

EMPLOYEE'S SERVICE AGREEMENT FOR RECEIPT OF A RELOCATION INCENTIVE

1. I, _____ (Name of employee), understand that in order for me to be paid a Relocation Incentive under 5 U.S.C. 575.205 I agree to complete a minimum period of _____ months of service with the U.S. General Services Administration beginning at the start of pay period # _____, effective _____ (date of appointment/assignment) and ending at the end of pay period # _____ on _____ (date) at _____ (insert duty station).

2. The incentive payment will be in the amount of \$ _____ representing _____ % of my basic rate of pay.

3. The incentive will be paid to me in the manner specified below:

- a. as an initial lump-sum payment at the beginning of the service period required by the service agreement,
-or-
 b. in installments throughout the service period required by the service agreement. (If this option is selected, the timing of the installment payments must be specified)
-or-
 c. as a final lump sum payment upon completion of the full service period required by the service agreement,
-or-
 d. as a combination of these payment methods (Explain) _____

Use this table for information required when using options b. or d. (attach additional pages as necessary).

| Installment Date | Installment Amount | Installment Date | Installment Amount | Installment Date | Installment Amount |
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4. If I fail to complete the period of employment stated above in this agreement, for reasons unacceptable to the agency, I shall be indebted to the Federal Government and shall repay the bonus on a pro rata basis. The amount to be repaid shall be determined by providing credit for each full month of employment specified in the service agreement that is completed by me.

5. I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement, which includes my receiving a rating of record of less than "Meets Performance Expectations" or equivalent, may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

6. I FURTHER UNDERSTAND that if I am involuntarily separated from the Federal Government, for reasons other than misconduct or delinquency, I will not be required to repay monies for any unfulfilled period of time identified in item 1 above. In addition, I understand that this also applies to a relocation incentive when the Administrator determines in writing that it is necessary to relocate me again to a position in a different commuting area.

(EMPLOYEE'S SIGNATURE)

(DATE)