

RETENTION INCENTIVE NOMINATION/JUSTIFICATION

I. INDIVIDUAL INFORMATION

Name		SSAN	Proposed Effective Date
Pay Plan-Series-Grade	Position Title	Name and Location of Technician Organization	
Last Appraisal Rating	Appraisal Date	Duty Station	

II. DETERMINATION OF THE AMOUNT OF RETENTION INCENTIVE

Requested Allowance Percentage	Criteria Used to Establish the Percentage
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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. Document the unusually high or unique qualifications of the employee. These typically refer to an employee's competencies (knowledge, skill, ability). Include training, specialized work experience, and formal schools or certifications.

2. Document the special needs of the organization to retain the services that make retention essential.

3. Document the extent to which the employee's departure (likely to leave) would affect the California National Guard's ability to carry out an activity, mission, or perform a function.

III. JUSTIFICATION CONTINUED

4. Additional considerations for authorizing a retention incentive for an individual employee. An agency must consider the following factors, as applicable to the case at hand, in determining whether the unusually high or unique qualifications of an employee or a special need of the agency for an 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:

(a) Employment trends and labor market factors such as the availability and quality of candidates in the labor market possessing the competencies required for the position and who, with minimal training, cost, or disruption of service to the public, could perform the full range of duties and responsibilities of the employee's position at the level performed by the employee.

(b) The success of recent efforts to recruit candidates and retain employees with competencies similar to those possessed by the employee for positions similar to the position held by the employee.

(c) Special or unique competencies required for the position.

(d) Agency efforts to use non-pay authorities to help retain the employee instead of or in addition to a retention incentive, such as special training and work scheduling flexibilities or improving working conditions.

(e) The desirability of the duties, work or organizational environment, or geographic location of the position.

(f) The extent to which the employee's departure would affect the agency's ability to carry out an activity, perform a function, or complete a project that the agency deems essential to its mission.

(g) The salaries typically paid outside the Federal Government.

(h) Other supporting factors.

IV. NOMINATING SUPERVISOR CERTIFICATION

I certify that in the absence of a retention allowance the employee would likely leave federal service. The applicant has signed the CNG Form 690-24, Retention Allowance Conditions, and it is attached.

Name/Title	Signature	Date	Telephone
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V. COMMANDER/DIRECTOR CERTIFICATION

I concur with this request.

Name	Signature	Date	Telephone
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VI. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY

I certify that funds are available for this action and will not cause employee to exceed the aggregate limitation of pay (5CFR 530.202).

Name	Signature	Date	Telephone
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VII. DIRECTORATE OF HUMAN RESOURCES USE ONLY

Nature of Action	Authority	Retention Percentage Amount	Effective Date
827 RETENTION INCENTIVE	VPN 5USC5754(d)(3)(a)		

Remarks:

- Retention Incentive may be terminated unless re-certification is approved by _____.
- Current Year Aggregate Limitation on Pay \$ _____ (5 CFR 530.202).
- Annual Rate of Base Pay x Retention Incentive % = Incentive Amount

 \$ _____ x _____ = \$ _____

VIII. REVIEWS/APPROVALS

I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Staffing Specialist	Signature	Date
Chief, Staffing & Classification	Signature	Date
	Signature	Date
J1 or Director for Human Resources	Signature	Date