

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
CALIFORNIA NATIONAL GUARD  
EMPLOYMENT AGREEMENT FOR RETENTION INCENTIVE**

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. Your failure to provide the information requested and sign the agreement set forth will result in your Retention Incentive not being paid/approved by the California National Guard.

<b>NAME (LAST, FIRST, MI)</b>	<b>POSITION TITLE</b>	<b>DUTY STATION</b>
<p>I hereby understand and agree that:</p> <p>1. I will remain in the California National Guard Technician Program for a period of ____ months from the effective date of this agreement, unless separated for reasons beyond my control and acceptable to the California National Guard.</p> <p>2. This Retention Incentive will be paid on a bi-weekly installment at the full rate of ____% of my Regular Pay. Method of payment may be modified if it exceeds the Aggregate Limitation on Pay.</p> <p>3. This service agreement will become void if I fail to fulfill the terms of this agreement before the expiration of the agreed period specified above. Once voided, the Human Resources Office will immediately cancel the Retention Incentive payment for any time remaining as a California National Guard Technician, however, incentive payments for time served will not be recouped by the California National Guard.</p> <p>4. This service agreement will become void if I voluntarily accept outside employment, an AGR tour, Counter-Drug Tour, or Statutory Tour position during the period covered by this agreement. Once voided, the Human Resources Office will immediately cancel the Retention Incentive payment for any time remaining as a California National Guard Technician, however, incentive payments for time served will not be recouped by the California National Guard.</p>		
<b>SIGNATURE OF EMPLOYEE</b>	<b>DATE SIGNED</b>	

Instructions: Attach this signed form to the CNG Form 690-23, Retention Incentive Nomination/Justification and CNG Form 690-24 Retention Incentive Conditions, through appropriate chain of command to the Directorate for Human Resources. By regulation a Retention Incentive must be approved prior to the effective date of the action.

**FOR HUMAN RESOURCES OFFICE USE ONLY**

Approving Official: \_\_\_\_\_  
 Effective Date (Beginning of First Pay Period Following Approval): \_\_\_\_\_  
 Termination Date of Service Period: \_\_\_\_\_