
TECHNICIAN RECRUITMENT AND RETENTION INCENTIVES

FOR THE ADJUTANT GENERAL:

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Col, WIANG
Dir, Manpower and Personnel/J1

Proponent. The proponent for this regulation is the Director, Human Resources/J1.

Summary. This regulation updates the recruitment and retention incentives programs Federal Air and Army National Guard Technicians

Suggested improvements. Users are invited to send comments and suggested improvements to Joint Force Headquarters, ATTN: WIJS-J1, P.O. Box 8111, Madison, WI 53708-8111.

Applicability. This regulation applies to all Joint Force Headquarters elements, the Wisconsin Army National Guard, and the Wisconsin Air National Guard.

Distribution. This publication is available in both electronic media and paper format. It is available on the WIJS-J1/Human Resources intranet page.

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*Supersedes WING HRR 335-3, dated 15 June 1998

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Chapter 1

General

1-1 Purpose

Civil Service employment benefit package is generally competitive with the civilian sector. There are times and localities where additional incentives may be warranted. This regulation provides guidelines for the recruiting and retention program designed to attract and keep the best qualified technicians. It is applicable to technicians (excepted and competitive).

1-2. References

Recruitment and retention under 5 U.S.C. §5753/5754 and 5 CFR 575, superior qualification appointments under 5 U.S.C. §5333 and 5 CFR 531 203, and Relocation Bonuses under 5 U.S.C. §5753 and 5 CFR 575 sub B. Student loan repayment under 5 U.S.C. §5379 and 5 CFR part 537.

1-3. Policy

Recruiting and relocation bonuses and retention allowances – sometimes dubbed the “three Rs” were authorized by the Federal Employees Pay Comparability Act of 1990 (P.L. 101-509). In 2002, the student repayment program became available for Federal Agencies. The Adjutant General supports the use of recruitment bonuses, retention allowances, superior qualification appointments, relocation bonuses and student loan repayment programs whenever these are affordable, justifiable and necessary to assure that Wisconsin National Guard technicians have the requisite competence to perform demanding functions in a highly competitive employment market.

1-4. Definitions

The terms used in this regulation are defined as follows:

- a. Recruitment Bonus. A one-time payment to entice a candidate to accept an offer of Federal employment
- b. Relocation Bonus. A one-time payment to entice a current Federal employee to accept a position in a different commuting area.
- c. Retention Allowance. A periodic payment to entice a current employee to remain in Federal employment
- d. Advanced In-hiring Rates Based on Superior Qualifications. An appointment to a General Schedule Federal position at an initial rate of pay above the minimum due to the superior qualifications of the candidate or the special need of the agency for the candidate's service
- e. Student Loan Repayment Program. Payments made to the loan holder of up to a maximum of \$10,000 for an employee in a calendar year and a total of not more than \$60,000 for any one employee.

1-5. Responsibilities

The Adjutant General is the highest level of authority in the State concerning the overall application of this regulation. He or she is charged by law with employing Federal technicians and with administering Federal employment including the staffing authorities described in this regulation. He or she has delegated these authorities to the J1.

The J1 is responsible to The Adjutant General for ensuring that the requirements of law, Technician Personnel Regulation, NGB Guidelines, and this regulation are properly applied to actions taken under these delegated authorities. In addition, the J1 is responsible for:

- a. Providing sufficient staff resources to ensure that delegation of authority are administered effectively and to assist managers and supervisors in the workforce analysis required to justify use of the authority.
- b. Providing initial training to managers and supervisors on the statutory and regulatory requirements of each authority, and for conducting refresher training on a continuing basis.
- c. Ensuring that each manager/supervisor has a copy of the delegation of authority available to assist him or her.
- d. Conducting an internal assessment to determine the effectiveness and proper application and implementation of this regulation.
- e. Reporting on program usage to NGB as required.
- f. Taking any corrective action necessary to ensure proper application of these regulations.

Chapter 2

Recruitment Bonus

2-1. Authority

5 U.S.C. §5753 and 5 CFR 575, sub A.

2-2. Eligibility Criteria

A recruitment bonus may be used to recruit for hard-to-fill positions and/or occupations that are critical to the organization's mission. A recruitment bonus may be paid to any technician newly appointed to a General Schedule position. This includes an individual being appointed to a position in the civil service for the first time, or who is being reappointed after a break in service of at least one year, and whose appointment is permanent, temporary indefinite or temporary for a period of not less than two years. A recruitment bonus may be combined with a superior qualification appointment but not with a retention allowance or a relocation bonus.

2-3. Approval Procedures

All proposed offers of recruitment bonuses will be reviewed by the J1 and must be requested on the SF-52 with full justification in PART D (see example SF-52, Attachment A).

- a. Must be submitted prior to advertising the position
- b. Must provide specific amount.
- c. Explain in detail what special qualification are needed for the position and must describe previous, unavailing efforts to fill the position or similar positions absent a recruitment bonus
- d. Consider turnover rates in similar positions, the number of similar pending vacancies and the length of time required to fill similar positions
- e. Describe any labor market factors affecting the agency's ability to recruit candidates (for example, similar openings in the private sector with substantially higher pay)

2-4. Service Agreement

The prospective recipient must sign a service agreement to continue working in the position for a specified period of 6 months but not more than 4 years which will be provided by the J1 (See example letter, Attachment D). The recipient must agree to repay the bonus if he or she fails to fulfill the agreement. Repayment is not required if the individual is involuntarily separated for reasons other than misconduct or delinquency.

2-5. Certification

The J1 or designated representative will certify the SF-52 indicating that without paying a bonus it would be difficult to fill the position with a highly qualified candidate.

2-6. Payment

The bonus will consist of a lump sum, onetime payment of up to 25% of base pay. It will not be considered part of an employee's rate of basic pay for any purpose. It also may not exceed the statutory aggregated limitation on pay (as per 5 CFR 530.202)

2-7. Documentation and Reporting

As a minimum, the following information will be maintained by the J1 on a fiscal year basis and reported to higher headquarters by November 15 of each year:

- a. The number of technicians offered/accepting a recruitment bonus;
- b. The percentage of salary offered/accepted in each case;
- c. A summary statement assessing the effect of bonus authority on the state's ability to fill key positions with high quality candidates in a timely manner.

Chapter 3

Relocation Bonus

3-1. Authority

5 U.S.C. §5753 and 5 CFR 575, sub B

3-2. Eligibility Criteria

Current Federal employees (regardless of tenure) who possess unique qualifications that are critical to the organization's mission may be offered a relocation bonus to accept a General Schedule position in a different commuting area. The prospective recipient must be appointed without a break in service to a position in a different commuting area, must not yet have entered on duty in the new position and must establish a residence in the new commuting area before the bonus has been paid. A relocation bonus may be used in combination with retention allowance but not a recruitment bonus or superior qualifications appointment.

3-3. Approval Procedures

All proposed offers of relocation bonuses will be reviewed by the J1 and must be requested on the SF-52 with full justification in PART F (See example SF-52, Attachment A)

- a. Must be submitted prior to advertising the position
- b. Must provide a specific amount

- c. Explain in detail what special qualification are needed for the position and must describe previous, unavailing efforts to fill the position or similar positions absent a relocation bonus
- d. Consider turnover rates in similar position, the number of similar pending vacancies and the length of time required to fill similar positions
- e. Describe any labor market factors affecting the agency's ability to recruit candidates (for example, similar openings in the private sector with substantially higher pay).

3-4. Service Agreement

The prospective recipient must sign a service agreement to continue working in the position for a specified period of six months but not more than four years which will be provided by the J1. (See example letter, Attachment D). The recipient must agree to repay the bonus if he or she fails to fulfill the agreement. Repayment is not required if the individual is involuntarily separated for reasons other than misconduct or delinquency.

3-5. Certification

The J1 or designated representative will certify the SF-52 indicating that without paying a bonus it would be difficult to fill the position with a highly qualified candidate.

3-6. Payment

The bonus will consist of a lump sum, onetime payment of up to 25% of base pay. It will not be considered part of an employee's rate of basic pay. It also may not exceed the stator aggregated limitation on pay (5 CFR 530-202).

3-7. Documentation and Reporting

As a minimum, the following information will be maintained by the J1 on a fiscal year basis and reported to higher headquarters by November 15 of each year.

- a. The number of technicians offered/accepting a relocation bonus;
- b. The percentage of salary offered/accepted in each case;
- c. The summary statement assessing the effect of bonus authority on the state's ability to fill key positions with high quality candidates in a timely manner

Chapter 4

Retention Allowance

4-1. Authority

5 U.S.C. §5754 AND 5 CFR 575, sub C

4-2. Eligibility Criteria

A current General Schedule technician is eligible for a retention allowance if the unusually high or unique qualifications of the technician or a special need for the technician's services make it essential to retain him/her. Award of a retention bonus is especially appropriate where demand for a technician's qualifications is so high that he/she is likely to leave Federal service if the allowance is not provided. The technician must have completed a minimum of one year continuous service. A retention allowance may not be combined with a superior qualifications

appointment. Any prior service agreements deriving from recruitment or relocation bonuses must have expired before a technician is eligible for a retention allowance.

4-3. Approval Procedures

All proposed offers of retention allowances will be reviewed by the J1 and must be requested on the SF-52 with full justification in PART F (See example SF-52, Attachment B).

- a. Must be specific as to amount/percentage.
- b. Explain in detail what unusually high or unique qualifications, possessed by the proposed recipient, exceed those normally expected in the individual's position.
- c. Rule out the possibility that other employees could, with minimal training or disruption of the agency's operations, perform the full range of duties of the position.
- d. Describe difficulties encountered recently in recruiting or retaining employees with similar qualifications to fill similar positions.
- e. Describe any labor market factors affecting the agency's ability to recruit candidates (for example, similar openings in the private sector with substantially higher pay).
- f. Describe why the employee's services are therefore especially important to the agency and how the employee's departure would affect the agency's ability to carry out an essential function

4-4. Service Agreement

The prospective recipient must sign a service agreement to continue working in the position for a specified period of six months but not more than four years which will be provided by the J1 (See example letter, Attachment D). The recipient must agree to repay the bonus if he or she fails to fulfill the agreement. Repayment is not required if the individual is involuntarily separated for reasons other than misconduct or delinquency.

4-5. Certification

The J1 or designated representative will certify the SF-52 indicating that without paying an allowance the prospective recipient would be likely to leave the agency and it would be difficult to fill the resultant vacancy with a higher qualified candidate. He or she must review the award of the allowance on an annual basis to ascertain whether it continues to be justified.

4-6. Payment

The allowance consists of a percentage of base pay up to 25%. It is paid at the same time and in the same manner as basic pay but it is not part of base pay. It is not considered to be pay for purposes of lump sum payment for annual leave and may not exceed the statutory aggregated limitation on pay (5 CFR 530-202).

4-7. Documentation and Reporting

As a minimum, the following information will be maintained by the J1 on a fiscal year basis

- a. The number of technicians offered/accepting a retention allowance;
- b. The percentage of salary offered/accepted in each case;
- c. A summary statement assessing the effect of allowance authority on the state's ability to retain highest quality technicians in key positions.

Chapter 5

Advance In-Hire Rates Based on Superior Qualifications

5-1. Authority

5 U.S.C §5333 and 5 CFR 531 212

5-2. Eligibility Criteria

Individuals hired at advanced rates under this authority must either have unusually high qualifications for the particular position and be forfeiting income that would justify a salary above the base pay for the grade or have a unique combination of education and experience that meets a special need of the agency. Individuals hired at advanced rates must be entering Federal service for the first time or must be returning to Federal employment after a break in service of 90 days or more.

5-3. Approval Procedures

All proposed offers of advance in-hire will be reviewed by the J1 or designated representative and must be requested on the SF-52 with full justification in PART F (See example SF-52, Attachment C).

- a. Must be submitted prior to position assignment
- b. Must provide a specific amount (Not to exceed 20% of current actual pay but within the rate of the grade scale which employee placed)
- c. Statement of the candidate's income considered in determining the requested pay rate
- d. Consider turnover rates in similar positions, the number of similar pending vacancies and the length of time required to fill similar positions
- e. Describe any labor market factors affecting the agency's ability to recruit candidates (for example, similar openings in the private sector with substantially higher pay).
- f. To complete the package, the J1 must add a copy of each eligible candidate's application, a copy of the vacancy announcement, and a comparison of the candidate's qualifications and those of other well-qualified and available candidates. This analysis must comprise a comparison of the candidates with respect to the specific qualification standards and evaluation criteria used.

5-4. Payment

The allowance consists of a percentage of current actual pay up to 20%, but within the rate of the grade scale which the employee is being placed.

5-5. Documentation and Reporting

As a minimum, the following information will be maintained by the J1

- a. The number of actions taken under this authority;
- b. The titles, series, grade levels and duty locations of positions on which action was authorized;
- c. The rationale for using this authority rather than a recruitment bonus;
- d. Significant problems, if any, encountered with use of the authority;
- e. Benefits, if any derived from the use of the delegation.

Chapter 6

Student Loan Repayment Program

6-1. Authority

5 U.S.C. §5379 and 5 CFR 537

6-2. Eligibility Criteria

The Student Loan Repayment Program applies to General Schedule (GS) and Federal Wage System (FWS) positions. Payments are applied only to the outstanding indebtedness at the same time the service agreement is made and may not begin prior to appointment as a technician. The incentive may be paid provided there is a written determination by the supervisor stating that unless the loan repayment program is an option there would be difficulty recruiting or retaining an employee in that particular position. Determinations for recruitment purposes must be made prior to appointment as a technician. Determinations for retention purposes must be based on the qualification of the technician or the special need for the technician's services and, if the student loan repayment were not an option, the technician would be likely to leave the Federal service. This determination must be based on a written description of the extent to which the technician's departure would affect the organizations ability to carry out an activity or perform a function that is deemed essential to the mission of the organization.

6-3. Approval Procedures

All proposed offers of a student loan repayment will be reviewed by the J1 or designated representative and must be requested on the SF-52 with full justification in PART F. (See example SF-52, Attachment A).

- a. Verify that the technician has a qualifying outstanding student loan must be made. More than one loan can be paid as long as the payments do not exceed the legally prescribed limits
- b. Consider turnover rates in similar position, the number of similar pending vacancies and the length of time required to fill similar positions
- c. Describe any labor market factors affecting the agency's ability to recruit/retain candidates (for example, similar openings in the private sector with substantially higher pay)

6-4. Service Agreement

A student loan repayment is made directly to the lender under the terms, limitations, and conditions of a written service agreement between the J1 and the technician for a specified period of employment (minimum of 3 years) (See Attachment E)

6-5. Certification

The J1 or designated representative will certify the SF-52 indicating that without the student loan repayment program it would be difficult to fill the resultant vacancy with a highly qualified candidate.

6-6. Payment

Employee will complete a loan information form with a designated J1 representative. (See Attachment F). The amount paid is subject to all the following maximum limits:

- a. \$10,000 per employee per calendar year; and
- b. A total of \$60,000 per employee

6-7. Documentation and Reporting

As a minimum, the following information will be maintained by the J1 on a fiscal year basis.

- a. The number of technicians offered/accepting a student loan repayment;
- b. The amount of loan repayment offered/accepted in each case;
- c. A summary statement assessing the effect of student loan repayment program has on the state's ability to retain highest quality technicians in key positions.

Chapter 7

Credit for Non-Federal and Uniformed Service for Determining Annual Leave

7-1. Authority

5 U.S.C §6303, as amended by section 202 of P.L. 108-441 and IN-06-41

7-2. Eligibility Criteria

- a. Use of this authority is necessary to meet an important mission or performance goal
- b. Skills and experience of prospective recipient are essential to the new position and were required for performance of duties in a non-Federal position or active duty uniformed services position that directly related to the position for which appoint. Justification must be provided to the J1 office in writing.

7-3. Certification

The J1 or designated representative will certify the application

7-4. Documentation

- a. A copy of the position description and vacancy announcement for the position being filled
- b. Prospective recipient application or resume which clearly document the length and nature of the service to be credited or supplemented by supporting documentation. The documentation must clearly distinguish the claimed creditable service; provide specific beginning and ending dates (month/day/year); and provide evidence the duties performed directly relate to those of the position being filled.
- c. For each period of service for which credit is requested, an explanation of how the duties related to the position being filled with respect to the requirements.
- d. For active duty uniformed service credit, prospective recipient will also provide a copy of the form DD 214, Report of Separation, or other official documentation from the uniformed service concerned documented on SF-144. A remark must be included indicating the SCD-Leave includes creditable non-Federal or active-duty service work experience that would otherwise not be credited.

Attachment A
REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested FILL POSITION - Incentive Request (Recruitment, Relocation Bonus, SLRP)		2. Request Number	
3. For Additional Information Call (Name and Telephone Number) 1ST LEVEL SUPERVISOR, DSN 123-456		4. Proposed Effective Date	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) 1ST LEVEL SUPERVISOR 11/28/2000		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) 2ND LEVEL SUPERVISOR DD/MM/YYYY	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) EMPLOYEE		2. Social Security Number 000-00-0000		3. Date of Birth MM-DD-YYYY		4. Effective Date	
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FIRST ACTION SECOND ACTION

5-A. Code		5-B. Nature of Action		6-A. Code		6-B. Nature of Action	
5-C. Code		5-D. Legal Authority		6-C. Code		6-D. Legal Authority	
5-E. Code		5-F. Legal Authority		6-E. Code		6-F. Legal Authority	

7. FROM: Position Title and Number 15. TO: Position Title and Number

7. FROM: Position Title and Number				15. TO: Position Title and Number (Use Position Description Title) Heavy Mobile Equipment Repairer Position # - Sequence # WI05129-26 MPCN			
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8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan Code WG		17. Occ Code 5803		18. Grade or Level 08		19. Step or Rate 1		20. Total Salary/Award \$0.00		21. Pay Basis PH	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay									

14. Name and Location of Position's Organization												22. Name and Location of Position's Organization THE ADJUTANT GENERAL-WI JFHQ-WI FMS #9 (Cleartext Name of the Unit)											
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EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite						25. Agency Use		26. Veterans Pref for RIF YES NO	
27. FEGLI						28. Annuitant Indicator						29. Pay Rate Determinant			
30. Retirement Plan						31. Service Comp. Date (Leave)						32. Work Schedule F/P Full-time/Part-time			
33. Part-Time Hours Per Biweekly Pay Period															

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career				35. FLSA Category E - Exempt N - Nonexempt				36. Appropriation Code ARMY= 5128 or AIR=FAC				37. Bargaining Unit Status			
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location) CITY: Madison COUNTY: Dane STATE: Wisconsin											

40. Agency Data		41. UIC or PAS		42.		43.		44. VICE:					
45. Educational Level SEE ITEM 4		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 - USA 8 - Other		50. Veterans Status		51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature		Date	
A.						D.					
B.						E.					
C.						F.					

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.								Signature		Approval Date	
--	--	--	--	--	--	--	--	-----------	--	---------------	--

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES" please state these facts on a separate sheet and attach to SF 52)

YES NO

Maximum military grade available: _____ Male or Female _____
For supervisory positions: Minimum grade to avoid grade inversion: _____
Trainees will/will not be acceptable. If will, what grades? _____
Projected to fill on/or _____
Specify payment of PCS move.
Dual advertisement.
Compressed/not compressed work schedule.
Justify a restricted advertisement.

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

**Block #4. Proposed effective date is the day you want the job opened (not the date you want the person to start) **

**Block #34. Should have either a one (1) or a two (2). **

***Block #1. Provide justification for request incentive (Ref: WING-335-3)

Must Include: Proposed Amount.

Approved by J1 _____

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If 'YES', please state these facts on a separate sheet and attach to SF 52.)

YES NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

1. Specify amount/percentage.
2. Detailed explanation of high or unique qualifications by recipient, exceed normally expected in individual's position.
3. Explain difficulties encountered in recruiting/retaining employees with similar qualifications for similar position.
4. Describe labor market factors affecting agency's ability to recruit candidates
5. Describe why employee's services are especially important to agency and how departure of employee would affect agency's ability to carry out essential function.

Approved by J1 _____

Attachment C

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested APPOINTMENT with Advance In-Hire Rates Requested		2. Request Number
3. For Additional Information Call (Name and Telephone Number) 1ST LEVEL SUPERVISOR, DSN 123-456		4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) 1ST LEVEL SUPERVISOR 11/28/2000	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) 2ND LEVEL SUPERVISOR DD/MM/YYYY	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) EMPLOYEE	2. Social Security Number 000-00-0000	3. Date of Birth MM-DD-YYYY	4. Effective Date
FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number										15. TO: Position Title and Number (Use Position Description Title) Heavy Mobile Equipment Repairer Position # - Sequence # WI05129-26 MPCN									
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			WG	5803	08	1	\$0.00	PH								
14. Name and Location of Position's Organization										22. Name and Location of Position's Organization THE ADJUTANT GENERAL-WI JPHQ-WI FMS #9 (Cleartext Name of the Unit)									

EMPLOYEE DATA

23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>		
27. FEGLI						28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan						31. Service Comp. Date (Leave)			32. Work Schedule F/P Full-time/Part-time			33. Part-Time Hours Per Biweekly Pay Period	

POSITION DATA

34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code ARMY= 5128 or AIR=FAC		37. Bargaining Unit Status					
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location) CITY: Madison COUNTY: Dane STATE: Wisconsin									
40. Agency Data		41. UIC or PAS		42.		43.		44. VICE:					
45. Educational Level SEE ITEM 4		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 - USA 8 - Other		50. Veterans Status		51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements
 Signature _____ Approval Date _____

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? YES NO
If 'YES' please state these facts on a separate sheet and attach to SF 52.)

Current Military Grade: _____ Selected From Job # _____
Unit of Assignment _____ UIC/PAS _____
DMOS/DFASC: _____
Military Position No. _____ (ARMY-MTOE, Para & Line #) (AIR Position # on UMD)
Date Assigned: _____ Employee Supervised by: _____
and/or in case of new supervisor, supervises following employees: _____

Work Schedule
S M I W T F S
1ST WEEK 8 8 8 8 8
2ND WEEK 8 8 8 8 8

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

1. Advance In-hire Based on Superior Qualifications.
2. Propose specific amount (Not to exceed 20% of current actual pay).
3. Statement of candidate's income considered in determining requested pay rate.
4. Consider turnover rates in similar positions.
5. Describe any labor market factors affecting agency's ability to recruit candidates.

****PLEASE FORWARD WITH JOB CERTIFICATION PACKAGE****

Approved by J1 _____

ATTACHMENT D

SAMPLE

WIJS-J1

(Date)

MEMORANDUM FOR WIJS-J1-SVC-ST

SUBJECT: Service Agreement (name type of incentive)

1. Reference WING-HRR 335-3, 5 U.S.C. 5753 and Subpart A, B, C, part 575 of Title 5, Code of Federal Regulations, provides, under certain conditions the payment of a recruitment bonus to certain current employees in order to retain their services.

2. I, _____, understand and agree to accept a __ (Type of Incentive) __ in the amount of _____ for the position of (employees position). I also understand and agree to the following conditions:

a. I will remain in this position for at least _____ months beginning with the date I report for duty to the position for which the recruitment bonus is paid.

b. Actual payment of the bonus will not occur until I enter on duty.

c. The bonus, although not part of basic pay, is subject to the aggregate limitation on pay prescribed in Part 530, Title 5, Code of Federal Regulations. Payment is also considered to be income for Federal income tax purposes.

d. If I fail to fulfill the terms of this agreement, or if I am removed for cause before expiration of the required period of service, I will upon demand repay to the Government on a pro rata basis, a sum of money to be determined by providing credit for each full month of employment completed under this service agreement.

e. I authorize the Wisconsin National Guard to withhold any final pay due me to apply against or liquidate any indebtedness arising from a violation of this agreement.

cc: J1 Staffing Section

Member's name
job title

ATTACHMENT E

Service Agreement

DEPARTMENT OF DEFENSE

STUDENT LOAN REPAYMENT SERVICE AGREEMENT

Title 5 USC 5379 allows repayment of outstanding federally insured student loans made by educational institutions or banks and other private lenders as authorized by the Higher Education Act of 1965 and the Public Health Service Act. Student loan repayments are made directly to the lender subject to the conditions stated in this agreement. Use of this authority in no way constitutes a right, promise, or entitlement for continued employment or noncompetitive conversion to the competitive service.

CONDITIONS OF EMPLOYMENT

The Wisconsin National Guard agrees to provide a student loan repayment benefit to:

EMPLOYEE	SOCIAL SECURITY NUMBER	POSITION

Subject to the conditions of employment stated in this document.

(STATE CONDITIONS OF EMPLOYMENT SPECIFIC TO EACH AGREEMENT AS DESCRIBED IN 5 CFR 537.107(a) HERE OR ATTACH AS SEPARATE PAGE).

CONDITIONS OF LOAN REPAYMENT

I agree to complete _____ (MINIMUM OF THREE YEARS SERVICE) _____. My period of service begins on _____ (DATE) _____. In return, the Wisconsin National Guard will make payments on my outstanding federally insured loan to:

(LENDER NAME AND ADDRESS)

REPAYMENT AMOUNT	YEARS	TOTAL

LOSS OF ELIGIBILITY FOR LOAN REPAYMENT BENEFIT

I understand I will no longer be eligible for the loan repayment incentive if I voluntarily end my employment with Wisconsin National Guard, am separated for reasons of misconduct or performance, fail to maintain an acceptable level of performance (as defined by the DoD Component), or in any way violate the terms of this agreement.

REIMBURSEMENT OF LOAN REPAYMENT BENEFIT

If I leave DoD before I complete the period of service specified in this agreement, I will reimburse DoD for the entire amount of all loan repayments considered as taxable wages that DoD has made in my behalf.

EMPLOYEE SIGNATURE

DATE

I certify I have discussed the conditions of the student loan repayment program with this employee.

APPROVING OFFICIAL SIGNATURE

DATE

"This information is subject to the Privacy Act of 1974, as amended."

ATTACHMENT F

**STUDENT LOAN REPAYMENT PROGRAM
OUTSTANDING LOAN INFORMATION**

NAME: _____
SSN: _____

The following information is required for each lender of loan(s) being considered under the Student Loan Repayment Program.

1. Loan Information*:

- a. Name of the Federally funded loan received, e.g., Federal Stafford Loan, Federal Plus Loan, Federally Insured Student Loan, etc.;
- b. Date Loan was Obtained;
- c. Remaining Balance of Loan; and
- d. Loan Number.

*An official document/letter by the loan institution providing the above Loan Information must be attached.

- 2. Name, address, and telephone number for the lending institution holding the loan, e.g. bank, educational institution.
- 3. Name, address, and telephone number of servicing agent of the loan to whom payments are sent (if different from #2).
- 4. Name, title, and telephone number of authorized official for the Lending Institution.
- 5. Federal Tax Identification Number or EIN (Required for sending payments).
