

**DEPARTMENT OF THE NAVY**  
**OFFICE OF NAVAL INTELLIGENCE**  
**4251 SUITLAND ROAD**  
**WASHINGTON, DC 20395-5720**

CH-1 of ONIINST 12330.1B  
24 APR 08  
ONI INSTRUCTION 12330.1B CHANGE TRANSMITTAL 1

Subj: RECRUITING/RELOCATION/RETENTION INCENTIVES

Ref: (a) Department of the Navy (DON) ltr 12500

Ser 012/019-05 of 31 Jan 05

(b) Department of the Navy (DON) memo of 01 Jun 05,

Implementation of Recruitment, Relocation, and

Retention Incentives

1. Purpose. To update enclosure (1) and Appendix 5 of the basic instruction.

2. Action. Enclosure (1) correctly reflects the authorized increases under Student Loan Repayment Obligations/Restrictions section and to state the correct allowances under the Retention Allowance Payment section in accordance with reference (a). The change to Appendix 5 eliminates ambiguity in the "Conditions of Loan Repayment" in accordance with reference (b).

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CH-1

RECRUITMENT/RELOCATION/RETENTION INCENTIVE GUIDANCE

INCENTIVE TYPE	PAYMENT	QUALIFICATION	OBLIGATION/RESTRICTIONS	JUSTIFICATION	APPROVAL AUTHORITY
RECRUITMENT INCENTIVE Option 1 (CIPMS)	- \$500 min \$10,000 max - Lump sum	- Employee new to CIPMS or not having served in any CIPMS position for at least 90 calendar days - May be in addition to Advanced Hiring Salary	Written agreement to serve 12 months in a Navy CIPMS position. Required to repay if: voluntarily accepts change of position to a non-Navy CIPMS position; resigns from Federal Service; or is separated from CIPMS before the end of the agreement. (*Can be waived.) See Appendix 1.	Written justification to include, as appropriate: - How the absence of the incentive will cause difficulty in filling the position. - Efforts used to recruit for this position. - The special qualifications this person possesses. - The labor market factors for this type of position. - Documentation to support individual has received a bona fide job offer. - Documentation to support individual's current compensation.	Directorate
RECRUITMENT INCENTIVE Option 2 (Title 5/DOD)	- Up to 25% of the annual rate of basic pay - Lump sum	- Employee "newly appointed" to Federal Government, including an employee reappointed with a 1 year break-in-service. - Temporary appointees may be eligible as long as the appointment lasts at least 2 years.	Written agreement to serve 12 months with DOD. See Appendix 2.	As appropriate, written certification may describe such things as: - How the absence of the incentive will cause difficulty in filling the position. - Efforts used to recruit for this position. - Special qualifications needed for this position. - Labor market factors for this type of position. - Recent turnover in similar positions. - Feasibility of using a superior qualifications appointment separately or in conjunction with a recruiting incentive.	Directorate

CREDIT FOR NON-FEDERAL AND UNIFORMED SERVICES		- Newly appointed employees or employees reappointed after a break in service of at least 90 calendar days may be allowed credit for non-Federal and uniform service. An employee may not receive dual credit for service on more than one occasion. Credit for uniformed services must be under honorable, active duty uniformed service conditions. Service granted under this authority is not creditable for retirement or reduction in force.	Written agreement to serve 12 months with DOD. An employee who separates from Federal service or transfers to another Federal agency (outside DoD) before completing 1 full year of continuous service with DoD, is not entitled to retain service credit for non-Federal or active duty work experience earned under this provision. See Appendix 2.	As appropriate, written certification may describe such things as: - How this authority is necessary to achieve an important mission or performance goal; How the absence of the incentive will cause difficulty in filling the position. - How the experience and skills acquired through duties in a non-Federal or active duty uniformed service position directly relate to the duties of the position to be filled and are essential to that position. - Special qualifications needed for this position.	ONI-OD
PAY FOR REASSIGNMENT (Title 10 – CIPMS)	Maximum two-step pay increase (permanent salary increase)	Movement of Federal employee to shortage categories and/or hard-to-fill positions, to remote or undesirable work sights, or to attract high quality skills.	None	Written justification to include, as appropriate: - The special qualifications this person possesses. - Why this position is unique/hard to fill.	Directorate
INCENTIVE TYPE	PAYMENT	QUALIFICATION	OBLIGATION/RESTRICTIONS	JUSTIFICATION	APPROVAL AUTHORITY
RELOCATION INCENTIVE* (Title 5/DoD)	-Up to 25% of the annual rate of basic pay -Lump sum	Payable to “current” Federal employees who must relocate to accept a hard-to-fill position and/or occupations that are critical to the organization’s mission.	Written agreement to serve minimum 12 months with DOD. See Appendix 2	Written justification <b>MUST</b> include: - Absent a relocation incentive, ONI would have difficulty filling the position with a highly qualified candidate. As appropriate, written certification should include: (1) the success of recent efforts to recruit candidates for similar positions, the pending vacancies and/or the length of time required to fill similar positions; (2) recent turnover in similar positions; (3) labor-market factors that may affect ONI’s ability to recruit high quality candidates for similar positions or (4) special qualifications needed for the positions.	ONI-OD
STUDENT LOAN REPAYMENT (Recruiting Incentive)	-Up to <b>10K</b> per year and/or total lifetime of <b>\$60K</b> per new employee for Federally insured loans to	-New employees in critical skill areas: - Engineering (EE/Mech/Aero) -Physical Sciences (physicists/chemists)	-Federally insured loans made by educational institutions or banks, and other private lenders. -Service agreement prior to any repayment, minimum 3-	Written justification will identify the basis for the repayment and <b>MUST</b> include: -In the absence of offering this incentive, ONI would encounter difficulty in filling	ONI-OD

	newly appointed employees	-Math -IT (computer eng/scientists/math majors) See Appendix 4	year commitment to ONI. Payback service matrix: Yr 1 up to 10k = 3 yrs Yr 2 “ 10k = +2 yrs Yr 3 “ 10k = +1 yr Yr 4 “ 10k = +1 yr Yr 5 “ 10k = +1 yr Yr 6 “ 10k = +1 yr  See Appendix 5	the position with a highly qualified employee, and -Provide details on difficulties faced in previous recruitment efforts.	
RETENTION ALLOWANCE	-An allowance of up to 25% of basic pay (including locality pay) - Payment is made at the same time as employee's regular paycheck	Payable to an employee for unusually high or unique qualifications or a special need of ONI for the employee's services makes it essential to retain employee.	Annual review required to determine if allowance remains warranted; should be reduced; or should be terminated.	Written justification MUST include: - The employee will likely leave the Federal Government if the Retention Allowance is not authorized. - The unique/unusual qualifications the employee possesses. - The extent to which the employee's departure would affect ONI's ability to carry out an activity or perform mission essential functions. As appropriate, written justification should describe: - Results of recent efforts to attract and retain employees with similar qualifications; or - Availability in the labor-market of candidates for employment with the qualifications necessary to perform duties with minimum of training or disruption.	ONI-OD / Commander, ONI
Group Retention Allowance	An allowance of up to 10% of basic pay.	Payable to groups or categories of employees... (same as above). See Appendix 6			

\* Waiver authority resides with Commander, ONI

ONI 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. ONI agrees to provide a student loan repayment benefit to:

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 \_\_\_\_\_ years (See Table contained in Enclosure (1), as amended by change 1) service. My period of service begins on the date the Defense Finance and Accounting Service makes the first payment to the holder of my loan. In return, ONI will make payments on my outstanding federally insured loan to:

(Lender's Name and Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED.

Increases or renewals made under this part not to exceed \$10,000 each calendar year up to a lifetime total of

\$60,000 (may/may not) be made without requiring a new period of

Appendix 5

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service. If increases or renewals are made, DFAS will be provided a new, revised copy of this service agreement reflecting the amendments.

LOAN REPAYMENT PROCEDURES. DFAS will make payments to the lender on a bi-weekly basis. It will determine the amount to be paid by dividing the annual repayment amount by the number of pay periods in the year for which payments are made. This usually will be 26 payments per year, except for years having 27 pay periods. In those cases, 27 bi-weekly payments will be made. The loan repayment amount will be considered as taxable wages and tax withholding will be made on a bi-weekly basis as appropriate. ONI and DOD are not responsible for any late fees or penalties assessed by the loan holder(s) prior to, during, or subsequent to this agreement.

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 ONI, am separated for reasons of misconduct or performance, fail to maintain an acceptable level of performance (as defined by each DOD component), or in any way violate the terms of this agreement.

REIMBURSEMENT OF LOAN REPAYMENT BENEFIT. If I am separated from ONI for reasons of misconduct or performance, or if I leave the ONI voluntarily before I complete the period of service specified in this agreement, I will reimburse ONI for the entire amount of all loan repayments considered as taxable wages that ONI made in my behalf.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

I CERTIFY THAT I HAVE DISCUSSED THE CONDITIONS OF THE  
STUDENT LOAN REPAYMENT PROGRAM WITH THE EMPLOYEE.

\_\_\_\_\_  
HRO Representative Signature

\_\_\_\_\_  
Date

THIS INFORMATION IS SUBJECT TO THE PRIVACY ACT OF 1974, AS  
AMENDED.