

**TEXAS MILITARY DEPARTMENT
RETENTION INCENTIVE
SERVICE AGREEMENT**

Information to Employee: If you are appointed to a position in the federal government, you may be authorized payment of a retention incentive. Title 5 USC 5754 authorizes the payment of this incentive and the collection of the information requested on this form. The information you disclose will be used to determine whether payment of a retention incentive may be authorized. The information may also be used a) by a Federal, state, or local agency when there is an indication of a violation or potential violation of law; b) by the Office of Personnel Management in carrying out its functions; and c) for other routine uses published in accordance with 5 USC 552a.

_____ NAME (Last, First, MI)	_____ POSITION TITLE	_____ DUTY STATION
<p>I hereby understand and agree that:</p> <ol style="list-style-type: none"> 1. I will remain in the position for which this Retention Incentive is approved, for a period of _____ months from the effective date of this agreement, unless separated for reasons beyond my control and acceptable to the Texas Military Department. 2. Payment of Retention Incentive will be in bi-weekly installments at the full rate of ____% of my regular pay. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay. 3. This incentive will become void if I fail to fulfill the terms of this agreement before the expiration of the agreed service period specified above. Should I fail to fulfill the terms of this agreement, the Human Resources Office will immediately cancel Retention Incentive payments. 4. If I voluntarily seek and accept non-Federal employment during the period covered by this agreement, I will repay the Texas Military Department as described in paragraph 3 above. 5. The Adjutant General may terminate the Retention Incentive service agreement based on the needs of the agency. In this situation, I am entitled to keep any incentive payments received for service completed. 6. Position Change: The service agreement will be extended for the period the employee was placed in a temporary assignment (detail or temporary promotion not to exceed 120 days) and was not for cause or at their request, upon return to their permanent position. 7. Non-Pay Status. Retention Incentive will be terminated for an employee(s) who is placed in an Absent US Status (e.g. AGR, ADOS, and Title 10 Stat Tour). The service agreement will be extended for the period the employee was placed in a "personal" leave without pay status thru an SF52 and for more than 30 days. 		
_____ SIGNATURE OF EMPLOYEE	_____ DATE	
HRO Instructions: Sign and attach this form to the Retention Incentive Request Form.		

TMD Form 1035-2, NOV 2017

FOR HRO USE ONLY

Entrance on Duty (EOD): _____ Incentive Amount: \$ _____
 Beginning Service Period: _____ End Service Period: _____