

**Sample Service Agreement  
Recruitment Incentive**

Name: **XXX**

**Agency: Department of Interior  
U.S. Fish and Wildlife Service**

(Read Privacy Act Statement before completing this agreement.)

As a condition of receiving payment of a recruitment incentive as specified under 5 U.S.C. 575, the Regulations of the Office of Personnel Management (5 CFR Part 575 subpart A/B), and the policies of the Department of Interior (Department), U.S. Fish and Wildlife Service (Service) I agree that:

1. I am to serve in the Department for 1 year in the position of **Wildlife Biologist, GS-0486-12, Step 5**, in the Southeast Regional Office located in Atlanta, GA. My position is full time and each bi-weekly pay period consists of 80 work hours.
2. The incentive payable under this agreement is:
  - 15% of my rate of pay, or \$11,508.
  - A one-time payment for 1 year, paid in one lump sum.
  - Payable effective **(Add pay period date two weeks after EOD)**.
3. The amount of the incentive is subject to the aggregate pay limitations under 5 CFR part 530, subpart B.
4. My service period beginning date for this agreement is **(Add EOD Date)** and my service period ending date is **(Add last day of 26<sup>th</sup> pay period from EOD Date)**.
5. Service in a non-pay status will not count toward satisfying this service agreement. Any time in a non-pay status will postpone the service obligation to the Department and will extend the period of obligated service by an equal number of days.
6. Should I receive a rating of record of less than "Fully Successful" or equivalent or fail to fulfill other terms of this agreement (i.e., reducing my work hours or changing positions), I will be found in default of this agreement.
7. If I voluntarily or because of poor performance or misconduct fail to complete 1 year of service in this position, I will refund a prorated amount of the incentive I have received, unless the Secretary determines that my failure to complete my agreed period of service is due to circumstances beyond my control.
8. I will repay the Service any amount I am obligated to refund as directed by the Service.
9. The Service may unilaterally terminate this agreement based solely on management needs. If this happens, I am entitled to all recruitment incentive payments that are attributable to completed service and to retain any portion of an incentive payment received that is attributable to uncompleted service.
10. If my function transfers to another agency, I will complete all remaining obligated service with the successor agency.
11. This agreement is only valid upon my signature and that of the recommending and approving officials.

**I AGREE TO THE TERMS OF THIS SERVICE AGREEMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Recommending Official:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approving Official:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date