

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
CYBERSECURITY RETENTION INCENTIVE REQUEST

General Instructions: *Parts 1 and 3 should be completed by the original requestor (supervisor) with the assistance and coordination of the Field or Servicing Human Resources Specialist. Employees and the Coast Guard representative must sign the Cybersecurity Retention Employee Incentive Agreement before payments can begin.*

Part 1: Basic Information about the Request

This request is for the Cybersecurity Retention Incentive, pursuant to COMDTINST 12500.4:

A cybersecurity retention incentive of _____ (percent of locality pay) _____ (indicate biweekly dollar amount) for _____ (number of pay periods, not to exceed twenty six (26) without reapproval).

Complete the following information about the employee:

Name of Employee _____

(If for a group retention allowance, specify in Part 3 the criteria for group identification and name all individual members; additional members may be added by memorandum signed by the responsible program director)

Title, Pay Plan, Series, Grade, Step, and Locality Salary _____

Organization and Location _____

Prospective Pay of Job Offer Salary (if the employee is leaving Federal service) _____

A. For individual cybersecurity retention incentives:

1. Specify the current cybersecurity certifications the employee holds, including expiration dates (attach copies with the request):
2. Attach a copy of the employee's current résumé, the job application, and/or job offer (if available) to the request.

B. For group cybersecurity retention incentives:

1. Identify the name of each employee eligible for the group incentive.

Part 2: Request and Approval Signatures

Organization	Approve	Disapprove	Date
Requestor			
CG-791			
CG-123			
CG-8362			
CG-12 (for SES, SL/ST positions for submission to DHS)			

PRIVACY NOTICE

AUTHORITY: 5 U.S.C. § 5754

PURPOSE: To determine if a United States Coast Guard (USCG) civilian employee meets service eligibility for a general bonus.

ROUTINE USES: Authorized USCG officials will use this information to determine if a USCG employee meets service eligibility criteria for a general bonus. DHS/USCG-014, Military Pay and Personnel, October 28, 2011, 76 Federal Register 66933 provides coverage for this collection.

DISCLOSURE: Providing this information is voluntary. However, failure to provide this information may result in a delay in processing this agreement.

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Part 3. a. Justification Criteria. Provide a written justification on page 3 that meets the criteria specified below. Consult with your Field or Servicing Human Resources Specialist and submit the request and accompanying documentation through the FedHR system to your field or servicing Human Resources Specialist.

Justification for a Cybersecurity Retention Incentive.

Demonstrate:

- 1) That the nominated employee has an unusually high or unique qualification or that there is a special need for the employee's skills which makes it essential to retain the employee;
- 2) That absent an incentive, the employee is likely to leave Federal service (a written job offer from an employer outside of the Federal Service, justification letter from a senior level management official, or a component or office-level business case addressing market analysis and/or attrition rates supporting the need to pay a retention incentive);
- 3) The extent to which the employee's departure would affect the Coast Guard's ability to carry out an activity or perform an essential cyber security function (identify other employees at the command who occupy similar positions or perform similar functions and demonstrate the special uniqueness or conditions that apply to the individual for whom the allowance is requested);
- 4) The success of recent efforts to recruit candidates and retain employees with qualifications similar to those possessed by the employee for positions similar to those held by the employee;
- 5) The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by this employee.
- 6) If the retention allowance is for a group, specify the criteria for identifying the group and name the individual members. Demonstrate (1) the unusually high or unique qualifications or special need to retain the employees and (2) there is a high risk a significant number may leave Federal service based on evidence of extreme labor market conditions, high private sector demand, or Federal/private sector disparities in salaries.

Civilian Employees Eligibility Criteria. To be eligible, civilian employees must:

- 1) Have been employed by the Coast Guard on a permanent appointment for at least ninety (90) days;
- 2) Currently encumber and expected to remain in a designated cybersecurity position for the next twelve (12) months;
- 3) Have not been demoted or suspended for performance or conduct reasons within the preceding 12 months; or, have not been issued a final decision for removal, demotion, or suspension after a finding by a deciding official;
- 4) Have an overall rating of record of at least "Fully Successful," "Meets," or equivalent rating from another agency;
- 5) For certification-based incentives, possess and maintain a current (non-expired) professional or industry certification that is related to the employee's position that is on the Department-wide list or the Coast Guard specific list of approved certifications.
- 6) Terminate current cybersecurity retention incentive agreement prior to receiving another incentive

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Part 3.b. Written Justification. Use this page to justify the request against the criteria specified in Part 3.a.