A retention incentive service period must begin on the first day of a pay period and end on the last day of a pay period.

4-5. Payment

a. The IDNG will establish a single retention incentive rate for the Employee, expressed as a percentage of the Employee's rate of basic pay, not to exceed 25 percent. The incentive may be paid either in biweekly installments along with basic pay or in a single lump sum upon completion of the full period of service required by a service agreement. A retention incentive will not be paid as an initial lump sum payment at the start of a service period or in advance of fulfilling the service period for which the retention incentive is received.

b. A retention incentive paid as a single lump sum payment upon completion of the full period of service required by a service agreement is derived by multiplying the retention incentive percentage rate established for the Employee by the rate of basic pay earned by the Employee during the full service period.

c. A retention incentive that is paid in biweekly installments is derived by multiplying the retention incentive percentage rate by the rate of basic pay the Employee earned during the installment period (pay period).

4-6. Annual Review for Continuation

Retention incentives that are paid in biweekly installments expire one year or 26 pay periods after implementation. Continuation beyond one year requires a recertification to determine if the incentive is still warranted, should be increased, or reduced (see Appendix E, NGB Annual Incentive Recertification Request Form). Supervisors will ensure recertification is received by the Human Resource Officer no later than 30 days prior to the anniversary date. ***Retention incentives that are not recertified 30 days prior to the anniversary date will be terminated on the anniversary date.***

4-7. Increase, Reduction, or Termination

Retention incentives that are paid in biweekly installments may be increased, decreased or terminated at any time based upon the management needs of the agency or at the request of the supervisor as outlined in paragraph 1-7.

**Appendix A
Request Memorandum Example**

ORIGINATING ACTIVITY LETTERHEAD

OFFICE SYMBOL

Date

MEMORANDUM THRU Human Resource Officer (IDNG-HRO), HRO, 4794 General Manning Ave, Boise, ID 83705

THRU Assistant Adjutant General-Army/Air, 4040 Guard Street, Boise, ID 83705

FOR The Adjutant General, 4040 Guard Street, Boise, ID 83705

SUBJECT: Incentive Request for **[Employee's Name or Position Title]**

1. In accordance with IDNG HR 575 <https://inghro.idaho.gov/hr/pocs/lrs/lrs.htm>, this office requests a **[type of incentive and amount/percentage]** for **[Employee's Name]** due to **[his or her]** unusually high or unique qualifications or a special need of the agency for the Employee's services that makes it essential to retain the Employee.

2. **[Document the basis for determining that the unusually high or unique qualifications of the Employee or a special need of the agency for the Employee's services or the reason it essential to retain the Employee and that the Employee would be likely to leave the Federal service in the absence of a retention incentive. Also specifically address one or more of the factors below as justification:]** (This is an executive summary and the information should come from and be consistent with what is on the incentive forms.)

- employment trends and recent turnover in the position;
- labor market factors;
- non-Federal salaries paid for similar positions;
- special or unique competencies required for the position;
- agency efforts to use non-pay authorities; and/or,
- the desirability of the duties, work or organizational environment or position location.

3. **[Document the basis for determining the amount or percentage of the incentive, the timing of the incentive payments and the length of the service period if required.]**

SIGNATURE BLOCK

Appendix B

Recruitment Checklist and Forms

Recruitment Incentive Checklist

NAME: _____ DATE: _____

UNIT: _____ HRO Coordinator: _____ DSN: _____

Validate Employee Eligibility –

A recruitment incentive may be paid to a newly-appointed employee if the agency determines that the position is likely to be difficult to fill in the absence of an incentive when-

- The employee is newly appointed; the first appointment as an employee of the Federal Government; an appointment following a break in service of at least 90 days from a previous appointment as an employee of the Federal Government; and
- The employee is in a General Scheduled (GS) or Non-GS; Tenure 1, 2, or 3; or
- For IDANG: The occupational series is on the most recent DANG Critical Agency Need memo criteria and meet eligibilities listed above.

Coordinator – See Recruitment Nomination Form & Service Agreement Templates

- Agency has a recruitment incentive plan consistent with 5 CFR 575.207.

Determine and document:

- The basis for determining the agency has a special need for the employee's services that makes it essential to recruit the employee, based on the agency's mission needs and the employee's competencies.
- The basis for determining in the absence of a recruitment incentive, the position would likely to be difficult to fill; and
- The basis for determining the incentive amount (not to exceed 25% of annual rate of basic pay multiplied by number of years in the service period); and
- The length of the required service period (not to exceed 4 years); and the timing of the incentive payments (initial lump-sum, installments, final lump-sum, or in a combination).
- The nomination/justification form includes the items required. (5 CFR 575.206)
- The service agreement includes the items required and employee signs the service agreement.
- TAG approves the incentive; For IDANG: NGB/A1 reviews for compliance with policy & law before payment begins.

Case Documents –

Case must include employee's:

- Nomination/Justification Form with TAG signature of approval
- Current signed Service Agreement
- Critical Agency Need Memo (if applicable)
- Flying History Report/ATP Certification (IDANG Technician Pilots Only)
- College Transcript (Contracting Officers/Contracting Specialist Only)
- Acquisition Professional Development Program (APDP) Level II certificate (Contracting Officers/Contracting Specialist Only) Refer to critical agency need memo for all requirements.
- For IDANG: Send the case to NGB/A1PF A1 Technician Org Box: usaf.jbanafw.ngb-a1.mbx.a1-technician@mail.mil
- SF50 (For IDANG: send to A1PF org box after processed)

RECRUITMENT INCENTIVE NOMINATION REQUEST FORM

I. INDIVIDUAL INFORMATION

Name (Last, First, MI, Rank)	SSN	Proposed Effective Date
Pay Plan- Occ Series- Grade-Step	Position Title	Name of Organization
Selected from Vacancy Number	PD Number Tenure	Duty Location

II. DETERMINATION OF THE AMOUNT OF RECRUITMENT INCENTIVE

Requested Percentage

Criteria used to Establish the Percentage

III. JUSTIFICATION

An agency must consider the following factors, as applicable to the case at hand, in determining whether a position is likely to be difficult to fill in the absence of a recruitment incentive. Describe in detail all of the following criteria. Failure to address all items will result in the request being returned without action.

1. The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for the position or similar positions using indicators such as offer acceptance rates, proportion of positions filled, and the length of time required to fill similar positions. (5 CFR 575.106(b)(1))

2. The salaries typically paid outside the IDNG. (5 CFR 575.106(b)(2))

3. Recent turnover in similar positions (5 CFR 575.106(b)(3))

4. Employment trends and labor market factors that may affect the agency's ability to recruit candidates for similar positions. (5 CFR 575.106 (b)(4))

5. The desirability of the duties, work or organizational environment, or geographic location of the position.
(5 CFR 575.106 (b)(7))

6. Special or unique competencies required for the position. (5 CFR 575.106(b)(5))

7. Agency efforts to use non-pay authorities, such as special training and work schedule flexibilities, to resolve difficulties alone or in combination with a recruitment incentive. (5 CFR 575.106 (b)(6))

8. Other supporting factors or continued justification from previous sections(5 CFR 575.106 (b)(8))

IV. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of a recruitment incentive the position would likely to be difficult to fill. I understand the applicant must sign the Service Agreement upon acceptance of the incentive.

Name and Title	Signature	Date	Telephone

V. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name and Title	Signature	Date	Telephone

VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY

I certify that funds are available for this action and will not cause the employee to exceed the aggregate pay limit allowed by 5 CFR 530.292

Name and Title	Signature	Date	Telephone

VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action	Authority	Amount	Effective Date
815 Recruitment Incentive	VPF 5 USC 5754		

Remarks:

Member has signed a service agreement valid through _____

Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202)

Annual Rate of Basic Pay used for Retention Incentive Amount \$ _____

\$ _____ x _____ % = _____

REVIEW/ APPROVAL

I certify the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Human Resources Specialist	Signature	Date
Director/Deputy Director of HRO	Signature	Date
The Adjutant General	Signature	Date

**IDAHO NATIONAL GUARD
RECRUITMENT INCENTIVE
TECHNICIAN SERVICE
AGREEMENT**

Information to Employee: If you are appointed to a position in the Federal Government, you may be authorized payment of a Recruitment Incentive. Title 5 USC 5753 authorizes the payment of this incentive and the collection of the information requested on this form. The information you disclose will be used to determine whether payment of a Recruitment Incentive may be authorized. The information may also be used a) by a Federal, state, or local agency when there is an indication of a violation or potential violation of law; b) by the Office of Personnel Management in carrying out its functions; and c) for other routine uses published in accordance with 5 USC 552a. Your failure to provide the information requested and sign the agreement set forth will result in your Recruitment Incentive request not being processed by the Idaho National Guard.

NAME (Last, First, MI)

POSITION TITLE

DUTY STATION

I hereby understand and agree that:

1. I will remain in the Idaho National Guard technician program for a period of _____ months from the date I report for duty at my official duty station, unless separated for reasons beyond my control and acceptable to the Idaho National Guard.
2. Payment of Recruitment Incentive will be made in bi-weekly/single lump sum payable at the beginning of the service agreement. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.
3. I understand my Recruitment Incentive will be terminated if I am demoted or separated for cause (i.e., conduct, unacceptable performance, involuntarily separated, receive a rating of record lower than "Fully Successful" or fail any critical elements on my performance standards, or otherwise fails to fulfill the terms of the service agreement. In such cases, I may retain any Recruitment Incentive payments attributable to completed service, but must repay any portion of the incentive payment attributable to uncompleted service.
4. If I voluntarily seek and accept outside employment, an AGR tour, Counter-Drug tour, or Statutory tour position during the period covered by this agreement, I will repay the Idaho National Guard as described in paragraph 3 above.
5. HRO may terminate the Recruitment Incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and HRO will pay any incentive payments for completed service.

SIGNATURE OF EMPLOYEE

DATE

Instructions: Sign and attach this form to the Recruitment Incentive request form. By regulation a Recruitment Incentive must be approved prior to the Entrance on Duty (EOD) date.

FOR HRO USE ONLY

Entrance on Duty (EOD): _____

Incentive Amount: \$ _____

Beginning Service Period: _____

End Service Period: _____

Appendix C

Relocation Checklist and Forms

Relocation Incentive Checklist

NAME: _____ DATE: _____

UNIT: _____ HRO Coordinator: _____ DSN: _____

Validate Employee Eligibility –

A relocation incentive may be paid to a current employee who must relocate to accept a position in a different geographic area if the agency determines that the position is likely to be difficult to fill in the absence of an incentive when-

- The employee is in a General Scheduled (GS) or Non-GS; Tenure 1 or 3; and
- The employee’s official performance appraisal is at least “Fully Successful”; and
- The employee is in a pay status; or
- For IDANG: The occupational series is on the most recent DANG Critical Agency Need memo criteria and meet eligibilities listed above.

Coordinator – See Relocation Nomination Form & Service Agreement Templates

- Agency has a relocation incentive plan consistent with 5 CFR 575.207.

Determine and document:

- The basis for determining the agency has a special need for the employee’s services that makes it essential to relocate the employee, based on the agency’s mission needs and the employee’s competencies.
- The basis for determining in the absence of a relocation incentive, the position would likely to be difficult to fill; **the worksite of the new position is 50 or more miles from the worksite of the position held;** and
- The basis for determining the incentive amount (not to exceed 25% of annual rate of basic pay multiplied by number of years in the service period); and
- The length of the required service period (not to exceed 4 years); and the timing of the incentive payments (initial lump-sum, installments, final lump-sum, bi-weekly, or in a combination).
- The nomination/justification form includes the items required. (5 CFR 575.206)
- The service agreement includes the items required and employee signs the service agreement.
- TAG approves the incentive; For IDANG: NGB/A1 reviews for compliance with policy & law before payment begins.

Case Documents –

Case must include employee’s:

- Nomination/Justification Form with TAG signature of approval
- Current Official Performance Appraisal at least “Fully Successful”
- Current signed Service Agreement
- Critical Agency Need Memo (if applicable)
- Flying History Report/ATP Certification (IDANG Technician Pilots Only)
- College Transcript/Acquisition Professional Development Program (APDP) Level II certificate (Contracting Officers/Contracting Specialist Only) Refer to critical agency need memo for all requirements.
- For IDANG: Send the case to NGB/A1PF A1 Technician Org Box: usaf.jbanafw.ngb-a1.technician@mail.mil
- SF50 (For IDANG: send to A1PF org box after processed)

RELOCATION INCENTIVE NOMINATION REQUEST FORM

I. INDIVIDUAL INFORMATION

Name (Last, First, MI, Rank)	SSN	Proposed Effective Date	
Pay Plan- Occ Series- Grade-Step	Position Title	Old Duty Location	New Duty Location
Last Appraisal Rating & Date	Tenure	Selected from Vacancy Number	AFSC MILPDS Prefix SEI Code

II. DETERMINATION OF THE AMOUNT OF RECRUITMENT INCENTIVE

Requested Percentage

Criteria used to Establish the Percentage

III. JUSTIFICATION

An agency must consider the following factors, as applicable to the case at hand, in determining whether a position is likely to be difficult to fill in the absence of a relocation incentive. Describe in detail all of the following criteria. Failure to address all items will result in the request being returned without action.

1. The availability and quality of candidates possessing the competencies required for the position, including the success of recent efforts to recruit candidates for the position or similar positions using indicators such as offer acceptance rates, proportion of positions filled, and the length of time required to fill similar positions. (5 CFR 575.206(b)(1))

2. The salaries typically paid outside the Federal Government for similar positions. (5 CFR 575.206(b)(2))

3. Recent turnover in similar positions (5 CFR 575.206(b)(3))

4. Employment trends and labor market factors that may affect the agency's ability to recruit candidates for similar positions. (5 CFR 575.206 (b)(4))

5. The desirability of the duties, work or organizational environment, or geographic location of the position. (5 CFR 575.206 (b)(7))

6. Special or unique competencies required for the position. (5 CFR 575.206(b)(5))

7. Agency efforts to use non-pay authorities, such as special training and work schedule flexibilities, to resolve difficulties alone or in combination with a relocation incentive. (5 CFR 575.206 (b)(6))

8. Other supporting factors or continued justification from previous sections(5 CFR 575.206 (b)(8))

IV. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of a relocation incentive the position would likely to be difficult to fill.
I understand the applicant must sign the Service Agreement upon acceptance of the incentive.

Name and Title	Signature	Date	Telephone

V. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name and Title	Signature	Date	Telephone

VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY

I certify that funds are available for this action and will not cause the employee to exceed the aggregate pay limit allowed by 5 CFR 530.292

Name and Title	Signature	Date	Telephone

VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action 816 Relocation Incentive	Authority VPF 5 USC 5754	Amount	Effective Date

Remarks:

Member has signed a service agreement valid through _____

Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202)

Annual Rate of Basic Pay used for Retention Incentive Amount \$ _____

\$ _____ x _____ % = _____

REVIEW/ APPROVAL

I certify the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Human Resources Specialist	Signature	Date
Director/Deputy Director of HRO	Signature	Date
The Adjutant General	Signature	Date

**IDAHO NATIONAL GUARD
RELOCATION INCENTIVE
EMPLOYEE SERVICE
AGREEMENT**

Information to Employee: If you are appointed to a position in the Federal Government, you may be authorized payment of a Relocation Incentive. Title 5 USC 5753 authorizes the payment of this incentive and the collection of the information requested on this form. The information you disclose will be used to determine whether payment of a Relocation Incentive may be authorized. The information may also be used a) by a Federal, state, or local agency when there is an indication of a violation or potential violation of law; b) by the Office of Personnel Management in carrying out its functions; and c) for other routine uses published in accordance with 5 USC 552a. Your failure to provide the information requested and sign the agreement set forth will result in your Relocation Incentive request not being processed by the Idaho National Guard.

NAME (Last, First, MI)

POSITION TITLE

DUTY STATION

I hereby understand and agree that:

1. I will remain in the Idaho National Guard technician program for a period of _____ months from the date I report for duty at my official duty station, unless separated for reasons beyond my control and acceptable to the Idaho National Guard.
2. Payment of Relocation Incentive will be made in (bi-weekly or lump sum) only after I have established a residence at the new geographic location. It is my responsibility to inform the Human Resource Officer of the new address. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.
3. I understand my Relocation Incentive will be terminated if I am demoted or separated for cause (i.e., conduct, unacceptable performance, involuntarily separated, receive a rating of record lower than "Fully Successful" or fail any critical elements on my performance standards, or otherwise fails to fulfill the terms of the service agreement. In such cases, I may retain any Relocation incentive payments attributable to completed service, but must repay any portion of the incentive payment attributable to uncompleted service.
4. If I voluntarily seek and accept outside employment, an AGR tour, Counter-Drug tour, or statutory tour position during the period covered by this agreement, I will repay the Idaho National Guard as described in paragraph 3 above.
5. HRO may terminate the Relocation incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and HRO will pay any incentive payments for completed service.

SIGNATURE OF EMPLOYEE

DATE

Instructions: Sign and attach this form to the Relocation Incentive request form. By regulation a Relocation Incentive must be approved prior to the Entrance on Duty (EOD) date.

FOR HRO USE ONLY

Entrance on Duty (EOD): _____

Incentive Amount: \$ _____

Appendix D

Retention Checklist and Forms

Retention Incentive Checklist

NAME: _____ DATE: _____

UNIT: _____ HRO Coordinator: _____ DSN: _____

Validate Employee Eligibility –

A retention incentive may be paid to an employee who would be likely to leave for a different position in the Federal service when-

- The employee is in a General Schedule (GS) or Non-GS; Tenure 1 or 3; and
- The employee's official performance appraisal is at least "Fully Successful"; and
- The employee is in a pay status
- For IDANG: The occupational series is on the most recent DANG Critical Agency Need memo criteria and meet eligibilities listed above.

Coordinator – See Retention Nomination Form & Service Agreement Templates

- Agency has a retention incentive plan consistent with 5 CFR 575.307(a).

Determine and document:

- The basis for determining the agency has a special need for the employee's services that makes it essential to retain the employee, based on the agency's mission needs and the employee's competencies.
- The basis for determining in the absence of a retention incentive, the employee would be likely to leave for a different position in the Federal service; and
- The basis for determining the incentive amount (not to exceed 25% of annual rate of basic pay multiplied by number of years in the service period); and
- The length of the required service period (from 6 months to 4 years); and the timing of the incentive payments (bi-weekly or single lump sum payment after completion of full service period).
- The nomination/justification form includes the items required. (5 CFR 575.306)
- The service agreement includes the items required and employee signs the service agreement.
- TAG approves the incentive; For IDANG: NGB/A1 reviews for compliance with policy & law before payment begins.

Case Documents –

Case must include employee's:

- Nomination/Justification Form with TAG signature of approval
- Current Official Performance Appraisal at least "Fully Successful"
- Current signed Service Agreement (if applicable)
- For IDANG: Send the case to NGB/A1PF A1 Technician Org Box: [usaf.jbanafw.ngb-a1.mbx.a1-technician@mail.mil](mailto:usaf.jbanafw.ngb-a1.technician@mail.mil)
- SF50 (For IDANG: send to A1PF org box after processed)

RETENTION INCENTIVE NOMINATION REQUEST FORM

I. INDIVIDUAL INFORMATION

Name (Last, First, MI, Rank)	SSN	Proposed Effective Date
Pay Plan- Occ Series- Grade-Step	Position Title	Name of Organization
Last Appraisal Rating & Date Tenure	AFSC/MOS MILPDS Prefix	SEI Code Duty Location

II. DETERMINATION OF THE AMOUNT OF RETENTION INCENTIVE

Requested Percentage

Criteria used to Establish the Percentage

III. JUSTIFICATION

Describe in detail all of the following criteria. Failure to address all items will result in the request being returned without action. Information regarding the following areas may be continued on additional pages or in section h.

1. Document the unusually high or unique qualifications of the employee. These typically refer to an employee's competencies (knowledge, skill, ability). Include training, specialized work experience, and formal schools or certifications. (5 CFR 575.305 (a)(1))

2. Document the special needs of the organization to retain the services that make retention essential. (5 CFR 575.305 (b)(1))

3. Document the extent to which the employee's departure (likely to leave) would affect the IDNG ability to carry out an activity, mission, or perform a function. (5 CFR 575.305 (b)(2))

4. Additional considerations for authorizing a retention incentive for an individual employee. An agency must consider the following factors, as applicable to the case at hand, in determining whether the unusually high or unique qualifications of an employee or a special need of the IDNG for an employee's services make it essential to retain the employee and that the employee would likely to leave the IDNG in the absence of a retention incentive:

(a) Employment trends and labor market factors such as the availability and quality of candidates in the labor market possessing the competencies required for the position and who, with minimal training, cost, or disruption of service to the public, could perform the full range of duties and responsibilities of the employee's position at the level performed by the employee. (5 CFR 575.306(b)(1))

(b) The success of recent efforts to recruit candidates and retain employees with competencies similar to those possessed by the employee for positions similar to the position held by the employee. (5 CFR 575.306(b)(3))

(c) Special or unique competencies required for the position. (5 CFR 575.306 (b)(4))

(d) Agency efforts to use non-pay authorities to help retain the employee instead of or in addition to a retention incentive, such as special training and work scheduling flexibilities or improving working conditions. (5 CFR 575.306 (b)(5))

(e) The desirability of the duties, work or organizational environment, or geographic location of the position.
(5 CFR 575.306 (b)(6))

(f) The extent to which the employee's departure would affect the agency's ability to carry out an activity, perform a function, or complete a project that the agency deems essential to its mission. (5CFR 575.306 (b)(7))

(g) The salaries typically paid outside the IDNG. (5 CFR 575.306 (b)(8))

(h) Other supporting factors or continued justification from previous sections(5 CFR 575.306 (b)(9))

IV. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of a retention incentive the employee would likely leave the IDNG force. I understand the applicant must sign the Service Agreement upon acceptance of the incentive.

Name and Title	Signature	Date	Telephone

V. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name and Title	Signature	Date	Telephone

VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY

I certify that funds are available for this action and will not cause the employee to exceed the aggregate pay limit allowed by 5 CFR 530.292

Name and Title	Signature	Date	Telephone

VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action	Authority	Amount	Effective Date
827 Retention Incentive	VPF 5 USC 5754		

Remarks:

Member has signed a service agreement valid through _____

Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202)

Annual Rate of Basic Pay used for Retention Incentive Amount \$ _____

\$ _____ x _____ % = _____

REVIEW/ APPROVAL

I certify the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Human Resources Specialist	Signature	Date
Director/Deputy Director of HRO	Signature	Date
The Adjutant General	Signature	Date

**IDAHO NATIONAL
GUARD RETENTION
INCENTIVE
EMPLOYEE SERVICE AGREEMENT**

Information to Employee: If you are appointed to a position in the Federal Government, you may be authorized payment of a Retention Incentive. Title 5 USC 5753 authorizes the payment of this incentive and the collection of the information requested on this form. The information you disclose will be used to determine whether payment of a Retention Incentive may be authorized. The information may also be used a) by a Federal, state, or local agency when there is an indication of a violation or potential violation of law; b) by the Office of Personnel Management in carrying out its functions; and c) for other routine uses published in accordance with 5 USC 552a. Your failure to provide the information requested and sign the agreement set forth will result in your Retention Incentive request not being processed by the Idaho National Guard.

NAME (Last, First, MI)

POSITION TITLE

DUTY STATION

I hereby understand and agree that:

6. I will remain in the Idaho National Guard technician program for a period of _____ months from the date I report for duty at my official duty station, unless separated for reasons beyond my control and acceptable to the Idaho National Guard.
7. Payment of Retention Incentive will be made in bi-weekly/single lump sum after completion of full service period at the rate of ____% of my regular pay. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.
8. I understand my Retention Incentive will be terminated if I am demoted or separated for cause (i.e., conduct, unacceptable performance, involuntarily separated, receive a rating of record lower than "Fully Successful" or fail any critical elements on my performance standards, or otherwise fails to fulfill the terms of the service agreement. In such cases, I may retain any Retention incentive payments attributable to completed service, but must repay any portion of the incentive payment attributable to uncompleted service.
9. If I voluntarily seek and accept outside employment, an AGR tour, Counter-Drug tour, or Statutory tour position during the period covered by this agreement, I will repay the Idaho National Guard as described in paragraph 3 above.
10. HRO may terminate the Retention incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received and HRO will pay any incentive payments for completed service.

SIGNATURE OF EMPLOYEE

DATE

Instructions: Sign and attach this form to the Retention Incentive request form. By regulation a Retention Incentive must be approved prior to the Entrance on Duty (EOD) date.

FOR HRO USE ONLY

Entrance on Duty (EOD): _____

Incentive Amount: \$ _____

Beginning Service Period: _____

End Service Period: _____

Appendix E, NGB Annual Incentive Recertification Request Form

NATIONAL GUARD BUREAU ANNUAL INCENTIVE RECERTIFICATION REQUEST FORM			
I. INDIVIDUAL INFORMATION			
Name (Last, First MI)		SSN	Date of Appointment to Current Position
Unit/Organization of Assignment		Duty Station Location	
II. INCENTIVE RECERTIFICATION			
<p>The determination to pay an incentive must be reviewed annually to determine if the original conditions for an incentive still apply, and the continued payment of an incentive is still warranted. As indicated, by the signatures below, the following serves to certify that the original conditions to pay an incentive, at the percentage approved, continue to exist.</p> <p>a. The employee is currently assigned to the position cited in the terms of the Service Agreement.</p> <p>b. There are no plans, at this time, to move this employee to a different position in the next 12-months.</p> <p>c. This Retention Incentive, at the percentage approved, is needed to retain this employee (or group of employees).</p> <p>d. This employee received a "Fully Successful" or higher rating on their last performance appraisal.</p> <p>e. This position will be likely to fill in the absence of an incentive.</p> <p>f. There are sufficient funds to continue to pay this incentive at the percentage approved.</p>			
III. SUPERVISOR CERTIFICATION			
Name/Title	Signature	Date	Telephone
IV. COMMANDER/DIRECTOR CERTIFICATION			
I concur with this request.			
Name/Title	Signature	Date	Telephone
V. CERTIFICATION OF FUNDS			
I certify that funding is available for this action and will not cause the employee to exceed the aggregate pay limit allowed by 5 CFR 530.202.			
Name	Signature	Date	Telephone
VI. HUMAN RESOURCE OFFICER CERTIFICATION			
I certify that the information entered on this form is accurate and that the proposed action complies with statutory and regulatory requirements.			
Human Resource Specialist		Signature	Date
Supervisory Human Resource Specialist		Signature	Date
HRO/DHRO		Signature	Date

Glossary

Explanation of Abbreviations and Terms

Abbreviations

CFR

Code of Federal Regulations

IDNG

Idaho National Guard

HRO

Human Resource Office

OPM

Office of Personnel Management

USC

United States Code

TAG

The Adjutant General

Terms

Agency

For the purpose of this regulation, the Idaho National Guard is the agency and has the same meaning as in 5 USC 4101(I) subparagraph (A), (B), (C), (D), or (E).

Aggregate Pay Limitation

Payment of incentives is subject to the aggregate limitation on pay under 5 CFR part 530, subpart B.

Dual Status

All Federal civilian positions in the Idaho National Guard that require military membership for continued employment as a National Guard Technician/Employee, under the authority of 32 USC 709.

Employee

All Federal positions in the Idaho National Guard, both Dual Status Technicians, Title 32 (T32), and Civilian Employees, Title 5 (T5), under the authority of 32 USC 709. Includes both Excepted and Competitive services.

Title 5

All Federal civilian positions in the Idaho National Guard that do not require military membership for continued employment as a National Guard Employee, under the authority of 32 USC 709.

Rate of Basic Pay

For the purpose of calculating an incentive, an Employee's rate of basic pay includes a special rate under 5 CFR part 530, subpart C, a locality payment under 5 CFR part 531, subpart F, or similar payment under other legal authority, but excludes additional pay of any other kind.