

Air Force Research Laboratory STRL Incentive Service Agreement

Employee's Name (Last, First, MI):

Bonus Amount (monetary and/or time off):

(Amount(s) or Percentage)

Title, Series, Grade, and Office Symbol:

Service Agreement Starting and Ending Dates:

From:

To:

A. INTRODUCTION: Air Force Research Laboratory (AFRL) Science and Technology Reinvention Laboratory (STRL) authorities allow AFRL to offer special incentives to their Lab Demo employees.

B. CONDITIONS OF SERVICE: _____ is being offered a

An employee who accepts an AFRL STRL incentive is required to stay during the identified service period in AFRL. Length of the service agreement should directly correlate with the amount of the incentive. Any incentive paid out in a lump sum will be done so at the beginning of the service agreement.

The service agreement will be terminated if the employee voluntarily leaves AFRL, is demoted, is separated for cause, or receives a less than "Fully Successful" or equivalent rating of record. An employee who fails to complete the period of service specified in this agreement for these reasons will place the employee in debt to AFRL and he or she will be required to repay the STRL incentive on a prorated basis. The amount to be repaid will be determined by providing credit for each full month of employment completed under the service agreement. If the movement is the result of management action, the employee is entitled to retain payments that are attributable to completed service. The service agreement may be terminated by management solely due to the needs of the organization, (e.g., lack of funds, reduction in force). In such a case, the employee is entitled to retain any STRL incentive payments that are attributable to completed service.

Any payment paid in error will be collected by the processes outlined in Department of Defense Financial Management Regulation, DoD 7000.14-R, Volume 8, for continuing employees. DoD 7000.14-R, Volume 5, will be used for debt collection for debtors' no longer in federal service. Periods of details, annual leave, and leave without pay will not affect the period of service of the agreement. Periods on a

detail, in a non-pay status, or on leave exceeding 30 consecutive calendar days will extend this agreement by the excess amount of time, other than such periods of time due to military service. Management may choose what effects this will have on the service agreement. Above are examples only.

Authority to waive CSA obligations is at the initial approval level. A waiver may be granted in whole or in part based on an employee's justification. Approval of any waiver must be fully documented and based on full consideration of equity, good conscience, and the public interest in the decision process.

The decision to terminate a service agreement may not be grieved or appealed. The employee will be notified in writing if the service agreement is terminated. Some of these incentives are subject to the aggregate limitation on pay prescribed in 5 CFR 530, Subpart B. It is also considered income for federal income tax purposes.

C. AGREEMENT: I, _____ have read the preceding paragraphs and understand that **I must complete at least _____ months of service in AFRL** as a condition of my receipt of an AFRL STRL incentive. I further understand that failure to complete this period of service will result in my indebtedness to AFRL and I agree that if I voluntarily leave AFRL prior to fulfilling my service agreement, I will reimburse AFRL for the prorated amount of my STRL incentive made under the agreement. I understand that termination of this service agreement cannot be grieved, nor can it be appealed. I agree to these terms and accept the AFRL STRL incentive in the amount identified above.

Employee's Signature/Date:

Selecting Official/Supervisor Signature/Date: