

Recruitment/Relocation Incentive Service Agreement (SA) Checklist

Service agreements (SA) (and any addendums) must clearly:

- State the total dollar amount of the incentive.
- Explain the method of paying the incentive, i.e., lump sum, installments, or a combination thereof.
- Identify the timing and amount of each incentive.
- State the conditions under which an incentive must be repaid.
- Identify the conditions that will terminate an incentive, e.g., demotion, separation for cause, performance rating of less than fully successful or equivalent, work schedule, type of position, expected duties.
- State that an employee receiving a relocation incentive must maintain residency in the new geographic area for the duration of the SA. (FR 49359 Vol. 78, No. 157 dtd 8/14/13)
 - Define the limits of the new geographic area for an employee receiving a relocation incentive.
- State that the employee must remain employed with the Agency at the new duty station to which relocated.
- Define the length of the service agreement and provide a written justification for periods longer than 6 months. (Minimum is 6 months; maximum is 4 years.)
- State that the employee must remain employed with the Agency to which recruited or to a successor Agency in the event of a transfer of function.
- State if a delayed implementation of a SA date is being utilized and explain why. It must also include a statement that failure to complete any requirements i.e., initial formal training, probationary period, before the SA begins will terminate the Agency's obligation to pay any portions of the incentive to the employee.

Supervisors ensure the:

- Relocation incentive SA period is not overlapping any other previously authorized relocation incentive SA.
- New duty station for a relocation incentive is 50 or more miles from the previous duty station.
- Percentage level of the incentive (dollar amount) complies with any Division, Program, Agency, and/or OPM limits.
- Service period ends on the last day of a pay period.
- Employee has signed and dated the SA.
- Paperwork, e.g., AD Forms and written justification, is submitted to HRO **PRIOR** to the employee's entrance on duty.