



## FLAG VOICE #583

### Civilian Permanent Change of Station Status and Update on Other Civilian Incentives

25 July 2022

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On 1 June 2022, commands were notified that the Coast Guard funds for civilian Permanent Change of Station (PCS) were exhausted and job announcements for positions typically eligible for PCS were discontinued for FY22 for almost all areas. I am pleased to announce we are now able to begin offering these positions again with PCS entitlements. We are able to take this step as it is anticipated that any selections from these job announcements will expect to onboard after the start of FY23. Your HR specialists have been notified to once again offer PCS for eligible positions and look forward to working with your hiring managers to continue to fill civilian positions.

In addition to PCS, for which not all civilian positions are eligible, supervisors are strongly encouraged to take full advantage of recruitment and retention flexibilities, especially in difficult to fill and retain occupations. These flexibilities include use of: Recruitment, Relocation, and Retention incentives; superior qualifications appointments; student loan repayments; and tuition assistance to recruit and retain highly skilled employees. Please see the attached ANCHR and link to MyCG article <https://www.mycg.uscg.mil/News/Article/3096056/coast-guard-expands-tuition-to-civilian-employees/> for more details on these incentives.

Another incentive available to Federal employees is the Public Service Loan Forgiveness Waiver program. Until 31 October 2022, federal student loan borrowers can get credit for payments that previously didn't qualify for Public Service Loan Forgiveness (PSLF) or Temporary Expanded Public Service Loan Forgiveness (TEPSLF).

More information on this program may be found at:

[PSLF Waiver Offers Way to Get Closer to Loan Forgiveness | Federal Student Aid](#)

Supervisors may contact their servicing Human Resources Specialist for more information on these recruitment and retention incentives.

If you have specific questions, please do not hesitate to reach out to my Chief, Office of Civilian Human Resources Operations, Ms. Diane Beatrez or her Deputy, Ms. Jean Fifer.

A handwritten signature in blue ink that reads "Dr. D. Mischell Navarro".

Dr. D. Mischell Navarro

Senior Executive Service, U.S. Coast Guard  
Acting Assistant Commandant for Human Resources



## RECRUITMENT & RETENTION FLEXIBILITIES

Supervisors are strongly encouraged to take full advantage of recruitment and retention flexibilities, especially in difficult to fill and retain occupations. These flexibilities include use of: Recruitment, Relocation, and Retention incentives; superior qualifications appointments; student loan repayments; and permanent change in station (PCS) to recruit and retain highly skilled employees. For additional questions about the use of these incentives and programs supervisors can contact their servicing Human Resources Specialist.

**Recruitment, Relocation, & Retention Incentives.** Recruitment, relocation, and retention incentives (3Rs) are compensation flexibilities available to help Federal agencies recruit and retain a world-class workforce. Coast Guard may pay recruitment, relocation, and retention incentives of up to 25 percent of basic pay. A Recruitment incentive may be offered to a selectee who will be appointed to a position without a time limitation. A relocation incentive may be offered to an employee in a different commuting area and whose duty station is changed, permanently or temporarily, to a different commuting area. A current employee or an applicant must sign a written service agreement before a recruitment or relocation incentive may be approved. Additionally, Coast Guard may pay a retention allowance to a current employee if the unusually high or unique qualifications of the employee or a special needs of the Coast Guard for the employee's services makes it essential to retain the employee, and the Coast Guard determines the employee would be likely to leave Federal service for any reason in the absence of a retention allowance.

Supervisors requesting a recruitment or relocation incentive must provide a written determination that, in the absence of an incentive, the position is likely to be difficult to fill. Detailed information on the 3Rs may be found in Commandant Instruction 12500.2: [https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_12500\\_2.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_12500_2.pdf).

**Superior Qualifications.** Supervisors can request candidates be hired at salaries higher than step one to attract top quality hires. Individuals hired must have either unusually

high qualifications **and** be forfeiting non-federal income or meet a special need of the organization. Income from positions where the business is closing or based on departure as a retiree is not considered forfeited income. This incentive must be approved before the candidate enters on duty. Supervisors prepare a request for a superior qualifications based on the criteria outlined in Commandant Instruction 12500.2:

[https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_12500\\_2.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_12500_2.pdf).

**Student Loan Repayment.** This option, which was unavailable for many years, is available until 30 September 2021. Supervisors may request to use Student Loan repayment when recruiting for difficult fill positions and/or problems retaining employees in these occupations. Eligible employees may be considered for student loan repayment benefits up to \$10,000 (pre-tax) per calendar year, with a \$60,000 (pre-tax) agency-wide (DHS) maximum for any individual. Student loan repayment benefits may be provided for both recruitment and retention purposes. Student loan repayment benefits can be used in conjunction with other incentives and allowances such as superior qualification appointments, recruitment or retention bonuses, relocation allowances, enhanced leave benefits, etc. This incentive cannot be used to recruit current Federal employees from other agencies, nor can it be used to retain employees likely to leave for another Federal Government position. Employees must sign a service agreement to receive a student loan repayment.

Detailed information may be found in Commandant Instruction 12500.3:

[https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_12500\\_3.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_12500_3.pdf).

**Permanent Change of Station (PCS).** The Coast Guard may authorize PCS relocation expenses for transferees and first post of duty allowances for new appointees for GS and WG positions that are difficult to fill or located in an isolated duty location as a recruiting method to increase the quality applicant pool. PCS must be annotated on vacancy announcements for eligible positions.

Supervisors should request PCS approval prior to posting a vacancy announcement when it has not already been determined by CG-12 that the position is difficult to fill. Requests must be sent to the servicing HR Specialist describing past recruitment efforts, i.e., inadequate numbers of qualified applicants in the local commuting area from competitive and non-competitive sources for vacant positions; repeated advertising efforts of appropriate scope through a variety of recruitment sources with minimal results; high declination rates; and significant turnover in similar positions. Employees or applicants must sign a written service agreement in order to receive PCS payments.

Detailed information may be found in Commandant Instruction 12570.5A.

[https://cg.portal.uscg.mil/sites/externaldata/Directives/CI\\_12570\\_5A.pdf](https://cg.portal.uscg.mil/sites/externaldata/Directives/CI_12570_5A.pdf)