



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
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NGB-J1-TNS

9 September 2005

MEMORANDUM FOR THE HUMAN RESOURCES OFFICERS OF ALL STATES, THE COMMONWEALTH OF PUERTO RICO, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Implementation of Recruitment, Relocation and Retention Incentives Pay (TN-05-66)

1. This memorandum provides guidance for implementation of recruitment, relocation, retention incentives pay procedures and authorities for the National Guard Technician Program. The interim plan for Recruitment, Relocation, and Retention Incentive Pay is effective immediately.
2. Section 5753 and 5794 of title 5, United States Code (U.S.C.), has been amended to provide new authorities to provide recruitment, relocation, and retention (RRR) incentives. On May 13, 2005, the Office of Personnel Management published interim regulations to implement 5 U.S.C. 5753 and 5754 as follows:
  - a. Before paying these incentives, an agency is required to establish a plan to administer pay incentives.
  - b. Incentives must be approved by an authorizing official who is at least one level higher than the employee's (or group of employees, if applicable) supervisor unless there is no official at a higher level in chain-of-command.
  - c. Recruitment and relocation incentives may be paid provided there is written determination the position is likely to be difficult to fill in the absence of the incentive. For relocation incentives, the written determination must also 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 authorizing official has approved a waiver under 5 CFR 575.205(b)), and the employee has established a residence in the new geographic area.
  - d. Incentives may be paid only when the Military Technician's performance appraisal or evaluation for the position held immediately before the move is at least "Fully Successful" (Refer to Technician Personnel Regulation 430, Performance Management).

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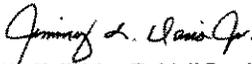
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e. A technician selected to receive a recruitment or relocation incentive must sign an agreement stating the terms, limitations, or conditions of service prior to receiving any payments.

f. Incentives are processed in the Defense Civilian Personnel Data System (DCPDS) in accordance with OPM processing instructions. Authorizing officials are responsible for ensuring this information is documented and records are maintained in accordance with 5 CFR, Part 575 and Office of the Under Secretary of Defense (OUSD) memorandum, dated May 24, 2004, subject: Implementation of Recruitment, Relocation, and Retention Incentives.

3. For additional procedural guidance please refer to the aforementioned OUSD memorandum, dated May 24, 2004, subject: Implementation of Recruitment, Relocation, and Retention Incentives.

4. Questions or requests for additional information regarding implementation of Recruitment, Relocation, and Retention Incentive Pay may be directed to Mr. Ron Miller, NGB-J1-TNS, DSN 327-1456, CML 703-607-3155, or Ronald.Miller@ngb.ang.af.mil

  
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