

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRZ

13 July 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 18-004, Ohio National Guard Recruitment, Relocation, and Retention (3R) Incentives

1. References.

- a. 5 U.S.C 5753 and 5754
- b. 5 CFR 575, subparts A, B, and C
- c. DoD Instruction 1400.25 volume 575, "DoD Civilian Personnel Management System: Recruitment and Relocation Bonuses, Retention Allowances, and Supervisory Differentials," 02 February 2018
- d. CNGB Instruction 1400.25, "Technician Personnel Policy", June 3, 2016.
- e. CNGB Delegation of Authority for National Guard Technician Recruitment, Relocation, and Retention Incentives, dated August 12, 2016.
- f. CPM 2016-01, "OPM Guidance on Recruitment, Relocation, and Retention Incentives," referencing CPM 2011-10, dated January 15, 2016.
- g. DANG Designation of Air National Guard (ANG) Technician Pilots, Remotely Piloted Aircraft (RPA), Sensor Operators, Contracting Officers, and Contracting Specialist as Employees Who Fill a Critical Agency Need, dated January 9, 2017.
- h. FY2018, Air National Guard (ANG) Recruitment, Relocation and Retention Incentives Program Guidance, dated October 5, 2017.

2. Purpose. The Ohio National Guard provides Recruitment, Relocation, and Retention Incentive (3R) authorities to recruit and retain highly trained and qualified federal employees, especially those who fill a mission-critical occupation and those that represent a critical agency need. These occupations have a high demand in the private sector and their special skills makes them more marketable and more likely to leave the Federal Service in the absence of an incentive.

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3. **Background.** The Chief National Guard Bureau (CNGB) delegated the authority to the Director, Air National Guard (DANG) and NGB-J1-TN to develop and implement a financial management and oversight programs for the 3R Program. The DANG provides Human Resources Offices (HRO), with ANG 3R program procedures for ANG federal employees. The NGB-J1-TN provides 3R program procedures for ARNG federal employees. It is important to use these incentives properly and ensure they support each criteria in law, OPM, Department of Defense (DoD) and NGB regulations and policies.

4. **Responsibilities.**

a. The Adjutant General (TAG), has the authority to approve recruitment, relocation and retention incentives to individuals and groups in accordance with policies issued by the DANG, NGB-J1-TN and his delegated authority. The TAG ensures a state 3R plan is implemented prior to approving any incentive nomination package.

b. The Human Resources Officer (HRO), Manages the 3R Program within the Ohio National Guard. In direct support of the 3R Program, the HRO will:

(1) Establish a State 3R Policy in accordance with applicable laws, OPM regulations, DoD and NGB policies. Ensure the state policy includes detailed and applicable program criteria, options, and requirements for consideration, recommendation, and payment of 3R Incentives for technicians and NG employees in the Ohio Air and Army National Guard.

(2) Follow the process established in the policy and the service-specific procedures to submit incentive requests.

(3) Prior to initial payment, but after TAG approval, email ANG incentive package(s) to NGB/A1 for review to ensure compliance, track financial execution and ensure the program achieves desired results.

(4) Submit completed SF-50s to NGB/A1PF to acknowledge the incentive is in effect and inform NGB/A1PF of any changes on member's eligibility.

(5) Establish incentive approval dates and Retention Incentive Review Dates.

(6) Terminate incentives when employees are no longer in the position for which the use of an incentive was authorized or no longer meet the incentive requirements. Incentives will terminate for employees who leave federal employment for duty in an Active Guard/Reserve status.

c. **Supervisors.**

(1) Complete incentive request forms and compile supporting documentation for submission to the HRO.

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(2) Ensure request forms have all required signatures prior to submission to the HRO.

(3) Submit incentive recertification requests to the HRO no less than 14 days before the employee's recertification due date.

5. Eligibility and Requirements.

a. All ANG and ARNG technicians and federal employees, and prospective technicians and federal employees, are eligible for a 3R Incentive if they are Dual Status (Title 32), civilian (Title 5), General Schedule (GS) or Federal Wage System (FWS), employees. Eligible employees must be on permanent or indefinite appointments and have a rating of record on file from most recent rating period that is Fully Successful or higher. The following summarizes the scope of each incentives and the main qualifying criteria:

(1) **Recruitment Incentive** – The Adjutant General may approve recruitment incentives of up to 25 percent of an employee's annual rate of basic pay paid for an employee newly appointed, or if the employee has a 90-day break in service, to a position that is likely to be difficult to fill. Determinations to pay the incentive must be made before the prospective employee enters on duty. Recruitment incentives cannot be offered if not included on the original request and announced in the job advertisement. Technicians and employees must sign a service agreement of not less than twelve months nor more than four years of employment.

(2) **Relocation Incentives** – The Adjutant General may approve relocation incentives of up to 25 percent of an employee's annual rate of basic pay paid for a current federal employee who must relocate, without a break in service, to accept a position in a different geographic area (as defined in 5 CFR 575.205 (b)) that is likely to be difficult to fill. Determinations to pay the incentive must be made before the prospective employee enters on duty and must be included in the job advertisement. The employee must establish a residence in the new geographic area before the relocation incentive is paid. Employees will be required to sign a service agreement of not less than six months nor more than four years of employment.

(3) **Retention Incentives** – The Adjutant General may approve retention incentives of up to 25% for individual incentives and up to 10% for group incentives. This incentive is applicable to technicians and federal employees that possess unusually high or unique qualifications as determined by the HRO. These incentives are intended to retain those technicians and employees that are likely to leave the federal service in the absence of an incentive. Technicians and federal employees being considered for a Retention Incentive must meet all the requirement established in the DOD policy and also any other eligibility criteria listed in this guidance.

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6. Incentive Request Process and Special Considerations.

a. Complete the applicable form and submit with supporting documents to HRO Customer Service. OH ANG incentive requests must have the Wing Commander's signature prior to submission to HRO. The technician or employee's appraisal (DD Form 2906) from the rating period prior to the submission of the incentive request must accompany the incentive request.

b. Incentive requests must consider the following factors:

- (1) Employment trends and labor market factors.
- (2) The quality and availability of potential sources of employees.
- (3) Recruiting and retention efforts undertaken for similar employees.
- (4) Special or unique competencies required for the position.
- (5) Non-pay efforts utilized to recruit, retain or relocate an employee.
- (6) Desirability of duties, environment, or geographic location.
- (7) Impact on mission with employee's departure.
- (8) Typical non-federal salary for a similar position in the civilian job market.

c. The Adjutant General may authorize group incentives when they have appropriate common factors such as: occupational series, grade level, distinctive job duties, unique competencies, assignment to a special project, minimum agency service requirements, organization or team designation, geographic location and required rating record but they must not exceed 10% of adjusted basic pay. Requesting group incentives does not relieve the requesting official of the requirement to provide supporting documentation for each individual's incentive request. Each individual included in a group incentive must meet the requirements to authorize the group incentive.

d. **Service agreements.** The Ohio National Guard may not pay a retention incentive as an initial lump-sum payment at the start of a service period. A written service agreement is not required if the agency pays the retention incentive in biweekly installments (5 CFR 575.310). The Ohio Air National Guard requires a minimum of a 12-month written service agreement for all incentives. The use of a service agreement does not absolve supervisors of their responsibility to request recertification of incentives annually.

e. **Annual Recertification.** All incentives must be recertified on an annual basis. Supervisors will submit recertification requests to HRO NLT two weeks prior to the

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Retention Incentive Review Date. HRO will submit Ohio Air National Guard recertification requests to NGB/A1PF to ensure compliance with applicable law, regulations and policies.

f. Incentive Approval Dates and Retention Incentive Review Dates. Incentives of all types will be made effective on the first day of a pay period (Sunday). Retention Incentive Review Dates will be established at the end of a pay period (Saturday) and not more than one year after the effective date which initiated Retention Incentive payments. Example: If the Incentive Effective date is 21 January 2018, then the Retention Incentive Review Date is 19 January 2019.

7. Terminating Incentive Payments.

a. Incentive payments will end when an employee leaves the position for which an incentive was approved. Position changes include: promotions, reassignments, changes to lower grade, details, and reassignments or position changes resulting from reduction-in-force or classification actions which change the employee's pay plan, occupational series, grade or position title.

b. Incentive payments will end when employees enter an Absent-Uniformed Service status for a period that extends beyond the end of the service agreement or the Retention Incentive Review Date. Supervisors must request the recertification of incentives for employee's in an Absent-Uniformed Service status at least two weeks prior to the Retention Incentive Review Date.

c. Incentive payments will end when an employee receives a temporary promotion. The incentive may resume upon completion of the temporary promotion so long as the service agreement is still in effect and the Retention Incentive Review Date has not passed. The Retention Incentive may be recertified during a temporary promotion if the employee will return to the approved position at the end of the temporary promotion.

8. Control Measures.

a. HRO will monitor funds execution for Incentives based on an annual cost model.

b. HRO will maintain reports for both the Ohio Air and Army National Guard and provide them to Wing Comptrollers, USPFO and the OHARNG Chief of Staff (CoS) upon request. HRO will provide a copy of the funds execution report for Army incentives with each new Army incentive request and each request for annual recertification.

c. The DANG provides annual incentive limits for OH ANG incentives.

d. The OHANRG CoS will determine the OHARNG incentive limit in the absence of guidance from the DARNG and NGB.

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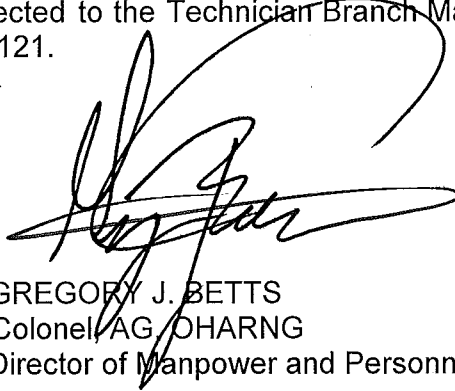
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e. The HRO will process OH ANG incentive requests through the Director of Staff and the Assistant Adjutant General for Air for approval by TAG.

f. The HRO will process OHARNG incentive requests through the USPFO, CoS, and the Assistant Adjutant General for Army for approval by TAG.

9. This memorandum replaces HRO Policy #18-001, dated 9 March 2018. Questions related to this memorandum should be directed to the Technician Branch Manager, Mr. Daryl Scott, at (614) 336-7121/DSN 346-7121.

FOR THE ADJUTANT GENERAL:



GREGORY J. BETTS
Colonel/AG, OHARNG
Director of Manpower and Personnel, J1

Encls 7

1. Retention Incentive Request Form
2. Relocation Incentive Request Form
3. Recruitment Incentive Request Form
4. Retention Incentive Recertification Form
5. Retention Incentive Checklist
6. Relocation Incentive Checklist
7. Recruitment Incentive Checklist

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