

SERVICE AGREEMENT FOR PAYMENT OF A RECRUITMENT/RELOCATION BONUS

Recruitment Bonus

Relocation Bonus

NAME (Last, First, Middle Initial)

1. 5 U.S.C. provides, under certain conditions, for the payment of a recruitment/relocation bonus to persons newly appointed in the Federal Government when it is determined by the activity that, in the absence of such a bonus, difficulty would be encountered in filling the position. Under the law, the payment shall not be authorized unless the appointee agrees in writing to remain in the Government service for a prescribed period of time. Accordingly, to establish eligibility for the authorized bonus, you are required to execute the following agreement:

2. I understand and agree that:

a. I will remain in the service of the employing agency for _____ months beginning _____ and ending on _____, unless separated for reasons beyond my control and acceptable to the employing activity. The amount of the bonus I will receive under this agreement is _____ % of my total pay.

b. If I fail to serve the required period of service shown in paragraph 2a above, or if I am removed for cause or my performance is rated as unacceptable before expiration of the required period of service, I will repay to the Government a sum of money equivalent to that expended by the Government for the lump-sum bonus payment. I understand that the amount of the indebtedness will be determined on a pro rata basis and that I will receive credit for each full month of employment completed under this agreement. I authorize the employing activity to withhold any final pay due me to apply against or liquidate an indebtedness arising from a violation of this agreement. I further understand that I will be notified by the activity of the amount of the indebtedness, of the repayment procedures, and of the procedures to be followed to request a waiver of payment.

3. I understand the period of service specified in paragraph 2a above is for the purpose of establishing my eligibility for any bonus which may be authorized.

4. I fully understand that completion of the required period of service specified in paragraph 2a above does not terminate my employment; and I may continue to serve in the same position, or any other position to which I am assigned, for a longer period in accordance with the employing activity's regulations. This agreement neither limits nor guarantees the duration of my employment.

EMPLOYEE (Signature)

DATE

HRO OFFICIAL MAKING OFFER (Name, Title, Signature)

DATE

APPROVING OFFICIAL (Name, Title, Signature)

DATE

REMARKS