

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

NGOH-HRO-TR

8 September 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 21-026, 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 Delegation of Authority for National Guard Technician Recruitment, Relocation, and Retention Incentives, dated 12 August 2016.

e. CPM 2016-01, "OPM Guidance on Recruitment, Relocation, and Retention Incentives," referencing CPM 2011-10, dated 15 January 2016.

f. FY2019, Air National Guard (ANG) Recruitment, Relocation and Retention Incentives Program Guidance, dated 2 January 2019.

2. **Cancellation.** This policy supersedes memorandum, subject: HRO Policy # 21-004, Ohio National Guard Recruitment, Relocation, and Retention (3R) Incentives, dated 30 December 2020.

3. **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.

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

5. **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-TCP and delegated authority. The Adjutant General ensures a state 3R policy 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 per paragraph 7.

c. **Supervisors.**

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

(2) Ensure request forms have all required signatures prior to submission to the HRO. All ANG forms must be signed by the Wing Commander and Comptroller. All ARNG forms must be signed by USPFO and the ARNG Chief of Staff (CoS).

(3) Submit incentive recertification requests to the HRO no less than 90 days before the employee's recertification review date.

## 6. 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), employee. 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 incentive type 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 a newly appointed employee, or after 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.

(a) Ohio National Guard employees may receive recruitment incentive payments in bi-weekly installments or in a lump sum. Lump sum payments require an approved waiver.

(b) Technicians and employees must sign a service agreement of not less than twelve months and for no more than four years of employment.

(2) **Relocation Incentives** – The Adjutant General may approve a relocation incentive of up to 25 percent of an employee's annual rate of basic pay paid to 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. 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. 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.

(a) Ohio National Guard employees may receive relocation incentive payments in bi-weekly installments or in a lump sum. Lump sum payments require an approved waiver.

(b) Technicians and employees must sign a service agreement of not less than twelve months and for no 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 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 of the requirements established in Reference c and any other eligibility criteria described in this policy.

(a) Ohio National Guard employees will receive retention incentive payments in bi-weekly installments.

(b) Bi-weekly installments do not require a service agreement.

## **7. Relationship to Advanced In-Hire Rates.**

a. Offers of employment will be made at the entry-level rate of the grade. If the candidate does not accept the position, at the entry-level rate, a Recruitment Incentive may be considered.

b. It is a regulatory requirement for agencies to consider whether it would be more appropriate to use a Recruitment Incentive instead of, or in combination with, an AIHR. Utilizing Recruitment Incentives is preferred over utilizing AIHR authority as they are temporary, preserve the built-in equity of the pay system, come with service agreements, and generally cost the government less over time. The Ohio National Guard requires selecting officials requesting an AIHR to document reasons why a Recruitment Incentive alone would be inadequate for achieving the goal of recruiting the candidate. Offering a Recruitment Incentive is not a prerequisite for approving the use of AIHR authority. It is the prerogative of the HRO to approve a Recruitment Incentive based upon a request for AIHR.

## **8. Incentive Request Process and Special Considerations.**

a. Complete the applicable form and submit it with supporting documents to HRO Customer Service at: [nq.oh.oharnq.list.j1-hro-customer-service@mail.mil](mailto:nq.oh.oharnq.list.j1-hro-customer-service@mail.mil)

(1) All OHANG incentive requests must have the Wing Commander's and the Comptroller's signature prior to submission to HRO. All OHARNG incentive requests must have the USP&FO Comptroller's signature prior to submission to HRO.

(2) 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. **NOTE:** Per ANG policy (reference f.), for employees who are or were previously Absent for Uniformed Service (Absent-US) and do not have a current performance appraisal, use their most recent rating of record as the rating of record for the current appraisal cycle.

b. Initial 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 due to the 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. Targeted group incentives may be considered for the following;

- (1) All ANG positions with Occupational Series of 2181 who are eligible for a SSR.
- (2) All positions with Occupational Series of 2210 who are eligible for a SSR.
- (3) All positions filled with PD D1392000, SUPV Security Guard, and PD D2155000, Police Officer.

#### 9. **Service agreements.**

(1) The Ohio Air National Guard requires a minimum of a 12-month written service agreement is required for recruitment and relocation incentives. The Supervisor can extend the service agreement for no more than four years of employment.

(2) Initial service agreements must specify information and requirements established by DODI 1400.25, volume 575, paragraph 6.3. These requirements include: the actual beginning and ending dates of the incentive (the first and last days of a pay period respectively); the incentive rate and frequency of pay; conditions under which the ONG may terminate the agreement terms; conditions that may result in termination of an incentive; the extent to which periods of non-pay status (other than Absent-US) or detail assignment affect the service agreement; and the consequences of both employee and management decisions to terminate agreements or incentives.

(3) A service agreement for retention incentives is not required if the agency pays the retention incentive in biweekly installments for that individual or group.

10. **Annual Recertification.**

(1) Retention incentives must be recertified on an annual basis. Supervisors will submit recertification requests to HRO NLT 90 days prior to the employee's Retention Incentive review date. The HRO will submit Ohio Air National Guard recertification requests to NGB/A1PF to ensure compliance with applicable law, regulations and policies.

(2) Annual recertification requests must include the Wing Commander or Major Subordinate Command Commander's certification that the original determination authorizing the initial retention incentive still applies. Commanders must certify that incentivized employees have not moved to uncovered positions, that the retention incentives are still needed to retain covered employees, that retention incentives are still warranted (e.g., labor market factors still make the incentive necessary), and whether the organization's need for the covered employees' services remains significant (reference 5 CFR 575.311(a)).

(3) Retention incentives must be recertified during periods of Absent-US, as if the incentivized employee had never left, as long as the incentive's original determination remains applicable.

11. **Overdue Retention Incentives.** Overdue annual review documents are recertification packages from Retention Incentives that have not been received by HRO within 90 days of the review date. The HRO will take the following steps to notify the employee's supervisor of the overdue recertification request:

a. **Step 1 – 120 days before Incentive Review Date.** A Human Resources specialist will send the employee's supervisor an email with instructions to submit a recertification request NLT 90 days prior to the Incentive Review Date.

b. **Step 2 – 100 days before Incentive Review Date.** The Director of HRO, or the Deputy, will send a second email to the employee's supervisor with instructions to submit a recertification request NLT 90 days prior to the Incentive Review Date.

c. **Step 3 – 90 days before Incentive Review Date.** The HRO will notify the Chief of Staff (CoS) (for Army-funded employees) or the applicable Air Wing Commander (for Air-funded employees), of the overdue incentive recertification request(s). The employee's supervisor will receive a courtesy copy of this notification that will establish a 7-calendar day suspense to submit the incentive recertification request. The HRO may terminate Incentive requests received after the Step 3 suspense. Termination of incentives under this procedure will occur no later than the Incentive Review Date. The chain of command may initiate disciplinary action against the employee's supervisor for failure to comply with the requirements of this policy.

12. **Incentive Approval Dates and Retention Incentive Review Dates.** All incentive effective dates will be 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

further than one year after the effective date which initiated Retention Incentive payments. Example: If the Incentive effective date is 22 December 2019, then the Retention Incentive review date is 19 December 2020.

**13. Terminating Incentive Payments.**

a. Retention 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 (unless specific detail exemptions were established in the initial service agreement), 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. Retention 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 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.

c. Incentive payments will end when any of the termination conditions established in the original service agreement or DODI 1400.25, Volume 575, paragraph 6.4.c. occur.

d. Retention incentives may be increased, decreased, or terminated at any time based upon the management needs of the agency or at the request of the supervisor.

e. The HRO will notify affected employees, by email, when an incentive is terminated. Employees may view the incentive termination SF-50 in their MyBiz and eOPF accounts.

**14. Control Measures.**

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

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

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

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

15. The POC for questions, about this policy, is the Federal Employee Branch Manager, MAJ Daryl Scott, at (614) 336-7121/DSN 346-7121.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read "Joseph F. Logan". The signature is fluid and cursive, with a long horizontal stroke at the end.

JOSEPH F. LOGAN, Col, ANG  
Director of Human Resources

4 Encls

1. Retention Incentive Request Form
2. Relocation Incentive Request Form
3. Recruitment Incentive Request Form
4. Retention Incentive Recertification Form

DISTRIBUTION:

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# 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                      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 ANG 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 ANG for an employee's services make it essential to retain the employee and that the employee would likely to leave the ANG 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 ANG. (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 Technician 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 technician 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 VPN	Amount	Effective Date
827 Retention Incentive	5 U.S.C. 5754(d)(3)(A)		

**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.

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

# 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 RELOCATION 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 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.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**V. COMMANDER/DIRECTOR CERTIFICATION**

I concur with this request.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY**

I certify that funds are available for this action and will not cause the technician to exceed the aggregate pay limit allowed by 5 CFR 530.202

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

**Annual Rate of Basic Pay used for Recruitment Incentive Amount \$ \_\_\_\_\_**

**\$ \_\_\_\_\_ X \_\_\_\_\_ % = \_\_\_\_\_**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY**

<b>Nature of Action</b> 816 Relocation Incentive	<b>Authority</b> VPF 5 USC 5754	<b>Amount</b>	<b>Effective Date</b>
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**Member has signed a service agreement valid through \_\_\_\_\_ (Check if N/A)**

**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.

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

**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 ANG. (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.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**V. COMMANDER/DIRECTOR CERTIFICATION**

I concur with this request.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY**

I certify that funds are available for this action and will not cause the technician to exceed the aggregate pay limit allowed by 5 CFR 530.202

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

**Annual Rate of Basic Pay used for Recruitment Incentive Amount \$ \_\_\_\_\_**

**\$ \_\_\_\_\_ X \_\_\_\_\_ % = \_\_\_\_\_**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY**

<b>Nature of Action</b> 815 Recruitment Incentive	<b>Authority</b> VPF 5 USC 5754	<b>Amount</b>	<b>Effective Date</b>
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**Member has signed a service agreement valid through \_\_\_\_\_**

**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.

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

# ANNUAL RECERTIFICATION REQUEST

## 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                      MILPDS Prefix	SEI Code                      Duty Location

## INCENTIVE RECERTIFICATION CRITERIA

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.

- a. The technician is currently assigned to the position cited in the terms of the Service Agreement.
- b. There are no plans, at this time, to move this technician to a different position in the next 12-months.
- c. This Retention Incentive, at the percentage approved, is needed to retain this technician (or group of technicians).
- d. This technician received a “Fully Successful” or higher rating on their last performance appraisal.
- e. This position will be likely to fill in the absence of an incentive.
- f. There are sufficient funds to continue to pay this incentive at the percentage approved.

## II. DETERMINATION OF THE AMOUNT OF RETENTION INCENTIVE

Requested Percentage

**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.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**V. COMMANDER/DIRECTOR CERTIFICATION**

I concur with this request.

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY**

I certify that funds are available for this action and will not cause the technician to exceed the aggregate pay limit allowed by 5 CFR 530.202

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

**Annual Rate of Basic Pay used for Recruitment Incentive Amount \$ \_\_\_\_\_**

**\$ \_\_\_\_\_ X \_\_\_\_\_ % = \_\_\_\_\_**

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>	<b>Telephone</b>
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**VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY**

<b>Nature of Action</b> 827 Retention Incentive	<b>Authority</b> VPF 5 USC 5754	<b>Amount</b>	<b>Effective Date</b>
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**Member has signed a service agreement valid through \_\_\_\_\_ (Check if N/A)**

**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.

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