

**STATEMENT OF UNDERSTANDING**

|                            |               |                                |                   |
|----------------------------|---------------|--------------------------------|-------------------|
| NAME OF EMPLOYEE           |               | SOCIAL SECURITY NUMBER         | POSITION TITLE    |
| PAYPLAN, SERIES, AND GRADE | DUTY LOCATION | ACCOUNTING CLASSIFICATION CODE | OBJECT CLASS CODE |

I am aware that the \$ \_\_\_\_\_ I will receive as an advance in pay will be recovered by the Federal Government through biweekly deductions from my salary which will begin on the second pay period after the one in which the advance is issued, e.g., receive the advance in pay period 4, repayment begins in pay period 5.

I am also aware that in accordance with the order of precedence for payroll deductions prescribed by the General Accounting Office, an advance of pay is considered to be an indebtedness due to the United States Government, and deductions therefore precede other voluntary deductions, including allotments and assignments of pay.

I also understand that repayment of \$ \_\_\_\_\_ which has been advanced to me will be deducted over a period of \_\_\_\_\_ pay periods, at a rate of \$ \_\_\_\_\_ per pay period.

I also understand that I may repay all or part of the balance of the advance pay any time before the money is due.

If I default on repayment, I understand that the provisions of Personnel letter No. 550-94, Final Implementing Procedures for Salary Offset, dated May 5, 1987, will take effect.

I understand that if I transfer to another Government agency or if my employment with USDA is terminated for any reason, the amount of advance in pay that has not been repaid is recoverable from me as a debt due the United States Government.

SIGNATURE OF EMPLOYEE

DATE