



## NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-J1-TN

13 July 2010

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-10-19)

1. NGB-J1-TNS memorandum, subject: Implementation of Recruitment, Relocation and Retention Incentives Pay (TN-07-28), dated 7 February 2007, is rescinded.

2. References:

a. DoD memorandum, subject: Implementation of Recruitment, Relocation, and Retention Incentives, dated 21 September 2006.

b. NGB-J1-TNS e-mail, subject: IMPORTANT – Recruitment, Relocation and Retention Incentives, dated 1 July 2010.

3. Effective 1 July 2010, the authority to approve Recruitment, Relocation, and Retention Incentives, at the State National Guard level, was suspended. As previously advised, states may continue to make Recruitment, Relocation, and Retention Incentive installment payments, as specified in the employee's service agreement, not to exceed the employee's current annual review date, or 31 December 2010, whichever is sooner. If no service agreement was required for employees, currently receiving payment for a Retention Incentive approved prior to 1 July 2010, NGB-J1-TN must certify the continuing need for this incentive prior to the employee's annual review date, or by 31 December 2010, whichever is sooner.

4. All Recruitment, Relocation, and Retention Incentives, to include annual re-certifications for those employees currently receiving an incentive beyond 31 December 2010, must be forwarded to NGB-J1-TN for review and final approval. In addition to the guidance provided in the DoD memorandum, referenced above, the following addresses the criterion, options, and requirements to ensure that Recruitment, Relocation, and Retention Incentives are used only when necessary to support mission requirements, and are consistent with the criteria in law and OPM regulations.

a. Recruitment Incentive:

(1) For an employee newly appointed to a position that is likely to be difficult to fill; determination to pay must be made before the employee is appointed; incentive

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amount up to 25% of the employee's annual rate of pay at the beginning of the service period (to include locality pay or special rate supplement).

(2) Employee must sign a written service agreement to complete not less than 6 months, or no more than 4 years of employment; service agreements must include period of service (in months and years), total amount for payment, beginning and end dates of the service period, method of payment (lump sum or installments), and conditions for terminating the agreement (DoD memo, para. B.3.); incentive may be paid to an employee who has signed a service agreement but has not yet reported to duty.

b. Relocation Incentive:

(1) For a current employee who must relocate, without a break in service, to accept a position that is likely difficult to fill in a different geographical area (e.g. 50 miles or more from where the employee's previous position was located); determination to pay must be made before the employee is assigned to the new position/location; relocation may be permanent or temporary; incentive amount up to 25% of the employee's annual rate of pay at the beginning of the service period (to include locality pay or special rate supplement).

(2) Employee must establish a residence at the new location before a relocation incentive is paid; must have a "Fully Successful" or equivalent rating for the position held immediately before the relocation.

(3) Employee must sign a written service agreement to complete not less than 6 months, or no more than 4 years of employment; service agreements must include period of service (in months and years), total amount for payment, beginning and end dates of the service period, method of payment (lump sum or installments), and conditions for terminating the agreement (DoD memo, para. C.3.).

c. Retention Incentive:

(1) For an employee who has unusually high or unique qualifications, or when the organization has a special need for the employee's services that makes it essential to retain the employee and the employee would likely leave technician service in the absence of an incentive (e.g. employee receives an offer of employment from a private firm); incentive amount up to 25% of the employee's annual rate of pay at the beginning of the service period (to include locality pay or special rate supplement); incentive may not be approved prior to employment or during periods of employment established under any service agreement required for payment of recruitment and relocation incentives.

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(2) Employee must sign a written service agreement, to include those with previously approved, or being considered for, Retention Incentives paid in bi-weekly installments; service agreements must include period of service (in months and years), actual beginning and end dates of the service period, incentive percentage rate, method of payment (lump sum or installments; if paid in installments, the method of installment payments), and conditions for terminating the agreement (DoD memo, para. D.3.).

5. State HROs should use the guidance, provided in the DoD memorandum referenced above, to determine when a Recruitment, Relocation, and Retention Incentive is appropriate. All Recruitment, Relocation, and Retention Incentive requests, and requests for annual re-certification must include, at a minimum, the documentation, listed below.

a. Memorandum from the TAG, or his/her designated representative (e.g. the "authorized management official" who has written, delegated authority to approve Recruitment, Relocation, and Retention Incentives at state level). This memorandum should include the following:

(1) A detailed justification for approval of a Recruitment, Relocation, or Retention Incentive, or for annual re-certifications (NOTE: for Recruitment Incentives see DoD memo, para. B.1.g.(i) and B.1.h.; Relocation Incentives, para. C.1.k.(i) and C.1.l.; and for Retention Incentives, para. D.1.h.(i) and D.1.i.).

(2) The percentage of the incentive payment requested.

(3) Method of payment (e.g. lump sum at the beginning of the service period, lump sum payment at the end of the service period, or in equal, variable, or bi-weekly installment payments throughout the service period or after the completion of specified periods of service).

b. A written service agreement (to include all Retention Incentive requests and re-certifications) signed by the "authorized management official" and the employee that includes period of service (in months and years), total amount for payment, beginning and end dates of the service period, method of payment (lump sum or installments), and conditions for terminating the agreement (DoD memo, para. B.3.a.).

c. For Relocation Incentives, a copy of the employee's rating of record for the position held prior to the relocation.

d. For re-certification of Retention Incentives, a copy of the SF 50 that documents initial approval of the Retention Incentive.

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6. NGB-J1-TN Point of Contact for this program is Ms. Connie Illing, NGB-J1-TNS. State HROs are instructed to forward all Relocation, and Retention Incentive requests, and requests for annual re-certifications, to Ms. Illing at [Constance.Illing@us.army.mil](mailto:Constance.Illing@us.army.mil).



WILLIAM F. KOLBINGER

Colonel, USAF

Chief, Office of Technician Personnel

National Guard Bureau