



U.S. Department of Agriculture
Office of Contracting & Procurement (OCP)
Procurement Trainee Program (PTP)
CONTINUED SERVICE AGREEMENT

_____ INITIALS	<p>1. I AGREE upon successful completion of the USDA Procurement Trainee Program (PTP), I will serve in the U.S. Department of Agriculture (hereafter, the USDA; inclusive of its component agencies) for a period of at least 36 months. I understand that for purposes of this agreement, I will be required to perform the service within the USDA, and that <u>the requirement will not be transferred to another Federal Agency or other branch of the Government.</u> I understand that if I leave the PTP prior to graduation, and remain with the USDA, my period of obligated service will begin the day after I leave the program and the obligated service period will be pro-rated based on the percentage of training completed.</p>
_____ INITIALS	<p>2. Period of Obligated Service (MM/DD/YYYY):</p> <p>FROM: _____ TO: _____</p>
_____ INITIALS	<p>3. If I voluntarily separate from the USDA after program completion, but before completing the period of service agreed to in items #1 and #2 above, I AGREE to reimburse the USDA for all costs (excluding salary and benefits) of tuition, fees, materials, books, equipment, indirect costs and travel related expenses paid in connection with my training. The amount of the reimbursement will be reduced on a daily pro rata basis for the percentage of completion of obligated service. (For example, if the cost of the training is determined to be \$50,000 and I complete one-half of the obligated service, I will reimburse the USDA \$25,000 instead of the entire, original amount, \$50,000). This debt is due and owed immediately after I separate from the USDA.</p>
_____ INITIALS	<p>4. I also understand and AGREE if I separate from the USDA prior to program completion, and do not complete the period of service agreed to in items #1 and #2, then I will reimburse the USDA for costs of tuition, fees, materials, books, equipment, indirect costs and travel related expenses paid in connection with my training up to the point of my separation from the program. This debt is due and owed immediately after I separate from the USDA. If an employee leaves government service due to no fault of the employee, the USDA may waive repayment of program costs if it is shown that the recovery would be against equity and good conscience or against the public interest.</p>
_____ INITIALS	<p>5. I further AGREE I will notify the USDA Senior Procurement Executive (SPE) in writing at spe@usda.gov AT LEAST 30 CALENDAR DAYS in advance of my separation:</p> <p>a. If I voluntarily separate from the USDA to enter the service of another Federal agency or other organization in any branch of the Government before program completion; or</p> <p>b. If I voluntarily separate from the USDA to enter the service of another Federal agency or other organization in any branch of the Government after program completion, but before completing the period of obligated service; or</p>

	<ul style="list-style-type: none"> c. If I voluntarily separate from the USDA and Federal government service before program completion; or d. If I voluntarily separate from the PTP prior to program completion but remain with the USDA; or e. If I voluntarily separate from the USDA and Federal government service after program completion, but before completing the period of obligated service.
<p>_____ INITIALS</p>	<p>6. I understand during the 30-calendar day notice provided of my separation from the USDA, the USDA Deputy Director for the Office of Contracting and Procurement will make a determination concerning:</p> <ul style="list-style-type: none"> a. Reimbursement applicability, b. The amount of reimbursement, and c. Whether my remaining service obligation will be transferred to the gaining agency, if applicable.
<p>_____ INITIALS</p>	<p>7. Within 15 calendar days following notice of the agency’s determination in item #6, above, I may request a reconsideration of the recovery amount from the USDA SPE. If the reconsideration is unsatisfactory, I may appeal for a waiver of the agency's right to recover to the USDA Assistant Secretary for Administration (ASA) within 15 calendar days from the date the SPE’s decision is received. The ASA will make a determination within 15 calendar days of receipt, and the ASA’s determination will be considered final.</p>
<p>_____ INITIALS</p>	<p>8. I understand any debt due to the USDA as a result of the terms of this agreement may be withheld or offset from any monies owed to me by the Government or may be recovered by such other methods as are approved by law.</p>
<p>_____ INITIALS or N/A</p>	<p>9. (IF APPLICABLE) I understand, as a Reserve or National Guard soldier, any time spent on active duty:</p> <ul style="list-style-type: none"> a. during the PTP will result in an update to the start and end dates of my Continued Service Agreement to reflect a CSA start date that coincides with the day after I complete the PTP, and an end date that is 36 months after the CSA start date. This will be documented by a revision to this CSA. b. during this continuing service agreement period of obligated service may count as time served under this continued service agreement. The USDA, at the minimum, will follow the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Soldiers and Sailors Civil Relief Act in regard to any military active duty service.

PTP Participant Signature		Date Signed	
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