AMEDD Civilian Corps

Program Choose Program

Continued Service Agreement

The program requires participants to accept a period of continued service as a condition of receiving the training and developmental experiences the program provides. Accordingly, execution of this continued service agreement is a condition precedent to selection for participation in any of these programs.

The authority for the continued service requirement set forth by this continued service agreement is in 5 U.S. Code Section 4108 and 5 Code of Federal Regulations Part 410.309.

Nothing in this agreement shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses the Government incurred in connection with training in accordance with 5 U.S. Code Section 4108.

Applicants for the program will execute and submit this continued service agreement with their applications. Approving officials will retain a copy of this signed agreement and monitor execution of the obligation period.

AGREEMENT

In consideration of my participation in the program and the start and end dates of the training and developmental assignments:

I,_____, agree that, upon completion of this training or developmental assignment I have requested, I will serve in the Department of Defense (DoD) for a period equal to three times the length of the training period.

ACKNOWLEDGMENT. I understand that:

1. If I voluntarily leave DoD employment before completing my agreed-to period of obligated service, I will reimburse, DoD as applicable, the amount paid for my registration, tuition and matriculation fees; library and laboratory fees; purchase or rental of books, materials and supplies; travel and per diem; and all other training program-related costs (excluding salary) paid in connection with my participation in the program.
   However, the amount of these training expenses I am required to pay will be reduced pro rated based on the proportion of my obligated service that I have completed. For example, if my training expenses paid by DoD were $2,700 and I completed two-thirds of my obligated service, I would be required to reimburse DoD $900.

2. If I voluntarily leave my post-training DoD placement to enter service with another branch of the Federal Government before completing my agreed-to period of obligated service, I will give my servicing personnel office and servicing training office advance notice of at least 10 working days, during which time, in accordance with Federal regulations, a determination concerning my obligation to reimburse DoD for training expenses, as described in paragraph 1, or the transfer of my remaining continued service obligation to the gaining agency, will be made.

3. If I am involuntarily separated from my position, my continued service obligation terminates.

4. I may submit a request to waive repayment of training expenses, in writing, through my chain of command or chain of supervision, to US Army Medical Center of Excellence. Send request, including the command's recommendation to AMEDD Civilian Corps Office, 3630 Stanley Road, Bldg 2840, JBSA Fort Sam Houston, TX 78234. Any request for waiver must include a justification for waiver of repayment, a copy of this Continued Service Agreement, the recommendations of my chain of command or chain of supervision, and other relevant supporting documents or information.

5. Any amounts the DoD may be due as a result of any failure on my part to comply with the terms of this continued service agreement may be withheld from any monies the Government owes me, or may be recovered by such other methods as are approved by law.

6. I will seek and obtain approval, through the official responsible for authorizing Government training requests, any proposed change in my approved training program involving course and schedule changes, withdrawal from any course or class, the receipt of an “incomplete” in any course or class, and increased or unanticipated costs to be incurred.

7. I will not receive any contributions, awards or payments in connection with this training, from any other Government agency or non-Government organization, without first obtaining approval from the official responsible for authorizing Government training.

8. Should I fail to successfully complete the training program because of circumstances within my control, I will reimburse DoD for all training expenses associated with my attendance at the training program (excluding salary) as set forth in paragraph 1.

TERMINATION.

Unless I am earlier released from this agreement by the AMEDD Civilian Corps team, this Continued Service Agreement will remain in force for as long as I remain a participant in the program and thereafter until I fulfill my period of obligated service.

Employee signature:

_____

Date: _____

Employee full name (typed or printed): _____

Current position title, series and grade: _____

Organization and Duty station: _____

Email address: _____

Phone numbers (Commercial): _____ (DSN): _____

Dates of obligated service**:** 1 January 2021 to 31 July 2023

PRIVACY ACT STATEMENT

Authority: 10 U.S.C. 3013, 5 U.S.C. 301, 5 U.S.C. 4108, 5 CFR Part 410.309, AR 350-1.

Principal Purposes: This information will be used to document the participant’s acceptance of the terms of the continued service agreement that is required for participation in the program.

Routine Uses: The DoD “Blanket Routine Uses” apply to this system. The “Blanket Routine Uses” are available at https://dpcld.defense.gov/Privacy/About-the-Office/DoD-Federal-Privacy-Rule/Appendix-C/.

Disclosure: Voluntary, but failure to provide the requested information may result in a delay of processing, the inability to contact you about your responsibilities under this continued service agreement, or DA’s decision that the agreement was not properly entered into, thus preventing participation in the program.