

Recruitment, Relocation, or Retention Incentives Service Agreement

1. Type of Incentive:

- Recruitment Incentive Relocation Incentive
 Retention Incentive (likely to leave Federal Service)
 Retention Incentive (likely to leave for a different Federal Position)

2. Beginning/Ending dates of service period:

Instructions: Required service period begins on the first day of the first pay period beginning on or after the commencement of service at the new duty station. The service period must terminate on the last day of a pay period.

Begin: ____/____/____

End: ____/____/____

3. Period of Service:

____ months and ____ years

**period no less than 6 months or no more than 4 years for recruitment and relocation incentives.*

4. Incentive Amount Authorized:

Basic Pay: \$_____ x's ____% = \$_____ (Amount Authorized must be multiplied by years in service period. See block 2).

\$_____ Total Amount of Payment

**Approved percentage may not exceed 25 percent of an employee's annual rate of basic pay without OPM waiver.*

4a. Method of payment:

____ Lump sum at the beginning of the service period, in the amount of \$_____, as indicated in the Final Job Offer.

____ Equal/Variable payments of \$_____ at specified intervals of _____ months/years during the service period.

____ Lump sum payment at the end of the service period.

Retention Incentives only:

____ single lump sum at completion of the full service period; or

____ in installments after completion of specified periods of service

____ biweekly installments

**Retention Incentives may not be paid as an initial lump-sum at the start of a service period.*

5. If payment type is installments, please include date and amount of each payment:

6. Conditions under which the authorized management official must terminate the agreement (e.g., if an employee is demoted or separated for cause, or receives a rating of record of less than "Fully Successful" or equivalent):

7. Conditions under which the authorized management official must terminate the agreement (i.e., if an employee is demoted or separated for cause, receives a rating of record of less than "Fully Successful" or equivalent, or fails to maintain residency in the new geographic area for the duration of the service agreement):

8. Terms or Conditions that may result in termination of the service agreement (i.e., insufficient funds, reassignment to a different type of position):

9. The extent to which periods of time on detail, in a nonpay status, or in a paid leave status are creditable towards completion of the service agreement:

10. The consequence of both voluntary and management decisions to terminate service agreements (i.e., reduction in force, conditions under which the employee must repay any unearned portion of the incentive he/she may already have received):

11. Residency & Geographic Limit for Relocation Incentives (initial each certification statement):

_____ I certify that I understand residence must be established within the geographical limit for 49 miles in order to receive payment of a relocation incentive.

_____ I certify that verification requires submission of lease agreement, mortgage settlement sheet, hotel stay receipts and/or notarized statement as supporting documentation in order to receive payment of a relocation incentive.

_____ I certify that periodically throughout the service agreement, I may be required to provide proof of maintaining a residence within the geographic location. Examples of proof of residence include a lease, proof of purchasing property, utility bill, or a similar document to ensure current residency in the new location.

_____ I certify that I understand that the relocation incentive will be terminated for employees who fail to maintain a residence throughout the service agreement in the new geographic location.

*Residency 50 miles or more will be considered outside of the geographic limit.

THE DECISION TO TERMINATE A SERVICE AGREEMENT MAY NOT BE GRIEVED OR APPEALED.

I, _____, have read the preceding paragraphs and understand the conditions of my _____ incentive. I agree to these terms and accept a _____ incentive in the amount of _____ percent of my basic pay.

I further understand failure to complete this period of service will result in my indebtedness to the federal government and I will be required to repay the incentive on a pro rata basis. I understand that the government may withhold any final pay to apply against or liquidate any indebtedness arising from violation

of this agreement. I understand that this agreement may be terminated at any time due to insufficient funds and the decision to terminate the agreement may not be grieved or appealed.

Employee

Date

Approval Authority (Official at least
one level higher than official making the
offer)

Date