

Georgia National Guard Human Resource Policy (HRP) 575 – Recruitment, Relocation, and Retention Incentives



Georgia National Guard
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History. This policy is in response to NGB Implementation of amendments to sections 5753 and 5754 of title 5, United States Code, expanding the flexibilities DoD can use to recruit and retain employees more effectively.

Summary. The Office of Personnel Management (OPM) authorizes agencies to pay Recruitment, Relocation and Retention Incentives under 5 U.S.C. 5753 and 5754. The purpose of this plan is to satisfy the implementation requirements of the Code of Federal Regulations (CFRs), i.e. 5 CFR Part 575, associated with Recruitment, Relocation and Retention Incentives and the aggregate limits on pay covered by 5 CFR Part 530.

The Georgia National Guard Human Resources Office administers this policy. The Adjutant General has delegated approval authority on all incentives recommended for technicians GS-13 and below to the Recruitment, Relocation and Retention (R3) Committee. The Adjutant General will retain approval authority for all technicians GS-14 and above and will receive recommendations on those incentives from the R3 Committee. All O7s will be reviewed and approved by the TAG. Final approval of all incentives rests with NGB-J1-TN. This policy supersedes all previous policies this subject. Please submit any comments or recommendations for this policy to GA NG JFHQ-J1-HRO.

Applicability. This regulation applies to all Georgia Army and Air National Guard technician personnel.

Table of Contents

Chapter 1 – General	Page
1 - 1 Overview	1
1 - 2 Scope	1
1 - 3 Roles and Responsibilities	1
1 - 4 Accountability	2
 Chapter 2 – Recruitment, Relocation and Retention Incentives	
2-1 Purpose	3
2-2 Process	8
TABLE 2-1 – Georgia National Guard R3 Incentive Criteria	4
TABLE 2-2 – Georgia National Guard R3 Incentive Process	9
 Chapter 3 - Recruitment, Relocation and Retention Service Agreements	
3-1 Overview	12
3-2 Termination of Service Agreements	13
TABLE 3-1 – Service Agreement Requirements by Incentive Type	12
TABLE 3-2 – Employee Entitlements when Subject to Discretionary or Mandatory Termination	14
TABLE 3-3 – Requirements for Reduction or Termination of Retention Incentives	15
 Chapter 4 – Miscellaneous Requirements	
4-1 Incentive Review by the Human Resources Office (HRO)/R3 Committee	16
4-2 Annual Review and Determination	16
4-2 Authorizing a retention incentive for a group or category of employees	16
 Appendix – Forms	
FIGURE A-1 – GA NG Form 575-1 Recruitment Incentive Nomination/Justification	A-1
FIGURE A-2 – GA NG Form 575-2 Employment Agreement for Recruitment Incentive	A-3
FIGURE A-3 – GA NG Form 575-3 Retention Incentive Nomination/Justification	A-4
FIGURE A-4 – GA NG Form 575-4 Retention Incentive Conditions	A-6
FIGURE A-5 – GA NG Form 575-5 Employment Agreement for Relocation Incentive	A-7

Chapter 1 GENERAL

1-1. OVERVIEW

This policy establishes justifiable and equitable procedures and provides information on recruitment, relocation, and retention incentives for technicians employed by the Georgia National Guard. The incentives covered in this policy should be employed by supervisors by exception only and for limited periods of organizational need.

1-2. SCOPE

This policy encompasses technician positions in the Army and Air National Guard in the State of Georgia. Approval of requests to offer any of these incentives will be made on a case-by-case basis and will be based on the availability of funds. Incentives and performance awards are not entitlements and will only be utilized for their intended purpose IAW 5 CFR part 575 and 5 CFR parts 451 and 531 (e). Recruitment, relocation, and retention incentives may be given when all relevant conditions are met with this policy.

1-3. ROLES AND RESPONSIBILITIES

Incentive nominations shall be routed from supervisor to the Recruitment, Retention, and Relocation (R3) Committee and then to The Adjutant General (TAG). Nominations can be rejected at any level during the approval process. Nominations that survive supervisory review are forwarded to R3 Committee for review.

- a. Supervisors – Supervisors shall initiate and route incentive nominations to the Human Resource Officer (HRO) where it will be screened for completeness and then forwarded to the R3 Committee.
- b. The Human Resources Officer – The HRO is responsible for ensuring that any incentive package is complete and fully documented. The HRO will:
 - (1) Develop, maintain, evaluate and if necessary, revise the policy;
 - (2) Assure compliance with the policy;
 - (3) Provide guidance and assistance to the selecting officials concerning their responsibilities under this policy;
 - (4) Ensure all requests and justifications for incentives will be staffed against state and local labor and economic reports, as well as the United States Bureau of Labor Statistics (www.bls.gov) when applicable.
 - (5) Assure that requests for incentives are properly processed and evaluated through the use of the R3 Committee (see para 1-3c).
 - (6) Conduct semi-annual briefings to the Adjutant General and component Chiefs of Staff regarding the status of the incentive program; and
 - (7) Provide technical expertise to the R3 Committee regarding incentives and policy.
- c. The R3 Committee – The R3 Committee reviews all incentive nominations to which this policy is applicable.
 - (1) The R3 Committee shall be comprised of the following:
 - (a) Chief of Staff, Army National Guard.
 - (b) Director of Staff, Air National Guard.
 - (c) Director, Joint Staff
 - (d) HRO (non-voting advisor to the Committee).

- (2) The R3 Committee will:
 - (a) Review incentive nominations to ensure compliance with NGB-J1-TN guidance and other applicable guidelines.
 - (b) Amend recommendations to increase or decrease percentage of incentives as necessary to adhere to NGB-J1-TN and other applicable guidelines.
 - (c) Recommend approval/disapproval on all incentive nominations and forward to TAG.
 - (NOTE: When NGB-J1-TN delegates approval authority for R3 incentives back to the states, the R3 Committee will be the approval authority for all incentives for technicians GS-13 and below. The committee will forward recommendations for approval/disapproval on all GS-14 and above (excluding O7s) to TAG).
- d. The Adjutant General – TAG is the highest level of authority in the state concerning application of this policy. The TAG will:
 - (1) Review all nominations and Committee recommendations and make a recommendation to approve or disapprove.
 - (2) Forward nominations to NGB-J1-TN with approval/disapproval recommendations.
 - (NOTE: When NGB-J1-TN delegates approval authority for R3 incentives back to the states, the TAG will be the approval authority for all nominations for GS14 and above and O7s. He will review all nominations and Committee recommendations and either ratify the recommendation, reject the recommendation; or send back to the Committee with instructions.)
- e. USPFO – The USPFO will:
 - (1) Conduct an annual internal review of the incentives program.
 - (2) Provide a report to the TAG on state concurrence of federal and state incentive policies and guidelines.

1-4. ACCOUNTABILITY

- a. HRO will:
 - (1) Ensure appropriate and effective use of this authority.
 - (2) Validate data, provide Technician pay history, and forward to the Committee.
 - (3) Recommend to the Committee termination of retention incentive service agreements and retention incentive payments not consistent with this policy; and
 - (4) Keep accurate records of determinations.
- b. The first line supervisor, through the supervisory chain will:
 - (1) Annually review and submit retention incentive requests.
 - (2) Notify HRO of any conditions that have changed since the incentive was authorized in accordance with this policy.
 - (3) Keep accurate records of determinations.

CHAPTER 2

RECRUITMENT, RETENTION AND RELOCATION INCENTIVES

2-1. PURPOSE

This chapter contains guidance implementing 5 U.S.C. 5753, which authorizes payment of recruitment, retention and relocation incentives. Table 2-1 provides details concerning the purpose, eligibility, limitations, and basis of each type of incentive. See Table 2-1 on the following page.

**Table 2-1
Georgia National Guard R3 Incentive Criteria**

RECRUITMENT INCENTIVE: An agency may pay a recruitment incentive to a newly appointed employee under the conditions specified in this chapter provided the agency has determined that the employee's position is likely to be difficult to fill in the absence of an incentive (5 CFR 575.101).

ELIGIBILITY	COVERED POSITIONS	LIMITATIONS	BASIS
<p>Newly appointed refers to (5 CFR 575.102):</p> <p>a. The first appointment, regardless of tenure, as an employee of the Federal Government;</p> <p>b. An appointment of a former employee of the Federal Government following a break in Federal Government service of at least 90 days; or</p> <p>c. An appointment of an individual in the Federal Government when his or her service in the Federal Government during the 90-day period immediately preceding the appointment was limited to one or more of the following:</p> <p>(1) A time-limited appointment in the competitive or excepted service;</p> <p>(2) A non-permanent appointment (excluding a Schedule C appointment under 5 CFR part 213) in the competitive or excepted service;</p> <p>(3) An appointment as an expert or consultant under 5 U.S.C. 3109 and 5 CFR part 304;</p> <p>(4) Employment under a provisional appointment designated under 5 CFR 316.403; or</p> <p>(5) Employment under the Student Career Experience Program under 5 CFR 213.3202(b).</p>	<p>a. A General Schedule (GS) position paid under 5 U.S.C. 5332 or 5305 (or similar special rate authority); or</p> <p>b. A prevailing rate position, (Federal Wage system [FWS] includes WG, WL and WS as defined in 5 U.S.C. 5342(a)(3).</p> <p>Exclusions An agency may not pay a recruitment incentive to an employee in:</p> <p>a. A position excepted from the competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character; or</p> <p>b. Designated as the head of an agency; or</p> <p>c. In which the employee is expected to receive an appointment as the head of an agency (5 CFR 575.104).</p>	<p>a. The total amount of recruitment incentive payments paid to an employee in a service period may not exceed 25 percent of the annual rate of basic pay of the employee at the beginning of the service period multiplied by the number of years (including fractions of a year, to include either locality pay or a special rate supplement) in the service period. The percentage will be proportionate to the length of the service agreement.</p> <p>b. This agency will pay a recruitment incentive in biweekly installments throughout the service period required by the service agreement.</p> <p>c. A recruitment incentive is not considered part of an employee's rate of basic pay for any purpose, including severance pay, and is not included in lump sum annual leave payments under 5 U.S.C. 5551 or 5552.</p> <p>d. Payment of a recruitment incentive is subject to the aggregate limitation on pay under 5 CFR part 530, subpart B.</p>	<p>a. A recruitment incentive may be paid under the conditions prescribed in this table to an employee who is newly appointed to a position that is likely to be difficult to fill, as determined in table 2-2, GA NG R3 Incentive Process.</p> <p>b. An agency may target groups of similar positions that have been difficult to fill in the past or that may be difficult to fill in the future and make the required determination to offer a recruitment incentive to newly appointed employees on a group basis.</p> <p>c. An agency may not commence a recruitment incentive service agreement during:</p> <p>(1) A period of employment established under any service agreement required for a relocation incentive under 5 CFR part 575, subpart B; or</p> <p>(2) A period of employment established under any service agreement required for a retention incentive or for which an employee receives retention incentive payments without a service agreement under 5 CFR part 575, subpart C.</p>

Table 2-1
Georgia National Guard R3 Incentive Criteria

RELOCATION INCENTIVE: An agency may pay a relocation incentive to a current employee who must relocate to accept a position in a different geographic area under the conditions specified in this chapter provided the agency determines that the position is likely to be difficult to fill in the absence of an incentive (5 CFR 575.201).

ELIGIBILITY	COVERED POSITIONS	LIMITATIONS	BASIS
<p>An agency may pay a relocation incentive when a current employee of the Federal Government must relocate to accept a position or assignment (permanent or temporary) in a different geographic area. 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>i.e.</i>, establish a new residence) to accept the position, the HRO may waive the 50-mile requirement and pay the employee a relocation incentive subject to the requirements of this chapter. In all cases, the employee must establish a residence in the new geographic area before the agency may pay a relocation incentive to the employee (5 CFR 575.205 (b)).</p>	<p>a. A General Schedule (GS) position paid under 5 U.S.C. 5332 or 5305 (or similar special rate authority); or</p> <p>b. A prevailing rate position, (Federal Wage system [FWS] includes WG, WL and WS as defined in 5 U.S.C. 5342(a)(3).</p> <p>Exclusions An agency may not pay a recruitment incentive to an employee in:</p> <p>a. A position excepted from the competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character; or</p> <p>b. Designated as the head of an agency; or</p> <p>c. In which the employee is expected to receive an appointment as the head of an agency (5 CFR 575.204).</p>	<p>a. The total amount of relocation incentive payments paid to an employee in a service period may not exceed 25 percent of the annual rate of basic pay of the employee at the beginning of the service period multiplied by the number of years (including fractions of a year) in the service period (not to exceed four years). The percentage will be proportionate to the length of the service agreement.</p> <p>b. This agency will pay a relocation incentive in biweekly installments throughout the service period required by the service agreement.</p> <p>c. A relocation incentive is not considered part of an employee's rate of basic pay for any purpose, including severance pay, and is not included in lump sum annual leave payments under 5 U.S.C. 5551 or 5552.</p> <p>d. Payment of a relocation incentive is subject to the aggregate limitation on pay under 5 CFR part 530, subpart B.</p>	<p>a. A relocation incentive may be paid to an employee who relocates to a different geographic area (permanently or temporarily) to accept a position in an agency that is likely to be hard to fill, as determined in paragraph 3-6.</p> <p>b. A relocation incentive may be paid only when the employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent for the position held immediately before the move (CFR 575.205(c)).</p> <p>c. An agency may commence a relocation incentive service agreement during a period of employment established under a service agreement for a previously authorized retention incentive or for which an employee is receiving previously authorized retention incentive.</p> <p>d. An agency may not commence a relocation incentive service agreement during:</p> <p>(1) A period of employment established under any service agreement required for a recruitment incentive under 5 CFR part 575, subpart A; or</p> <p>(2) A period of employment established under any service agreement required for a relocation incentive previously authorized under this chapter (5 CFR 575.205).</p>

Table 2-1
Georgia National Guard R3 Incentive Criteria

RETENTION INCENTIVE: An agency may pay a retention incentive to a current employee under the conditions specified in this chapter when an 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 in the absence of an incentive (5 CFR 575.301).

ELIGIBILITY	COVERED POSITIONS	LIMITATIONS	BASIS
<p>a. An agency may pay a retention incentive to an individual employee under the conditions prescribed in this chapter when the agency determines that:</p> <p>(1) The unusually high or unique qualifications (i.e., competencies) of the employee or a special need of the agency for the employee's services makes it essential to retain the employee; and</p> <p>(2) The employee would be likely to leave the Federal Service in the absence of a retention incentive.</p> <p>b. An agency may pay a retention incentive to a group or category of employees under the conditions prescribed in this chapter when the agency determines that:</p> <p>(1) The unusually high or unique qualifications (i.e., competencies) of the group or category of employees or a special need of the agency for the employees' services makes it essential to retain the employees in that group or category; and</p> <p>(2) There is a high risk that a significant number of the employees in the group would be likely to leave the Federal service in the absence of a retention incentive.</p> <p>c. An agency may not include in a group retention incentive authorization for an employee covered by paragraph 4-3 of this policy. (continued on next page).</p>	<p>a. A General Schedule (GS) position paid under 5 U.S.C. 5332 or 5305 (or similar special rate authority); or</p> <p>b. A prevailing rate position, (Federal Wage system [FWS] includes WG, WL and WS as defined in 5 U.S.C. 5342(a)(3).</p> <p>Exclusions An agency may not pay a recruitment incentive to an employee in:</p> <p>a. A position excepted from the competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character; or</p> <p>b. Designated as the head of an agency; or</p> <p>c. In which the employee is expected to receive an appointment as the head of an agency (5 CFR 575.204).</p>	<p>The HRO incentive review must establish a single retention incentive rate for each individual or group of employees that is expressed as a percentage of the employee's rate of basic pay. Without an OPM waiver (5 CFR 575.309(e)), a retention incentive rate may not exceed:</p> <p>(1) 25 percent, if authorized for an individual employee; or</p> <p>(2) 10 percent, if authorized for a group or category of employees.</p> <p>b. All retention incentives will be paid:</p> <p>(1) In biweekly installments derived by multiplying the rate of basic pay the employee earns biweekly by the percentage established for the employee (5 CFR 575.309(c) (1)); and</p> <p>(2) At the full retention incentive percentage rate established for the employee by the HRO Retention Incentive Review process.</p> <p>c. An agency may not pay a retention incentive in advance of fulfilling the service for each pay period that the retention incentive is being paid. (continued on next page).</p>	<p>The selecting official and HRO (after a retention incentive review) must consider the following factors, in determining whether the unusually high or unique qualifications of an employee or a special need of the agency for an employee's services makes it essential to retain the employee and that the employee would be likely to leave their current Federal position or service with the agency in the absence of a retention incentive. When documentation arrives at HRO, it must include:</p> <p>(1) 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;</p> <p>(2) 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;</p> <p>(3) Special or unique competencies required for the position;</p> <p>(4) Agency efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment incentive; (continued on next page).</p>

Table 2-1
Georgia National Guard R3 Incentive Criteria – Continued.

RETENTION INCENTIVE – Continued...			
ELIGIBILITY	COVERED POSITIONS	LIMITATIONS	BASIS
<p>d. A retention incentive may be paid only when the employee's rating of record (or an official performance appraisal or evaluation under a system not covered by 5 U.S.C. chapter 43 or 5 CFR part 430) is at least "Fully Successful" or equivalent (5 CFR 575.305).</p>		<p>d. An agency may not initiate a group or individual retention incentive service agreement during:</p> <ul style="list-style-type: none"> (1) A period of employment established under any service agreement required for the payment of a recruitment incentive under 5 CFR part 575, subpart A, or (2) A relocation incentive under 5 CFR part 575, subpart B, (see paragraph 3-5c); or (3) A period of employment established under a service agreement for a previously authorized retention incentive (including a group retention incentive agreement). <p>e. A retention incentive is not considered part of an employee's rate of basic pay for any purpose, including severance pay, and is not included in lump sum annual leave payments under 5 U.S.C. 5551 or 5552.</p> <p>f. Payment of a retention incentive is subject to the aggregate limitation on pay under 5 CFR part 530, subpart B.</p>	<ul style="list-style-type: none"> (5) The desirability of the duties, work or organizational environment, or geographic location of the position; and (6) 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; (7) The salaries typically paid outside the Federal government for similar positions; and (8) Other supporting factors specific to the position (5 CFR 575.306).

2-2. PROCESS

Each incentive has minimum requirements that must be met in order for the request to be fielded. Table 2-3 documents the Agency Plan and Justification requirements.

Table 2-2
Georgia National Guard R3 Incentive Process

RECRUITMENT INCENTIVE			
AGENCY PLAN	JUSTIFICATION	DOCUMENTATION	REPORTING REQUIREMENTS
<p>Recruitment incentive percentage and service agreement length will be requested by the first line supervisor through the supervisory chain to the HRO. The HRO will make recommendation for final determination of recruitment incentives to the R3 Committee prior to payment. The Adjutant General is the final approval authority. The level of review will be at least one level higher than the first line supervisor.</p>	<p>When documentation arrives at HRO, it must include:</p> <ul style="list-style-type: none"> (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; (2) The salaries typically paid outside the Federal Government for similar positions; (3) Recent turnover in similar positions; (4) Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for similar positions; (5) Special or unique competencies required for the position; (6) Agency efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment incentive; (7) The desirability of the duties, work or organizational environment, or geographic location of the position; and (8) Other supporting factors specific to the position. <p>b. Justification must accompany any recommendation for recruitment incentive outlining the basis for determining the length of the service agreement (at least six months, not to exceed four years).</p>	<ul style="list-style-type: none"> a. HRO is responsible for ensuring that each incentive is documented and records are maintained in accordance with 5 CFR 575.113, and this plan. b. Documentation maintained by HRO must include: <ul style="list-style-type: none"> (1) The determination that the position is likely to be difficult to fill in absence of the incentive; (2) The supporting factors used to authorize the incentive (3) The reasons for determining the amount and timing of the payments; and (4) The reasons for determining the length of the service period. c. HRO will maintain the original, and return a copy to the supervisor. 	<ul style="list-style-type: none"> a. Data from the Defense Civilian Personnel Data System (DCPDS) will be the primary source of statistical information on the use of incentive authorities. b. The HRO will provide narrative reports on the use of incentive authorities as required, to meet OPM reporting requirements. (See 5 CFR 575.113(b)).

**Table 2-2
Georgia National Guard R3 Incentive Process (Continued)**

RELOCATION INCENTIVE			
AGENCY PLAN	JUSTIFICATION	DOCUMENTATION	REPORTING REQUIREMENTS
<p>Relocation incentive percentage and service agreement length will be requested by the first line supervisor through the supervisory chain to the HRO. The HRO will make recommendation for final determination of relocation incentives to the Adjutant General prior to payment. The Adjutant General is the final approval authority. The level of review will be at least one level higher than the first line supervisor.</p>	<p>When documentation arrives at HRO, it must include:</p> <ul style="list-style-type: none"> (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; (2) The salaries typically paid outside the Federal Government for similar positions; (3) Recent turnover in similar positions; (4) Employment trends and labor-market factors that may affect the agency's ability to recruit candidates for similar positions; (5) Special or unique competencies required for the position; (6) Agency efforts to use non-pay authorities, such as special training and work scheduling flexibilities, to resolve difficulties alone or in combination with a recruitment incentive; (7) The desirability of the duties, work or organizational environment, or geographic location of the position; and (8) Other supporting factors specific to the position. <p>b. Justification must accompany any recommendation for recruitment incentive outlining the basis for determining the length of the service agreement (at least six months, not to exceed four years).</p>	<ul style="list-style-type: none"> a. HRO is responsible for ensuring that each incentive is documented and records are maintained in accordance with 5 CFR 575.213, and this plan. b. Documentation maintained by HRO must include: <ul style="list-style-type: none"> (1) The determination that the position is likely to be difficult to fill in absence of the incentive; (2) The supporting factors used to authorize the incentive (3) The reasons for determining the amount and timing of the payments; and (4) The reasons for determining the length of the service period. (5) Affirmation that employee's new position is in a different geographic area (i.e., worksite of the new position is 50 or more miles from the worksite of the position held immediately before the move or affirmation that the 50 mile requirement was waived; and (6) Affirmation that the employee established residence in the new geographic area. c. HRO will maintain the original, and return a copy to the supervisor. 	<ul style="list-style-type: none"> a. Data from the Defense Civilian Personnel Data System (DCPDS) will be the primary source of statistical information on the use of incentive authorities. b. The HRO will provide narrative reports on the use of incentive authorities as required, to meet OPM reporting requirements. (See 5 CFR 575-213(b)).

**Table 2-2
Georgia National Guard R3 Incentive Process (Continued)**

RETENTION INCENTIVE			
AGENCY PLAN	JUSTIFICATION	DOCUMENTATION	REPORTING REQUIREMENTS
<p>Nominating official (usually the first line supervisor) will recommend employees for retention incentives through their supervisory chain, to the HRO no later than 1 December of each year. The HRO will validate data and provide a synopsis and recommendation to The Adjutant General and forward to the National Guard Bureau for final approval.</p>	<p>The Adjutant General may approve or disapprove each nomination on a case-by-case basis. Incentives may be paid only when the employee's rating of record (or official performance appraisal or evaluation under a system not covered by 5 U.S.C. Chapter 43 or 5 CFR Part 430) for the previous 12 months is at least "Fully Successful" or equivalent (5 CFR 575.305(d) and 575.315(b) (2)). Justification must accompany any recommendation for a retention incentive (either individual or group). The level of review will be at least one level higher than the recommending official.</p> <p>In determining whether to grant an individual retention incentive, the authorized management official must consider: availability of quality candidates, who, with minimal training, could perform the duties of the position; the success of recent efforts to recruit and retain employees with similar competencies; special or unique competencies required for the position; organizational efforts to use non-pay authorities to help retain employees (e.g., worksite alternatives; work scheduling flexibilities); the desirability of the work, organizational environment, or geographic location of the position; salaries paid for similar positions outside the Federal government; the extent to which the employee's departure would affect the organization's ability to carry out an activity, perform a function, or complete a project deemed mission-essential; and other supporting factors. (See CFR 575.306(b)(1-8)).</p>	<p>a. HRO is responsible for ensuring that each retention incentive is documented and records are maintained in accordance with 5 CFR 575.313, and this plan.</p> <p>b. Documentation maintained by HRO must include:</p> <p>(1) The determination that the unusually high or unique qualifications of the employee (or group of employees) or a special need of the agency for the employee's (or group of employees') services makes it essential to retain the employee(s);</p> <p>(2) The determination that the individual employee, or a significant number of a targeted group of employees, would be likely to leave the Federal service in absence of the incentive;</p> <p>(3) The reasons for determining the amount and timing of the payments; and</p> <p>(4) The reasons for determining the length of the service period, if a period of service is required.</p> <p>c. HRO will maintain the original, and return a copy to the supervisor.</p>	<p>a. Data from the Defense Civilian Personnel Data System (DCPDS) will be the primary source of statistical information on the use of retention incentive authorities.</p> <p>b. The HRO will provide narrative reports on the use of retention incentive authorities as required, to meet OPM reporting requirements. (See 5 CFR 575-313(b)).</p>

**CHAPTER 3
RECRUITMENT, RELOCATION AND RETENTION
SERVICE AGREEMENTS**

3-1. SERVICE AGREEMENT OVERVIEW

An employee selected to receive a recruitment, relocation or retention incentive must sign a service agreement stating the terms, limitations, or conditions of service, prior to receiving any payments (5CFR 575.110, 5CFR 575.210, and 5CFR 575.310). The service agreement at a minimum will:

- (1) State the beginning and ending dates of the service agreement period (service agreement periods must begin on the first day of a pay period and end on the last day of a pay period);
- (2) Must include a service period of not less than six months nor more than four years of employment with the DoD component.
- (2) State the total amount authorized for payment;
- (3) State the method of payment of the incentive (the incentive payment will be paid in biweekly installments throughout the service period unless otherwise requested and approved);
- (4) State the conditions under which the agency must terminate the service agreement (see chapter 3-2 Termination or Reduction of Service Agreements) and the consequences of decisions to terminate the service agreement;

Table 3-1 illustrates additional requirements for service agreements by incentive type.

Table 3 –1 Service Agreement Requirements by Incentive Type		
INCENTIVE TYPE	MINIMUM REQUIREMENTS	ADDITIONAL REQUIREMENTS
RECRUITMENT INCENTIVE	(1) The actual beginning and ending dates of the service agreement period (service agreement periods must begin on the first day of a pay period and end on the last day of a pay period); (2) State the total or salary percentage amount authorized for payment; (3) State the method of payment of the incentive (the incentive payment will be paid in biweekly installments throughout the service period unless otherwise requested and approved); (4) State the conditions under which the agency must terminate the service agreement (see chapter 3-2, Termination of Service Agreements) and the consequences of decisions to terminate the service agreement;	Enter one of the following phrases: Position Vacancy Selection/New Hire Reassignment Transfer Promotion Position Title Change
RELOCATION INCENTIVE		
RETENTION INCENTIVE		

**Table 3 –1
Service Agreement Requirements by Incentive Type – Continued**

INCENTIVE TYPE	MINIMUM REQUIREMENTS (CONT.)	ADDITIONAL REQUIREMENTS
RECRUITMENT INCENTIVE	The service agreements must be completed and approved in accordance with (5 CFR 575.110) prior to disbursement.	The service agreement must be completed and approved in accordance with 5 CFR 575.110 prior to disbursement. Note: Leave Without Pay (LWOP) military time is considered creditable service toward the service agreement in accordance with 5 CFR 575.110 (f). Incomplete or incorrect service agreements will be returned to the first line supervisor with explanation of deficiency.
RELOCATION INCENTIVE	The service agreements must be completed and approved in accordance with (5 CFR 575.210) prior to disbursement.	Document the employee’s new position is not in the same geographic area as the worksite of the position held before the move (or that the HRO has approved a waiver under 5 CFR 575.205(b)); and (6) Document the employee has established a residence in the new geographic area. (Note: LWOP military time is considered creditable service toward the service agreement);
RETENTION INCENTIVE	The service agreements must be completed and approved in accordance with (5 CFR 575.310) prior to disbursement.	

3-2. TERMINATION OR REDUCTION OF SERVICE AGREEMENTS

Termination or reduction of a recruitment, relocation, or retention incentive may not be grieved or appealed. Termination or reduction may be discretionary or mandatory. HRO will notify an employee in writing when it terminates a retention incentive service agreement. Termination or reduction may be fall under one of the following categories.

a. *Discretionary Termination.* The agency may unilaterally terminate a service agreement based solely on the management needs of the agency.

b. *Mandatory Termination.* The agency must terminate a service agreement if the employee:

- (1) is demoted or separated for cause (i.e., for unacceptable performance or conduct);
- (2) receives a rating of record below “Fully Successful” or equivalent during the service agreement;
- (3) is assigned to a different position; or
- (4) otherwise fails to fulfill the terms of the service agreement (i.e., loss of required licensing, loss of required security clearance).

Table 3-2 Illustrates employee entitlements by incentive type when subject to either discretionary or mandatory termination.

Table 3 –2 Employee Entitlements when Subject to Discretionary or Mandatory Termination		
INCENTIVE TYPE	DISCRETIONARY TERMINATION	MANDATORY TERMINATION
RECRUITMENT INCENTIVE	The employee is entitled to all recruitment incentive payments that are attributable to completed service and to retain any portion of a recruitment incentive payment he or she received that is attributable to uncompleted service (5 CFR 575.111(e)).	The employee is entitled to retain recruitment incentive payments previously paid by the agency that are attributable to the completed portion of the service period. If the employee received recruitment incentive payments that are less than the amount that would be attributable to the completed portion of the service period, the agency is not obligated to pay the employee the amount attributable to completed service, unless the agency agreed to such payment under the terms of the recruitment incentive service agreement. If the employee received recruitment incentive payments in excess of the amount that would be attributable to the completed portion of the service period, he or she must repay the excess amount, except when an authorized agency official waives the requirement to repay the excess amount when, in the judgment of the official, collection of the excess amount would be against equity and good conscience and not in the best interest of the Georgia National Guard.
RELOCATION INCENTIVE	The employee is entitled to all relocation incentive payments attributable to completed service and to retain any portion of a relocation incentive payment he or she received that is attributable to uncompleted service (5 CFR 575.211(e)).	If the agency terminates the service agreement for mandatory reasons and the employee received relocation incentive payments that are less than the amount that would be attributable to the completed portion of the service period, the agency is not obligated to pay the employee the amount attributable to completed service, unless the agency agreed to such payment under the terms of the relocation incentive service agreement. (Continued on next page.)

**Table 3 –2
Employee Entitlements when Subject Discretionary or Mandatory Termination by Incentive Type – Continued**

INCENTIVE TYPE	DISCRETIONARY TERMINATION	MANDATORY TERMINATION
RELOCATION INCENTIVE (Cont)	See previous page.	If the employee received relocation incentive payments in excess of the amount that would be attributable to the completed portion of the service period, he or she must repay the excess amount, except when an authorized agency official waives the requirement to repay the excess amount when, in the judgment of the official, collection of the excess amount would be against equity and good conscience and not in the best interest of the Georgia National Guard (5 CFR 575.211(f) and 5 CFR 575.211(h)).
RETENTION INCENTIVE	The employee is entitled to all retention incentive payments that are attributable to completed service and to receive any portion of a retention incentive payment owed by the agency for completed service (5 CFR 575.311(c)).	The employee is entitled to retain retention incentive payments previously paid by the agency that are attributable to the completed portion of the service period. If the employee received retention incentive payments that are less than the amount that would be attributable to the completed portion of the service period, the agency is not obligated to pay the employee the amount attributable to completed service, unless the agency agreed to such payment under the terms of the retention incentive service agreement.

a. *Reduction Review.* The agency may reduce a recruitment or relocation incentive service agreement based solely on management needs. The agency must reduce or terminate the incentive whenever payment at the original level is no longer warranted. Table 3-3 details the requirements for reduction of a retention incentive service agreement.

b. The debt collection process for continuing employees is outlined in DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR), Volume 8, and the process for debtors no longer in Government service can be found in DoDFMR, Volume 5.

**Table 3 –3
Requirements for Reduction or Termination of Retention Incentives**

The agency must reduce or terminate the retention incentive whenever payment at the original level is no longer warranted after considering the following factors.

- Amount, if any, necessary to retain the employee (or group of employees)
- Whether labor-market factors make it more likely (or reasonably likely) to recruit a candidate with competencies similar to those possessed by the employee (or group of employees); or
- Whether the agency's need for the services of the employee (or group or category of employees) has been reduced to a level that makes it unnecessary to continue paying a retention incentive.
- Budget conditions and other supporting factors.

CHAPTER 4 MISCELLANEOUS REQUIRMENTS FOR RETENTION INCENTIVES

4-1. INCENTIVE REVIEW BY THE HUMAN RESOURCES OFFICE/R3 COMMITTEE

a. The technician supervisory chain of command will send incentive nominations to HRO for consolidation, review and presentation to the R3 Committee. The R3 Committee will approve/disapprove nominations on GS13s and below, make recommendation on GS14s and above (excluding nominations for O7s), and forward all nominations to the TAG for approval. The Adjutant General will either ratify or reject the recommendations. The TAG will then forward all recommendations to NGB-J1-TN for approval. The intent of the Committee review is to ensure justifiable, equitable, and unbiased consideration for retention incentives, while at the same time taking into account all relevant research and consideration for the Georgia National Guard.

b. No service agreement will be signed by the nominated employee prior to The Adjutant General approval.

4-2. ANNUAL REVIEW AND DETERMINATION

a. Retention incentive requests will be reviewed using Table 2-1, Table 2-2 and paragraph 4-3 for guidance. Nominating officials (i.e. supervisors) will recommend employees for retention incentives to the HRO no later than 1 December of each year. HRO will validate data, provide Technician pay history, and other pertinent information to the Committee for use during the review process

b. The Committee will annually review retention incentive requests and forward recommendations to The Adjutant General by 1 February each year. Retention incentives will terminate at the end of the 12 month service agreement. Retention incentive requests will be justified on an annual basis.

c. Retention incentives may not be authorized prior to employment with the DoD component or during periods of employment established under any service agreement required for payment of recruitment and relocation incentives.

d. Relocation incentives may be paid without affecting the payment of an existing retention incentive.

4-3. AUTHORIZING A RETENTION INCENTIVE FOR A GROUP OR CATEGORY OF EMPLOYEES

a. The recommending official, HRO, and the Committee must consider the following factors when determining whether a group or category of employees should be granted an incentive:

(1) Whether the employees have unusually high or unique qualifications (i.e. competencies)

(2) Whether the agency has a special need for the employees' services that makes it essential to retain the employees in that group or category; and


(3) Whether it is reasonable to presume that there is a high risk that a significant number of employees in the targeted group or category would be likely to leave the Federal service in the absence of a retention incentive.

b. An agency must narrowly define a targeted category of employees using factors that relate to the conditions described in paragraph 4-3(a)(1-3). Factors that may be appropriate include the following:

- (1) Occupational series;
- (2) Grad level;
- (3) Distinctive job duties;
- (4) Unique competencies required for the position;
- (5) Assignment to a special project;
- (6) Minimum agency service requirements;
- (7) Organization or team designation;
- (8) Geographic location; and

(9) Required rating of record. (While a rating of record of higher than the “Fully Successful” rating required by §575.305(d) may be a factor used in defining the targeted category, a rating of record by itself is not sufficient to justify a retention incentive. A rating of record may function as a supporting factor in authorizing an incentive or setting the incentive rate only to the extent it directly relates to the conditions in paragraph 4-2a of this chapter 5 CFR 575.306(c)(2)

c. An agency may not officer or authorize a retention incentive for an individual prior to employment with the agency.


WILLIAM T. NESBITT
Major General
The Adjutant General

DISTRIBUTION:
1 – Selecting Officials
1 - Commanders

**APPENDIX
FORMS**

GA NG Form 575-1 Recruitment Incentive Nomination/Justification	A-1
GA NG Form 575-2 Employment Agreement for Recruitment Incentive	A-3
GA NG Form 575-3 Retention Incentive Nomination/Justification	A-4
GA NG Form 575-4 Retention Incentive Conditions	A-6
GA NG Form 575-5 Employment Agreement for Relocation Incentive	A-7

Figure A-1 – GA NG Form 575-1 Recruitment Incentive Nomination/Justification Page 1 of 2

RECRUITMENT INCENTIVE NOMINATION/JUSTIFICATION		
I. INDIVIDUAL INFORMATION		
Name _____	SSAN _____	Proposed Technician Appointment date _____
Pay Plan- Series- Grade _____	Position Title _____	Name of Organization _____
Length in Months of the Service Agreement _____	_____	Duty Location _____
II. DETERMINATION OF THE AMOUNT OF RECRUITMENT 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.		
1.	Unsuccessful efforts to recruit candidates for this or similar positions.	
2.	Turnover in this or similar positions.	
3.	Labor market factors and special qualifications needed for this position.	

Figure A-1 – GA NG Form 575-1 Recruitment Incentive Nomination/Justification Page 2 of 2

IV. NOMINATING SUPERVISOR CERTIFICATION			
I certify that in the absence of a recruitment incentive, difficulty would be encountered in filling this position. The applicant has signed the GA NG 575-2, Recruitment Incentive Service Agreement.			
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 (ANG ONLY)			
I certify that funds are available for this action.			
Name and Title _____	Signature _____	Date _____	Telephone _____
VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY			
Nature of Action 815 Recruitment Incentive	Authority VPF 5 USC 5733	Recruitment Incentive Amount \$ _____	Effective Date _____
Remarks:			
<ul style="list-style-type: none"> • Member has signed a service agreement valid through _____ • Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202) • Annual Rate of Basic Pay x Recruitment Incentive x Length of Service Agreement = Incentive Amount \$ _____ x _____ 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.			
Chief of Staff, Army	Signature _____	Date _____	
Director of Staff, Air	Signature _____	Date _____	
Director Joint Staff	Signature _____	Date _____	
TAG (if applicable)	Signature _____	Date _____	
GA NG Form 575-1 Page 2 of 2 Recruitment Incentive Nomination/Justification			

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
GEORGIA NATIONAL GUARD
EMPLOYMENT AGREEMENT FOR RECRUITMENT INCENTIVE

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 both 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 you Recruitment Incentive not being paid/approved by the Georgia National Guard.

Name (Last, First, MI) Position Title Duty Station

I hereby understand and agree that:

1. I will remain in the Georgia 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 Georgia National Guard.
2. Payment of Recruitment Incentive will be 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. If before the expiration of the agreed period specified above, I fail to fulfill the terms of this agreement, I will repay to the Georgia National Guard, on a prorated basis for each complete month of service, any monies expended from Federal funds for a Recruitment Incentive, unless separated for reasons beyond my control and acceptable to the Georgia National Guard.
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 Georgia National Guard as described in paragraph 3 above.

SIGNATURE OF EMPLOYEE DATE SIGNED

Instructions: Attach this signed form to GA NG Form 575-1, Recruitment Incentive Nomination/Justification and forward through the appropriate chain of command to the Directorate for Human Resources. By regulation a Recruitment Incentive must be approved prior to the effective date of the transfer.

FOR HUMAN RESOURCES OFFICE USE ONLY

Date scheduled to report for duty: _____
Amount of Incentive: \$ _____
Termination Date of Service Period: _____

Figure A-3 – GA NG Form 575-3 Retention Incentive Nomination/Justification Page 1 of 2

RETENTION INCENTIVE NOMINATION/JUSTIFICATION		
I. INDIVIDUAL INFORMATION		
Name <input style="width: 95%;" type="text"/>	SSAN <input style="width: 95%;" type="text"/>	Proposed Effective Date <input style="width: 95%;" type="text"/>
Pay Plan- Series- Grade <input style="width: 95%;" type="text"/>	Position Title <input style="width: 95%;" type="text"/>	Name of Organization <input style="width: 95%;" type="text"/>
Last Appraisal Rating <input style="width: 95%;" type="text"/>	Appraisal Date <input style="width: 95%;" type="text"/>	Duty Location <input style="width: 95%;" type="text"/>
II. DETERMINATION OF THE AMOUNT OF RETENTION INCENTIVE		
Requested Percentage <input style="width: 95%;" type="text"/>	Criteria used to Establish the Percentage <input style="width: 95%;" type="text"/>	
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.		
1. Unusually high or unique qualifications of the employee; or a special need for the employees services.		
2. Extent to which the employee's departure would affect the Georgia National Guard's ability to carry-out an activity, or to perform a function that is essential to the mission of the Georgia National Guard.		
3. Success of recent efforts to recruit candidates with similar qualifications and the availability of qualified candidates in the labor market.		

Figure A-3 – GA NG Form 575-3 Retention Incentive Nomination/Justification Page 2 of 2

IV. NOMINATING SUPERVISOR CERTIFICATION			
I certify that in the absence of a retention incentive the employee would likely leave the Georgia National Guard. The applicant has signed the GA NG 575-4, Retention Incentive Conditions, and it is attached.			
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 (ANG ONLY)			
I certify that funds are available for this action.			
Name and Title _____	Signature _____	Date _____	Telephone _____
VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY			
Nature of Action 827 Retention Incentive	Authority VPF 5 USC 5733	Retention Incentive Amount \$ _____	Effective Date _____
Remarks:			
<ul style="list-style-type: none"> Member has signed a service agreement valid through _____ Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202) Annual Rate of Basic Pay x Recruitment Incentive% = 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.			
Chief of Staff, Army	Signature _____	Date _____	
Director of Staff, Air	Signature _____	Date _____	
Director, Joint Staff	Signature _____	Date _____	
TAG	Signature _____	Date _____	

Figure A-4 – Retention Incentive Conditions

RETENTION INCENTIVE CONDITIONS

You have been nominated for a Retention Incentive in the Georgia National Guard Technician program. Here are a few facts about Retention Incentives that you need to know:

1. The Georgia National Guard may continue to payment of a Retention incentive as long as the conditions giving rise to the original determination to pay the incentive still exist.
2. Managers may reduce or terminate an incentive if, for example, a lesser amount would be sufficient to retain the employee, the agency no longer feels a retention incentive is warranted for the position, or for budget considerations.
3. Retention incentive recipients are cautioned to not place themselves in financial jeopardy. Retention incentives may and often will change due to the fluidity of labor markets, mission requirements, and budget considerations. Do not rely on an awarded retention incentive to pay for the necessities of life. Advance notice ~~is~~ required to be given to an employee when a retention incentive is being reduced or terminated. The decision to reduce or terminate a retention incentive cannot be grieved or appealed.
4. At a minimum, supervisors will review at least annually the conditions warranting continuation of the Retention Incentive.
5. Annual re-certifications not received in the Directorate of Human Resources ~~30~~ days prior to the annual review date will be terminated on the anniversary date by the Directorate of Human Resources.
6. The following situations exclude employees from consideration for or continuation of a Retention Incentive:
 - a. Disciplinary or Adverse action (e.g. Written Reprimand, suspension) anytime during the preceding twelve months or while receiving a retention incentive.
 - b. Technician appraisal system rating of "Does not meet Standards"

I HAVE READ AND UNDERSTAND THESE CONDITIONS

Signature

Date

Type/Printed Full Name

Figure A-5 – Employment Agreement for Relocation Incentive

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
GEORGIA NATIONAL GUARD
EMPLOYMENT AGREEMENT FOR RELOCATION INCENTIVE

Information to Employee: If you are transferred to another duty station in the Georgia National Guard, 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 not being paid/approved by the Georgia National Guard.

Name (Last, First, MI) Position Title Duty Station

I hereby understand and agree that:

3. I will remain in the Georgia 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 Georgia National Guard.
4. Payment of Relocation Incentive will be made by lump sum only after I have established a home of record at the new geographic location. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.
5. If before the expiration of the agreed period specified above, I fail to fulfill the terms of this agreement, I will ~~repay~~ the Georgia National Guard, on a prorated basis for each complete month of service, any monies expended from Federal funds for a Relocation Incentive, unless separated for reasons beyond my control and acceptable to the Georgia National Guard.
6. 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 Georgia National Guard as described in paragraph 3 above.

SIGNATURE OF EMPLOYEE DATE SIGNED

Instructions: Forward through the appropriate chain of command to the Directorate for Human Resources. By regulation a Relocation Incentive must be approved ~~prior~~ to the effective date of the transfer.

FOR HUMAN RESOURCES OFFICE USE ONLY

Date scheduled to report for duty: _____
Amount of Incentive: \$ _____
Termination Date of Service Period: _____