

**Department of Commerce (DOC)  
Recruitment Incentive Service Agreement**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Pay Plan/Series/Grade or Band: \_\_\_\_\_

Bureau/Organization/Duty Station: \_\_\_\_\_

Required service period (not less than 6 months and may not exceed 4 years):

Commencement date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Amount of Incentive (percentage of salary): \_\_\_\_\_

Method and Timing of Payments:

- a. Lump Sum: \_\_\_\_\_
- b. Installments by pay period: \_\_\_\_\_
- c. Final Lump Sum: \_\_\_\_\_
- d. Combination of the above: \_\_\_\_\_

In return for the payment of the recruitment incentive specified above, I agree to accept the terms and conditions specified below:

1. I understand that the agency may terminate my recruitment incentive service agreement based solely on the management needs of the agency. This may be due to a reduction-in-force or when there are insufficient funds to continue the planned incentive payments, or if I am assigned to a different position (if the different position is not within the terms of the service agreement). If my recruitment incentive service agreement is terminated for the reasons listed above, I understand that I am entitled to retain recruitment incentive payments attributable to the completed portion of the service period and any portion of a payment received or owed that is attributable to uncompleted service.
2. I understand that the agency must terminate the recruitment incentive service agreement if in the performance of my duties in this position I am rated less than "Fully Successful" or equivalent during this period, demoted or separated for cause, or otherwise fail to fulfill the terms of the service agreement. If the recruitment incentive service agreement is terminated for the reasons listed above, I understand that I am entitled to retain all recruitment incentive payments that are attributable to completed service but I must repay any portion of the incentive attributable to uncompleted service. If I received recruitment incentive payments that were less than the amount that would be attributable to completed service, the agency is not obligated to pay any of the outstanding incentive payments attributable to completed service. I also understand that if I received recruitment incentive payments in excess of the amount that would be attributable to the completed portion of the service period, I will be indebted to the Department of Commerce and must repay the excess amount.

3. I understand that the agency must terminate the recruitment incentive service agreement if I am separated as a result of material false or inaccurate statements or deception or fraud in examination or appointment, or as a result of failing to meet employment qualifications. If the recruitment incentive service agreement is terminated for the reasons listed above, I will be indebted to the Department of Commerce and must repay all of the recruitment incentive received under the service agreement.
4. I understand that termination of a service agreement is not grievable or appealable.

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Employee's Signature	Date
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Manager's Signature	Date
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Authorized Agency Official Signature	Date
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**A copy of this agreement must be sent to the servicing human resources management office for inclusion in the employee's Official Personnel Folder on the left side.**