NATIONAL GUARD BUREAU
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NGB-J1-TN 22 April 2011

MEMORANDUM FOR HUMAN RESOURCES OFFICER OF ALL STATES, PUERTO RICO, THE VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: Recruitment, Relocation, and Retention Incentives (TN-11-13)

1. Reference DoD memorandum, subject: Implementation of Recruitment, Relocation, and Retention Incentives, dated 21 September 2006, and NGB-J1-TN memorandum, subject: Recruitment, Relocation, and Retention Incentives (TN-10-19), dated 13 July 2010.

2. Effective 1 July 2010, the authority to approve Recruitment, Relocation, and Retention Incentives, at the State National Guard level, was suspended. For the foreseeable future, this authority will remain at the National Guard Bureau (NGB) and NGB-J1 will remain the "authorizing management official" for all Recruitment, Relocation, and Retention Incentives. In keeping with this decision all Incentive requests, to include the annual recertification of a Retention Incentive, must be forwarded to NGB-J1-TN for review and approval at least 45 days prior to the recertification effective date.

3. The majority of requests received by NGB-J1-TN to-date have been new Retention Incentive requests and those requiring annual recertification. As State Human Resource Officers (HRO) prepare Retention Incentive requests for NGB consideration, it is important to note that in addition to the criterion outlined in the Title 5 Code of Federal Regulations (CFR), Section 575, NGB applies additional factors to determine whether or not to approve, disapprove, reduce, or terminate a Retention Incentive.

a. Appointed with superior qualifications or special needs pay-setting authority

b. Pay based on a Special Rate Table

c. Recruitment or Relocation Incentive paid in the last 4-years

d. Length of time paid a Retention Incentive

e. Individual and Group Cash Awards received in a 4-year period

f. Time-Off awards received in a 4-year period

g. Promotion in a 4-year period

h. Quality Step Increases in a 4-year period

i. Position requires specific skills, education, license, warrant, and/or professional certification

j. Lower-grade position with a history of being difficult to fill and/or retain qualified technicians

k. Lower-grade position in a high cost area

4. All Retention Incentive requests are closely reviewed to ensure that the payment of a Retention Incentive is appropriate and quantifiable. At a minimum, the written justification should be compelling and address the specific skills required of the position; difficulties in filling the position, to include the availability of qualified candidates; and describe the circumstances under which the technician would be likely to leave Federal service in the absence of a Retention Incentive. Arguments that a technician has extensive knowledge of the National Guard; that he or she "used to" or "could make more" on active duty or in an Active Guard Reserve status; or that the state has not trained a replacement, is not availing to a Retention Incentive request.

5. As required by NGB-J1-TN memorandum, subject: Recruitment, Relocation, and Retention Incentives (TN-10-19), dated 13 July 2010, referenced above, all Retention Incentive requests must include a written justification, service agreement, and SF 50 for Retention Incentive recertifications. To ensure all aspects of a Retention Incentive request are properly documented, State HROs are encouraged to provide additional information in support of each Retention Incentive request that may include, but is not limited to:

a. Additional comments/justification provided by the supervisory chain

b. Specific skills required of the position

c. Difficulties filling the position and/or retaining qualified technicians in same

d. Appraisals received for the past 4 years

e. SF 50s documenting 4 years of Individual, Group, or Performance (QSI) Awards

f. Verification of a civilian job offer, in the same or like position, with higher salary

g. Comparable local and/or national level pay scales/employment trend analysis

6. Once NGB-J1-TN has advised the State HRO of a decision regarding a Retention Incentive request, that decision is final. In cases where a Retention Incentive request is disapproved, the State HRO is instructed to provide the comptroller and servicing payroll office with the appropriate notice and personnel action (SF 50) to immediately terminate the Retention Incentive. Should the State HRO fail to comply with this instruction, the appropriate NGB offices of primary responsibility will be notified to initiate the debt collection process IAW with DoD 7000.14-R, DoDFMR, Volume 8.

7. NGB-J1-TN will reconsider Retention Incentive requests, previously disapproved, only after the disapproved Retention Incentive has been terminated, as evidenced by an SF 50 action, and the justification includes new and/or additional information to that previously submitted.

8. The National Guard will continue to invest in Recruitment, Relocation, and Retention Incentives to attract and retain highly trained and qualified technicians to support your mission and program needs. In this context, the continuing role of NGB-J1 is to ensure that these Incentives are properly used and are consistent with the criteria in law and Office of Personnel Management and DoD regulations and policy.

9. Questions or requests for additional information may be directed to Ms. Connie Illing, NGB-J1-TNS, by calling DSN 327-5457 or CML: 703-607-5457, or by e-mail: constance.illing@us.army.mil.

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