

# Continued Service Agreement

- Department of the Army (DA) policy requires civilian employees selected for **non-Government** training in excess of **40 hours**, or long-term training/developmental assignments (**government or non-government**) in excess of **160 hours** to complete a service agreement **before** assignment to the training.
- The period of service will equal at least **three** times the length of the training, to begin upon the employee's return to duty following training completion.
- Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.
- Approving officials will retain a copy of each signed agreement and monitor execution of the obligation period.

a. I AGREE that upon completion of the training that I have requested, if I received salary covering the training period, or received academic degree training, I will serve in the Department of Army at least three times the length of the training period. If I received no salary covering the training period, I agree to serve the agency for a period equal to at least the length of training, but in no case less than one month.

b. If I voluntarily leave the Federal service, or involuntarily separated for cause or poor performance before completing the period of service agreed to in item a. above, I AGREE to reimburse the Department of Army for the registration fees, tuition and matriculation fees, library and laboratory fees, purchase or rental of books, materials, supplies, travel, per diem, and miscellaneous other related training program costs (excluding salary) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DA \$300 instead of the original \$900.)

c. If I voluntarily leave the Department of Army to enter service in another DoD Component or other organization in any branch of federal government before completing the period of service agreed to in item a above, I AGREE to reimburse the agency all associated training costs listed in item b above (excluding salary).

d. Requests to waive repayment of training costs, or an appeal for transfer of service obligation, must be submitted at least (20) twenty working days before the effective date of employee's transfer or end of service; during which time a determination concerning reimbursement or transfer of remaining service obligation will be made. Request must be submitted in memorandum format through the employee's chain of command, and the respective Function Chief Representative (if Career Program funded), for recommendation to HQDA, DCS G-37, ATTN: DAMO-TRV, 450 Army Pentagon, Room 2D639, Washington, DC 20310-0450.

e. I understand that any amounts which may be due to the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

f. I further AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

g. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

**Period of obligated service:**

**FROM (enter date):** \_\_\_\_\_ **TO (enter date):** \_\_\_\_\_

I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-Government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs excluding salary associated with my attendance.

**Employee's Signature**

**Date Signed**