



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

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RECRUITMENT, RELOCATION, AND RETENTION INCENTIVES

Reference(s):

- a. Title 5, Code of Federal Regulations (CFR), 575, Subparts A, B and C
- b. DoD 7000.14-R, Volume 8, Chapter 3 "Pay Administration"

1. Purpose. This instruction establishes the policy and procedures for the California National Guard (CNG) Recruitment, Relocation, and Retention Incentive Program for the technician workforce. Recruitment, Relocation and Retention Incentives are used to attract and retain highly trained and qualified California National Guard technicians, and technician candidates, to support program needs and mission requirements; and are consistent with the criteria in law (10 U.S.C., 5 U.S.C. and 32 U.S.C.), Office of Personnel Management (OPM) regulations (Title 5 Code of Federal Regulations), and Department of Defense (DoD) policy (DoD 7000.14-R).

2. Superseded/Cancelled. This instruction supersedes CNG Fulltime Personnel Regulation (FPR) 575, Pay Administration – Recruitment, Relocation, and Retention Incentives, dated 15 February 2011.

3. Applicability. This instruction applies to all eligible California Army and Air National Guard Dual Status and Non-Dual Status (NDS), General Schedule (GS) and Federal Wage System (FWS), technicians employed under the authorities and provisions of 32 U.S.C. 709.

4. Policy. This CMDI provides policy, procedures and guidelines for the consideration and approval of Recruitment, Relocation and Retention Incentives for CNG technicians.

5. Definitions. See Glossary

6. Responsibilities. See Enclosure A.


7. Summary of Changes. This CMDI represents an overall reformat and update of CNG FPR 575. The most significant changes are:

a. TAG is now the final approval authority for all Retention, Relocation and Recruitment incentives.

b. Introduction of Critical Agency Need Incentives, and corresponding routing and approval process.

8. Releasability. This issuance is approved for public release. Distribution is unlimited.

9. Effective Date. This issuance is effective upon publication.



DAVID S. BALDWIN
Major General
The Adjutant General

Enclosure(s):

- A - Responsibilities
- B - California Air National Guard Critical Agency Need Policy
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ENCLOSURE A
RESPONSIBILITIES

1. The Adjutant General (TAG) Appointing authority for the CNG technician program and is the highest level of authority in the state concerning the overall application of the Recruitment, Retention, and Relocation Incentive process. The TAG:

a. Establishes a State Recruitment, Relocation and Retention Incentive Plan, in accordance with applicable laws, OPM regulations, DoD Instructions, and NGB policy. Provides detailed and applicable program criteria, options, and requirements for consideration, recommendation, and payment of Recruitment, Relocation and Retention Incentives for technicians in their jurisdiction.

b. Directs the management, oversight, evaluation, and policy execution of Recruitment, Relocation, and Retention Incentive Programs in writing to the State Human Resources Officer (HRO).

c. Establishes key indicators and internal management controls to ensure full program compliance consistent with the criteria in law, regulations, and policy.

d. Establishes procedures to annually review and certify Retention Incentives to determine the appropriateness of continued payment (NOTE: Recertifications require TAG, or TAG representative signature).

e. Holds managers and supervisors accountable for the proper management and administration of the Recruitment, Relocation and Retention Incentive Program.

f. Ensures the execution of Recruitment, Relocation and Retention Incentive Program within the State National Guard meet Merit Principles which are consistently applied among assigned National Guard technicians in similar circumstances.

2. Joint Chief of Staff appoints a CNG Incentive Review Panel (IRP) Chair with a rank of O-6.

3. Chiefs of Staff appoint members of the IRP at the request of, and in coordination with, the Incentive Review Panel Chair. These members will represent individuals from the: Army National Guard, Air National Guard, State Active Duty, Non-Dual Status, officers, and enlisted corp.

4. The Human Resources Officer (HRO) has been delegated responsibility by TAG for the total management of the Military Technician Program and is

responsible to ensure that the requirements of this CMDI are carried out. In direct support of Recruitment, Relocation and Retention Incentive Programs, the HRO will:

a. Establish a State Recruitment, Relocation and Retention Incentive Plan, in accordance with applicable laws, OPM regulations, DoD, and NGB policy providing detailed and applicable program criteria, options, and requirements for consideration, recommendation, and payment of Recruitment, Relocation and Retention Incentives for technicians in the CNG.

b. Establish key indicators and internal management controls to ensure full program compliance consistent with the criteria in law, regulations, and policy.

c. Ensure annual re-certifications are complete, properly documented, and certified by the TAG, or TAG representative (signature), prior to continuing payments beyond the annual anniversary date of payment.

d. Ensure all documentation, specific to the approval and payment of a Recruitment, Relocation or Retention Incentive, is maintained for a period of two years following the completion of the service period.

e. Terminate all Recruitment, Relocation and Retention Incentives on the effective expiration/termination date and suspense all termination actions to ensure payments have stopped.

f. Meet all required reporting requirements.

g. Provide NGB with a copy of the most current State Recruitment, Relocation, and Retention Plan.

h. Appoint an HRO representative to the IRP.

5. HRO Representative:

A. Train IRP members as needed and keep members updated of any changes to any applicable incentives programs/regulations.

b. Provide advice to the field on how to write a successful incentive packet.

c. Review Critical Agency Need Incentive packets and request any necessary administrative changes before forwarding to CA ANG/CC for approval.

d. Accept Recruitment, Relocation and Retention nomination packets, review these packets, and request any necessary administrative changes to properly prepare the packets for the IRP.

e. Attend the IRP meeting to provide administrative guidance where necessary.

f. Track the results of all incentives that meet the Incentive Review Panel.

g. Keep copies of all submittals for auditing purposes.

h. Initiate payment in DCPDS

6. Incentive Review Panel Members will attend monthly IRP meeting, review all Recruitment, Relocation and Retention Incentives packets (except Critical Agency Need Incentives), and vote to approve, disapprove, or return for correction as applicable. IRP members will physically attend all meetings whenever possible. When not possible, members will attend via conference call. Only in unusual circumstances, when members are unable to attend via conference call, members will submit their proposals per Incentive Packet for voting purposes to the HRO representative NLT the morning of the IRP Meeting.

7. Unit Representative. A Unit wishing to submit an incentive nomination/justification packet to the Incentive Review Panel will appoint a representative to construct, write, and shepherd the packet through the approval process. Generally, this representative will not be the Unit's Remote Designee.

a. The unit representative will follow the directions of this Instruction and contact the HRO representative before writing the incentive packet to ensure there is no misunderstanding as to the required content of a complete nomination packet.

b. The representative will ensure that a complete, well-written packet (already reviewed by the HRO Representative) is submitted NLT COB of the Wednesday before the scheduled IRP.

c. The unit representative will ensure that the nominated member is informed of the decision of the IRP.

ENCLOSURE B
CALIFORNIA AIR NATIONAL GUARD CRITICAL AGENCY NEED POLICY

1. The Air National Guard has established a 3R (Recruiting, Relocation, and Retention) critical agency need program. This program establishes which AFSCs are designated as critical agency need and notifies the field of the budgetary ceilings established for both critical and non-critical AFSCs. The most recent NGB/CF memorandum can be found at:
http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/DANG%20Critical%20Agency%20Need%20Memo_9%20Jan%202017.pdf
2. CA ANG/CC has published a memorandum establishing the criteria/eligibility for Critical Agency Need Recruitment, Retention, and Relocation Incentives. The CA ANG/CC memorandum can be found at:
<http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/CA%20ANG%20Critical%20Needs%20Incentives.pdf>
3. Critical Agency Need Incentive requests will be submitted to HRO for justification/documentation review. These requests are not subject to the Incentive Review Panel (IRP) but rather will be reviewed by the HRO and the Commander CA ANG, prior to submission to TAG for approval.
4. Requests not meeting criteria prescribed in the CA ANG/CC memorandum may still be submitted but will count against the CA ANG Incentive cap established by NGB/CF and will be subject to IRP review.

ENCLOSURE C
INCENTIVE REVIEW PANEL

1. The Incentive Review Panel (IRP) will meet on a monthly basis to review all Non-Critical Agency Need Retention, Relocation, and Recruitment nomination/justification packets. The IRP will consist of seven members who will weigh all nomination/justification packets for need and proper justification. The IRP may approve, disapprove, downgrade, or return for correction all incentive packets. Approved packets will be forwarded to the TAG, or TAG's representative, for final determination/approval.
2. The Joint Chief of Staff will appoint an Incentive Review Panel Chair with a rank of O-6.
3. The Chiefs of Staff will appoint members of the IRP at the request of, and in coordination with, the Incentive Review Panel Chair. The Incentive Review Panel members will represent individuals from the: Army National Guard, Air National Guard, State Active Duty, Non-Dual Status, officers, and enlisted corp.
4. The Human Resource Office will provide a representative who will act as the IRP POC for all nomination/justification packets. Prior to the Incentive Review Panel meeting, the HRO representative will review submitted incentive nomination/justification packets for completion and return packet to the Unit representative for any required administrative corrections. Corrected packets will be returned back to the HRO representative NLT COB on the Wednesday before the scheduled Incentive Review Panel meeting. The HRO representative will consolidate all completed packets and forward to all IRP members on the Friday before the scheduled meeting.
5. A quorum of at least four members is required for the IRP to vote on incentive nomination/justification packets. A majority of voting members is required to approve an incentive before it may be sent to the TAG, or TAG's representative for determination.
6. The HRO Representative will maintain all documentation specific to the approval and payment of a Recruitment, Relocation, or Retention Incentive for a period of two years following the completion of the individual's service period.

ENCLOSURE D
RECRUITMENT INCENTIVES

1. Authorization of Recruitment Incentives. A Recruitment Incentive, up to 25 percent of a technician's annual rate of pay may be offered to a permanent technician who is "newly appointed" to the Federal Government (see 5 CFR 575.102) and to a position that is difficult to fill in the absence of an incentive.
2. Approval Authority. The authority to approve Recruitment Incentives for CNG technicians is the TAG or TAG's Representative.
3. Determination to Pay. The determination to pay a Recruitment Incentive must be made prior to the effective date of the technician's appointment, when there is a written determination that in the absence of an incentive, it would be difficult to fill the position.
4. Approval Authority Review. Recruitment Incentives (except Critical Agency Need Incentives) must be reviewed and approved by the Incentive Review Panel.
5. Service Agreement. Before a Recruitment Incentive is paid, the technician offered a Recruitment Incentive must sign a CNG Form 690-20, Recruitment Incentive Technician Service Agreement.
6. Service Period. The minimum period of service required is no less than 12-months and no more than 4-years (48-months) of continued employment in the position for which a Recruitment Incentive was approved. An employee serving under a service agreement for a Recruiting Incentive is not eligible for a retention incentive. The technician's failure to complete the service period, as stipulated in the Service Agreement, will obligate the technician to a pro-rated repayment of the Recruitment Incentive.
7. Payment. A Recruitment Incentive is calculated as a percentage (not to exceed 25 percent) of the technician's annual rate of basic pay set at the time of appointment (to include either locality pay or a special rate supplement); is not considered a part of basic pay for any purpose and will be paid in yearly installments (not to exceed 4 years). Payment of a Recruitment Incentive is subject to the aggregate limitation on pay in accordance with 5 U.S.C. 5307.
8. Repayment. Recruitment Incentive payments made for periods of time that are not completed in accordance with the technician's written Service Agreement are overpayments and are subject to the debt collection process outlined in DoD 7000.14-R. The recovery of a technician's debt may not be waived in whole or in part, by any member of the CNG.

ENCLOSURE E
RELOCATION INCENTIVES

1. Authorization of Relocation Incentives. A Relocation Incentive up to 25 percent of a technician's annual rate of basic pay may be offered to an assigned permanent technician who must relocate to accept a position in a different geographic area that is difficult to fill in the absence of an incentive.
2. Approval Authority. The authority to approve Relocation Incentives for California National Guard technicians is the TAG or TAG's Representative.
3. Determination to Pay. The determination to pay a Relocation Incentive must be made prior to the technician's date of assignment to the position to which relocated and when there is a written determination that in the absence of such an incentive it will be difficult to fill the position. The technician must establish a residence in the new geographic area before the Relocation Incentive is paid.
4. Approval Authority Review. Relocation Incentives (except Critical Agency Need Incentives) must be reviewed and approved by the Incentive Review Panel.
5. Service Agreement. Before a Relocation Incentive is paid the technician offered a Relocation Incentive must sign a CNG Form 690-22, Relocation Incentive Technician Service Agreement.
6. Service Period. The minimum period of service required is no less than 12-months and no more than 4-years (48-months) of continued employment in the position for which a Relocation Incentive was approved. An employee serving under a service agreement for a relocation incentive is not eligible for consideration of a retention incentive. The technician's failure to complete the service period as stipulated in the Service Agreement will obligate the technician to a pro-rated repayment of the Relocation Incentive.
7. Payment. A Relocation Incentive is calculated as a percentage (not to exceed 25 percent) of the technician's annual rate of basic pay set at the time of appointment (to include either locality pay or a special rate supplement); is not considered a part of basic pay for any purpose and will be paid in yearly installments. Payment of a Relocation Incentive is subject to the aggregate limitation on pay in accordance with 5 U.S.C. 5307.
8. Repayment. Relocation Incentive payments made for periods of time that are not completed in accordance with the technician's written Service Agreement, are overpayments and are subject to the debt collection process outlined in DoD 7000.14-R. The recovery of a technician's debt may not be waived (in whole or in part) by any member of the California National Guard.

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ENCLOSURE F
RETENTION INCENTIVES

1. Authorization of Retention Incentives.

a) Individual Retention Incentive: up to 25 percent of a technician's annual rate of basic pay may be offered to an assigned technician to retain their services in their current position.

b) Group Retention Incentive: up to 10 percent of a technician's annual rate of basic pay may be offered to an assigned "group" of technicians to retain their services in their current positions.

Technicians eligible for a Retention Incentive must have unusually high or unique qualifications; or it has been determined that there is a special need for the technician's services that makes it essential to retain the technician in their current position(s) and, in the absence of a Retention Incentive the technician is likely to leave Federal service.

2. Approval Authority. The authority to approve Retention Incentives for California National Guard technicians is the TAG or TAG's Representative.

3. Determination to Pay. Retention Incentives may be considered for approval and payment when the recommending official and TAG or TAG's Representative have certified in writing that the unusually high or unique qualifications of the technician 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 the Federal service in the absence of a retention incentive. The incentive percentage is determined as the least amount possible to still retain the employee.

4. Approval Authority Review. Individual or Group Retention Incentives (except Critical Agency Need) must be reviewed and approved by the Incentive Review Panel. The approved Incentive packet must be certified by the TAG, or TAG's representative, prior to payment of a Retention Incentive.

5. Service Agreement. Before a Retention Incentive is paid, the technician(s) offered a Retention Incentive must sign a CNG Form 690-24, Retention Incentive Technician Service Agreement for a specified period of fulltime technician employment with the California National Guard. The minimum period of service required is no less than 12-months and no more than 4-years (48-months).

6. Payment. A Retention Incentive is calculated as a percentage (not to exceed 25% for an "individual" or 10% for a "group" incentive) of the technician's

annual rate of basic pay (to include either locality pay or a special rate supplement); is not considered a part of basic pay for any purpose and will be paid in bi-weekly installments. Payment of a Retention Incentive is subject to the aggregate limitation on pay in accordance with 5 U.S.C. 5307.

7. Annual Recertification Requirement. At least 30-days prior to the annual anniversary date of an approved Retention Incentive, the nominating Supervisor/Chain of Command must review the incentive to determine whether the incentive is still warranted and that the conditions giving rise to the original determination(s) still exist. Annual re-certifications will be sent to the HRO representative and will be reviewed by the TAG, or TAG's representative.

8. Repayment. The CNG may not pay a retention incentive as an initial lump-sum payment at the start of service or in advance of service. Retention Incentive payments are made in Bi-Weekly installments at the end of the pay-period therefore, they would not be subject to overpayments except in unusual circumstances. Overpayments are subject to the debt collection process outlined in DoD 7000.14-R. The recovery of a technician's debt may not be waived (in whole or in part) by the TAG.

ENCLOSURE G
ELIGIBILITY CRITERION

1. Eligible Technicians/Technician Candidates. Technicians or technician candidates eligible for a Recruitment, Relocation or Retention Incentive include Army and Air National Guard Dual Status and Non-Dual Status (NDS), General Schedule (GS) and Federal Wage System (FWS), technicians employed under the authorities and provisions of 32 U.S.C. 709. Technicians being considered for a Recruitment, Relocation or Retention Incentive must also meet all of the following eligibility criteria:

- a. Currently employed as Dual Status or NDS technician (e.g. does not include technicians on ADOS, AGR or Title 10 Stat Tour).
- b. On a proper appointment (e.g. correct appointment/authority and valid position description).
- c. Conditions of employment are permanent. Incentives for non-permanent employees are discouraged, but may be considered on a case-by-case basis when extenuating circumstances warrant. Units must contact the Human Resources Office before submitting an incentive nomination package for a non-permanent employee.
- d. Tenure is Permanent, Career Conditional, Conditional or Indefinite (Tenure Group 1, 2, or 3).
- e. All military compatibility requirements are met (for Dual Status only).
- f. Technician has a valid Security Clearance.
- g. Member has a current rating of record (e.g. previous rating year) which is Fully Successful or higher.

2. Ineligible Technicians/Technician Candidates. Technician, or technician candidates ineligible for a Recruitment, Relocation or Retention Incentive include the following:

- a. Army and Air National Guard technicians hired under an indefinite or temporary appointment authority.
- b. Technicians, nominated for a Relocation or Retention incentive, without a current performance appraisal (e.g. previous year).
- c. Technicians whose current performance appraisal is less than "Fully Successful."

d. Technicians selected for, or occupying a Dual Status technician Key Staff position.

e. Technicians approved for Voluntary Separation Incentive Payments (VSIP).

3. Position Change. Recruitment, Relocation, and Retention Incentives will be terminated when a technician temporarily or permanently accepts an assignment to a different position which results in a change to any of the following: occupational series, grade, unit, directorate, or duty location (e.g. detail, promotion, temporary promotion, management-directed reassignment, change to lower grade, etc.). Members receiving a Recruitment or Relocation incentive will be obligated to repay the government a pro-rated amount of any paid portion of the Incentive.

4. Non-Pay Status. Excluding medical reasons, Recruitment, Relocation, and Retention Incentives will be terminated for a technician who, voluntarily, is placed in a non-pay technician status (e.g. LWOP, AGR, ADOS, and Title 10 Stat Tour) in excess of 90 days. Members receiving a Recruitment or Relocation incentive will be obligated to repay the government a pro-rated portion of any paid portion of the incentive.

ENCLOSURE H
INCENTIVE DOCUMENTATION REQUIREMENTS

All Recruitment, Relocation, and Retention Incentives must include the following documentation to allow reconstruction of the action and ensure auditability and accountability of the program.

The Recruitment, Relocation, Retention and Recertification Fillable Incentive Packets can be found at the J1 Human Resources CalGuard website:

<http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/Recruitment%20Incentive%20Fillable%20Packet.pdf>

<http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/Relocation%20Incentive%20Fillable%20Packet.pdf>

<http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/Retention%20Incentive%20Fillable%20Packet.pdf>

<http://www.calguard.ca.gov/HRO/Documents/Pubs/Forms/Annual%20Retention%20Recertification%20Incentive%20Fillable%20Packet.pdf>

1. Recruitment Incentives

- a. California National Guard Incentive Checklist.
- b. A complete and signed CNG Form 690-19, Recruitment Incentive Request Form.
- c. A complete and signed CNG Form 690-20, Recruitment Incentive Technician Service Agreement.
- d. Previous and current Job Vacancy Announcement(s) for the position.
- e. List of applicants and certificate of eligible candidate(s) (COE).
- f. Written decision with justification for non-selection of qualified candidate(s).
- g. The salaries typically paid outside the Federal Government for similar positions (This information can be found at www.bls.gov). The nominating unit will compare the proposed salary of the individual against the annual 75th percentile wage of similar civilian positions located in the local area.

h. Formal request memorandum (if applicable).

2. Relocation Incentives

a. California National Guard Incentive Checklist.

b. A complete and signed copy of CNG Form 690-21, Relocation Incentive Request Form.

c. A complete and signed copy of CNG Form 690-22, Relocation Incentive Technician Service Agreement.

d. Previous and current Job Vacancy Announcement(s) for the position.

e. List of applicants and COE candidates(s).

f. Written decision with justification for non-selection of qualified candidate(s).

g. A copy of the technician's last rating of record. Employees with a less than "fully successful" performance rating on their last technician performance appraisal are excluded from receiving a relocation incentive.

h. The salaries typically paid outside the Federal Government for similar positions (This information can be found at www.bls.gov). The nominating unit will compare the proposed salary of the individual against the annual 75th percentile wage of similar civilian positions located in the local area.

i. Formal request memorandum (if applicable).

3. Retention Incentives

a. California National Guard Incentive Checklist.

b. A complete and signed CNG Form 690-23, Retention Incentive Request Form.

c. A complete and signed CNG Form 690-24, Retention Incentive Technician Service Agreement.

d. The salaries typically paid outside the Federal Government for similar positions (This information can be found at www.bls.gov). The nominating unit will compare the proposed salary of the individual against the annual 75th percentile wage of similar civilian positions located in the local area.

e. A copy of the technician's last rating of record. Employees with a less than "fully successful" performance rating on their last technician performance appraisal are excluded from receiving a relocation incentive.

f. Written job offer from a non-Federal employer (if applicable).

g. Written communications (e.g. e-mail, memo) between the technician and a non-Federal employer indicating the technician's intent to leave Federal service for employment in the civil sector (if applicable).

4. Annual Re-certifications

All Retention Incentives approved for longer than a 12 month period must be recertified annually by providing:

a. California National Guard Annual Retention Incentive Recertification Checklist.

b. A complete and signed CNG Form 690-25, CNG Annual Retention Incentive Recertification Form.

c. A copy of the technician's last current rating of record (e.g. performance appraisal from previous year).

By signing the CNG Annual Retention Incentive Recertification form, the Supervisor/Commander/Director certifies that:

a. The technician is still assigned to the position cited in the terms of the original Service Agreement.

b. There are no plans at the current time to move this technician to a different position.

c. The Retention Incentive at the percentage approved is still needed to retain the technician.

d. The technician received a "Fully Successful" or higher rating on their current technician performance appraisal.

e. The position will be likely hard to fill in the absence of an incentive.

f. Sufficient funds to continue to pay incentive at the percentage approved.

Annual Retention Incentive Recertification forms must be sent to the Human Resources Office 30 days prior to the anniversary date of the Retention Incentive. The HRO cannot guarantee continued payment of the retention incentive if the Annual Retention Incentive Recertification forms are received after this date.

ENCLOSURE I
SERVICE AGREEMENT REQUIREMENTS

1. The Service Agreement. Before a Recruitment, Relocation or Retention Incentive is paid, the technician offered an incentive must sign a written Service Agreement to complete a specified period of fulltime technician employment with the State National Guard. The minimum period of service required is no less than 12-months and no more than 4-years (48-months).

2. Service Agreement Termination. Service Agreements are terminated under conditions deemed to be mandatory or discretionary. The decision to terminate an incentive, or Service Agreement cannot be grieved or appealed.

a. The TAG must terminate a technician's Service Agreement under the following mandatory conditions:

(1) Failure to fulfill the terms of the Service Agreement.

(2) Demotion or separation for cause (e.g. unacceptable performance or conduct).

(3) Performance appraisal of less than "Fully Successful", or equivalent during the service period.

(4) Temporary or permanent assignment to a different position other than the one for which an Incentive was previously approved (e.g. detail, temporary promotion, management-directed reassignment, change to lower grade).

(5) Excluding medical reasons, voluntarily placement in a non-pay technician status (e.g. LWOP, AGR, ADOS, and Title 10 Stat Tour) in excess of 90 days.

(6) Selection/assignment to a Dual status technician Key Staff position.

b. The TAG may terminate a technician's Service Agreement under the following discretionary conditions (e.g. needs of the State National Guard):

(1) Insufficient funds to continue payment(s).

(2) Reduction-in-force.

3. Written Notification. HRO will notify the technician in writing when a Service Agreement is terminated. Written notification and acknowledgement must be executed within 3 business days of the decision to terminate the

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Service Agreement. A copy of the notification memorandum must be maintained by HRO for a two-year period following the termination of the Service Agreement.

4. Failure to Meet Service Agreement Conditions. Failure to complete the Service Agreement, as specified, will cause the technician to repay the government a pro-rated portion of any paid portion of the incentive.

ENCLOSURE J
TIMELINES

1. Recruitment, Relocation, and Retention Incentive Payments. Approved incentive payments will begin on the first day of the next Pay Period following TAG approval. Incentive payments will be terminated on the last day of the Pay Period prior to the Expiration date of the Service Agreement.
2. Terminations and Disapprovals. HRO will terminate all incentives in DCPDS on the last day of the Pay Period prior to the expiration date of the Service Agreement.
3. Termination Notifications. HRO will notify the technician, in writing, when a Service Agreement is terminated. Written notification must be executed within 3 business days of when the Service Agreement is terminated, or disapproved and maintained by HRO for a period of two years following the termination of the Service Agreement.
4. Debt Collection Process. Unauthorized incentive payments (e.g. unauthorized payments, disapprovals, failure to complete the terms in the Service Agreement) are overpayments and are subject to the debt collection process outlined in DoD 7000.14-R, DoDFMR, Volume 8. Upon discovery, HRO must notify DFAS within 3 workdays to begin the debt collection process. Failure to comply with this requirement places monetary financial liability for the improper disbursement of Federal funds with the TAG.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

Absent-US	Absent-Uniformed Service
ADOS	Active Duty Operational Support
AGR	Active Guard Reserve
ANG	Air National Guard
ARNG	Army National Guard
CFR	Code of Federal Regulations
CAANG	California Air National Guard
CAARNG	California Army National Guard
CMDI	California Military Department Instruction
CNG	California National Guard
CNGB	Chief, National Guard Bureau
COB	Close of Business
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDFMR	Department of Defense Financial Management
Regulation	
DoDI	Department of Defense Instruction
DS	Dual Status
e.g.	For example
FWS	Federal Wage System
GS	General Schedule
HRO	Human Resources Officer
IAW	In accordance with
IRP	Incentive Review Panel
LWOP	Leave Without Pay
NDS	Non-Dual Status
NGB	National Guard Bureau
NG-J1	National Guard Bureau Director, Manpower and
Personnel	
NG-J1-TN	National Guard Bureau Office of Technician Personnel
NLT	No Later Than
OPM	Office of Personnel Management
QSI	Quality Step Increase
TAG	The Adjutant General
U.S.C.	United States Code

PART II. DEFINITIONS

Aggregate Pay Limitation -- An executive branch employee may not receive any adjusted basic salary, locality payment, incentive, allowance, differential, bonus, award, premium pay, or similar cash payment that would cause the employee's aggregate compensation to exceed the rate for level I of the Executive Schedule on the last day of that calendar year. (Reference 5 CFR 530.203(a)).

Annual Recertification Date -- The 12-month anniversary/effective date of payment of a Retention Incentive.

Competencies -- The knowledge, skills, abilities, behaviors, and other characteristics a technician needs to perform the duties of a given position.

Current Employee -- An individual in the civil service (as defined in 5 USC 2101) who is relocated without a break in service upon appointment to a position in the California National Guard in a different commuting area; or a civil service employee of the California National Guard whose duty station is changed permanently or temporarily to a different commuting area.

Debt Collection Process -- Incentive payments, made for periods of time that are not completed in accordance with the technician's written Service Agreement, are overpayments and are subject to the debt collection process outlined in DoD 7000.14-R.

Geographic Area -- The area surrounding a work site that encompasses the localities where people live and can reasonably be expected to travel back and forth daily to work. When an employee's residence is within the standard commuting area for a work site, the work site is within the employee's commuting area. When an employee's residence is outside the standard commuting area for a proposed new work site, the employee's commuting area is deemed to include the expanded area surrounding the employee's residence and including all destinations that can be reached via a commuting trip that is not significantly more burdensome than the current commuting trip. This excludes a commuting trip from a residence where the employee planned to stay only temporarily until he or she could find a more permanent residence closer to his or her work site. For this purpose, a commuting trip to a new work site is considered significantly more burdensome if it would compel the employee to change his or her place of residence in order to continue employment, taking into account commuting time and distance, availability of public transportation, cost, and any other relevant factors.

Group Retention Incentive -- A monetary incentive offered to a group of technicians assigned to positions in the same occupational series, grade level

geographic location, to retain their services in their current positions in the State National Guard.

Involuntary Separation -- A separation initiated by the California National Guard against the employee's will and without his or her consent for reasons other than cause on charges of misconduct or delinquency. An involuntary separation includes a separation resulting from the employee's inability to do the work following genuine efforts to do so, but does not include a separation under TPR 752 for reasons that involve culpable wrongdoing on the part of the employee.

Likely to Leave -- The determination that an employee is actively seeking other employment opportunities outside the California National Guard or has received a written job offer for employment outside the California National Guard.

Local Commuting Area -- Any population center and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

Newly Appointed Technician -- The first appointment, regardless of tenure, as a fulltime employee of the State National Guard; the appointment of a former technician following a 90-day break in service; or the appointment of a technician on a time-limited, competitive or excepted service appointment, in the preceding 90-days.

Rate of Basic Pay -- Rate of pay fixed by law or administrative action for the position to which a technician is, or will be, appointed; to include any special rates and locality pay. Recruitment, relocation, and retention incentives are not considered part of an employee's rate of adjusted basic pay for any purpose.

Recruitment Incentive -- A monetary incentive offered to a technician, or group of technicians, newly appointed to a position in the State National Guard that is difficult to fill in the absence of an incentive.

Relocation Incentive -- A monetary incentive offered to an assigned technician who must relocate, without a break in service, to accept a position in the State National Guard that is difficult to fill in the absence of an incentive and is in a different commuting area.

Retention Incentive -- A monetary incentive offered to a technician, or group of technicians, to retain their services in their current position in the State National Guard.

Separation for Cause -- A separation initiated by the California National Guard for reasons of misconduct or delinquency. A separation for cause is covered under TPR 752 for reasons that involve culpable wrongdoing on the part of the employee, but does not include a separation resulting from the employee's inability to do the work following genuine efforts to do so.

Service Agreement -- A written agreement between the California National Guard and a newly appointed employee or a current employee under which the employee agrees to a specified period of employment with the appointing agency in return for payment of a recruiting or relocation incentive.