NATIONAL GUARD
RETENTION INCENTIVE
SERVICE AGREEMENT

Information to NG Employee: If you are appointed to a position in the Federal Government, you may be authorized payment of a Retention 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 an 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. Your failure to provide the information requested and sign the agreement set forth will result in your incentive request not being processed by the National Guard.

_____   _____   _____
NAME (Last, First, MI)   POSITION TITLE   DUTY STATION

I hereby understand and agree that:

1.   I will remain as a National Guard Employee (T32/T5) of the _____ National Guard for a period of_____months from the date I report for duty at my official duty station, unless separated for reasons beyond my control and acceptable to the _____ National Guard.

2.   Payment of Retention Incentive will be made in
at the rate of ___% of my regular pay. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.

3.   I understand my incentive will be terminated if I am demoted or separated for cause (i.e., conduct, unacceptable performance, involuntarily separated, receive a rating of record lower than "Fully Successful" or fail any critical elements on my performance standards, or otherwise fails to fulfill the terms of the service agreement.)

4.   I understand this service agreement may be terminated if

5.   Periods of time spent on detail, in a non-pay status, or in a paid leave status _____ count toward completion of the service period, with the following exceptions: _____
Periods of absence for military service are considered creditable pursuant to 5 CFR 353.107.

6.   HRO may terminate this Retention incentive service agreement based on the needs of the agency.

7.   Upon termination of this agreement, I am generally entitled to retain incentive payments already received attributable to completed service. If terminated under Paragraph 6, I am also entitled to retain any payments already received. Specific exceptions are outlined in 5 CFR 575.311.

    SIGNATURE OF NG EMPLOYEE   DATE

Instructions: Sign and attach this form to the Retention Incentive request form. By regulation a Retention Incentive must be supported by a rating of record of "Fully Successful" or above.

FOR HRO USE ONLY

Effective date: _____   Incentive Amount: _____

Beginning Service Period:_____   End Service Period:_____