

**SERVICE AGREEMENT FOR RECEIPT OF PAYMENT FOR A  
RECRUITMENT / RELOCATION/ RETENTION INCENTIVE**

I hereby agree to remain in the U.S. Department of Agriculture (USDA) - \_\_\_\_\_  
for the period beginning \_\_\_\_\_ and ending on \_\_\_\_\_  
following the effective date of my appointment / relocation, unless I am separated for reasons  
beyond my control and which are acceptable to the above named agency. The amount of the recruitment/  
relocation/retention incentive will be receiving under this agreement is \_\_\_\_\_.

I agree that if I do not remain in the agency (*in the case of a relocation, the service must be performed at the new duty station*) for the above specified period I will repay to the agency the recruitment / relocation/ retention incentive on a pro rata basis. The amount to be repaid shall be determined by providing credit for each full month of employment completed under this agreement. I understand that under such circumstances these monies are recoverable from me as a debt due the United States Government.

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SIGNATURE

DATE