

RECRUITMENT/RELOCATION OR RETENTION INCENTIVE  
SERVICE AGREEMENT FOR NPS EMPLOYEES

5 U.S.C. 5753 and 5754 and Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions, that the incentives indicated below can be offered, under the Plan, to certain categories of employees. Accordingly, the following agreement is required prior to receipt of the incentive.

This agreement is for a:            **RECRUITMENT INCENTIVE**            **RELOCATION INCENTIVE**            **RETENTION INCENTIVE**

The \_\_\_\_\_ incentive, in the amount of \_\_\_\_\_ will be paid by one of the following methods:

- In a lump sum at the beginning of the service period stated in this agreement;
- In equal or variable installment payments throughout the service period; or
- As a final lump-sum payment at the end of the specified service period.

The **retention** incentive, in the amount of \_\_\_\_\_ will be paid by one of the following methods:

- Bi-weekly installments;
- In a single lump-sum payment after the completion of the full service period; or
- In installments after the completion of specified periods of service.

I, \_\_\_\_\_, have accepted the incentive indicated above for the position of \_\_\_\_\_ at the Naval Postgraduate School. I understand that the incentive will be \_\_\_\_\_ of my rate of basic pay (including locality pay).

**For recruitment/relocation incentives only:** By accepting this incentive I agree to remain in government service for a minimum period of \_\_\_\_\_ beginning with the date I report for duty at the Naval Postgraduate School and ending \_\_\_\_\_.

I understand that the \_\_\_\_\_ incentive must be recovered if I fail to complete the period of employment established by this Service Agreement, or if I am removed or demoted for cause or receive a rating of record of less than "Fully Successful" or equivalent before expiration of the required minimum service period. The amount of the repayment will be determined in accordance with the policy set by the Department of Navy or by the Naval Postgraduate School.

I understand 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 recruitment incentive only:** I further understand that NPS may unilaterally terminate a recruitment incentive service agreement based solely on the management needs of NPS, but must notify me in writing. Such agency needs may include, but are not limited to, reduction in force, insufficient funds to continue payments, or management moves me to another position not covered by this service agreement.

**For retention incentive only:** I understand that the payment of this incentive will be reviewed annually and may be reduced or terminated at any time. It may be terminated unilaterally by NPS at any time, even if the conditions giving rise to the incentive continue to exist, based solely on management needs of NPS. Such agency needs may include, but are not limited to, reduction in force, insufficient funds to continue payments, or management moves me to another position not covered by this service agreement. It must be terminated when conditions change such that the original determination to pay the incentive no longer applies.

I further understand that the decision to terminate this agreement may not be grieved or appealed.

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
HRO Reviewer Signature/Date