

**TEXAS MILITARY DEPARTMENT
RELOCATION INCENTIVE
SERVICE AGREEMENT**

Information to Employee: If you are appointed to a position in the federal government, you may be authorized payment of a relocation incentive. Title 5 USC 5753 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 relocation 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> <p>1. I will remain in the position for which this Relocation Incentive is approved, for a period of _____ months from the date of appointment, unless separated for reasons beyond my control and acceptable to the Texas Military Department.</p> <p>2. Payment of this Relocation Incentive will be paid in bi-weekly installments only after I have established a residence at the new geographic location. It is my responsibility to inform the State HRO of the new address. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.</p> <p>3. I understand my Relocation Incentive will be terminated if I am demoted or separated for cause (e.g. conduct, unacceptable performance, involuntarily separation, a performance rating lower than "Fully Successful"); or fail to meet any critical elements on my performance standards; or fail to fulfill the terms of the service agreement. In such cases, I may retain any Relocation Incentive payments attributable to completed service, but must repay any portion of the incentive payment attributable to uncompleted service.</p> <p>4. 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.</p> <p>5. Non-Pay Status. Relocation 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.</p> <p>6. 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.</p> <p>7. The Adjutant General may terminate the Relocation 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.</p>		
_____ SIGNATURE	_____ DATE	
<p>HRO Instructions: Sign and attach this form to the Relocation Incentive request form. A Relocation Incentive must be approved prior to relocation to the new geographic area.</p>		

TMD Form 1035-4, NOV 2017

FOR HRO USE ONLY

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