

**RECRUITMENT/RELOCATION/RETENTION BONUS
SERVICE AGREEMENT**

5 U.S.C. 5753 and 5754 and Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions that the bonuses/allowances indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these bonuses/allowances.

This agreement is for:

- RECRUITMENT BONUS** **RELOCATION BONUS**
- RETENTION ALLOWANCE**

I, _____, have accepted the bonus/allowance indicated above for the position of _____ at (activity). I understand that the bonus/allowance will be _____% of my base pay.

For recruitment/relocation bonuses only: By accepting this bonus, I agree to remain in government service for a minimum period of _____ months beginning on _____. I understand that the recruitment/relocation bonus must be recovered if I fail to complete the period of employment established by this Service Agreement, or if I am removed for cause before expiration of the required minimum service period. The amount of the repayment will be determined in accordance with local activity policies. I understand that the government may withhold any final pay due to me to apply against or liquidate any indebtedness arising from my violation of this agreement.

For retention allowances only: I understand that the payment of this allowance will be reviewed annually and may be reduced or terminated at any time, in accordance with local activity policies.

Employee Signature

Date

Supervisor's Signature

Date

HRO Review

Date