Leadership Excellence and Acquisition Development

Continued Service Agreement

• Department of the Army (DA) policy requires civilian employees selected for **non-Government** training in excess of **80 hours**, or long-term training and developmental programs in excess of **120 calendar days (Government or non-Government)** complete a service agreement **before** assignment to the training.
• The period of service will equal 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.

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a. I AGREE that upon completion of the Leadership Excellence and Acquisition Development (LEAD) program, as I receive salary covering the training period, I will serve in the Department of War (DoW) the equivalent length of the LEAD program, following program completion.

b. If I voluntarily leave the DoW as a Federal employee before completing the period of service agreed to in item a. above, I AGREE to reimburse the DoW for any 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 LEAD. 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 DoD $300 instead of the original $900.) Requests to waive repayment of training dollars will be sent to the Director, Acquisition Career Management Office, ATTN: LEAD Program Manger, 9900 Belvoir Road, Building 201, Suite 101 Fort Belvoir, VA 22060.

c. 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.

d. 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.

e. 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 DoW agency, the agreements will remain in effect until I have completed my obligated service with that DoW agency or organization.

Period of obligated service:

FROM (enter date): 7 August 2028 **TO (enter date):** 6 October 2029

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 digital or physical signature **Date Signed**

Employee's supervisor's digital or physical signature **Date Signed**

Code of Federal Regulations: Title 5, Ch 410.309(c): Army Regulations 690-400, Ch 410, subchs 1-16, 5-7, 5-8, & 14-2 Extract from SF 182, pages 9 (March 2020).