EMPLOYEE'S SERVICE AGREEMENT FOR RECEIPT OF A RETENTION INCENTIVE

1. I, _____ (Name of employee), understand that in order for me to be paid a Retention Incentive under 5 U.S.C. 575.305 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)

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:

☐ in installments after the completion of specified periods of service*; or

☐ as a final lump-sum payment upon completion of the full service period required by the service agreement

*Use this table for information required when making installment payments (attach additional pages as necessary).

Installment Date	Installment Amount	Installment Date	Installment Amount	Installment Date	Installment Amount

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.

_____   _____
(EMPLOYEE'S SIGNATURE)   (DATE)

GENERAL SERVICES ADMINISTRATION   **GSA 3690 (8/2008)**