



National
Aeronautics and
Space
Administration

Employee Service Agreement Recruitment Bonus / Incentive

(NPR 3530.1, NASA Pay and Compensation Policy)

EMPLOYEE NAME	EFFECTIVE DATE	COMPLETION DATE
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POSITION TITLE, SERIES, GRADE, AND POSITION DESCRIPTION NUMBER FOR WHICH BONUS/INCENTIVE APPROVED

CENTER, ORGANIZATION, AND DUTY LOCATION (CITY AND STATE)

- I agree to remain employed in the position described above for a period of _____ months from the effective date of this agreement. The effective date of the service period normally will be on the first day of the first pay period after which this agreement is signed, but not earlier than the date of appointment.
- I understand that I have been approved to receive a recruitment bonus of \$ _____, which is _____ % of my annual rate of basic pay as of the effective date of this agreement. This bonus is:
 - Being paid under the provisions of title 5 United States Code §5753, and includes comparability (locality) pay in establishing the amount.
 - Being paid based on my appointment to a **non-critical need position** under the provisions of title 5 United States Code §9804 (NASA Flexibility Act of 2004) and excludes comparability (locality) pay in establishing the amount.
 - Being paid based on my appointment to a **critical need position** under the provisions of title 5 United States Code §9804 (NASA Flexibility Act of 2004) and includes comparability (locality) pay in establishing the amount.
- I understand that my bonus will be paid in the following manner:
 - The full amount will be paid as a single lump sum at the beginning of the service period.
 - The full percentage will be paid in biweekly installments during the service period.
 - The bonus will be paid in _____ (number) equal annual installments, using the service agreement anniversary date as the basis for computing the annual cycle.
 - The bonus will be paid in _____ (number) equal installments, paid on the following schedule:
 - _____
 - _____
 - _____
 - _____
 - Other - specific payment schedule is:
 - _____
 - _____
 - _____
 - _____

4. If I am separated involuntarily for reasons other than misconduct or delinquency before the end of the service period, I am entitled to receive the full amount as part of my final compensation. This provision covers situations in which I decline to accept a reassignment outside the commuting area, UNLESS the position is covered by a mobility agreement. The position for which the bonus/incentive is being approved:

Is NOT covered by a mobility agreement. I am entitled to the full amount if I decline a reassignment outside the commuting area.

Is covered by a mobility agreement. If I decline a reassignment outside the commuting area, I am entitled only to a pro-rata amount, as described in paragraph 5 below.

5. If I voluntarily leave the position for which this bonus is approved, if I am demoted or separated from employment for cause on charges of misconduct or delinquency before the end of the service period, or if I fail to maintain a rating of record of at least "Fully Successful" (Level 3) or equivalent during the service period, I understand that I am not entitled to the full amount. In determining the amount to which I am entitled, I will receive credit on a pro-rata basis for each full month of completed service. If I have already received a sum in excess of that amount, I will repay that money to NASA. If I have not already received payment for all completed service, I will be entitled to the pro-rated amount.

6. Any amount due to NASA as a result of my failure to meet the terms of the service agreement may be withheld from any monies owed to me by the Government, or may be recovered by such other method as approved by law, unless repayment is waived, in whole or in part, by NASA.

7. Additional terms and conditions, if any:

I have read and understand the terms and conditions of this agreement, and have been offered an opportunity to ask questions about this service agreement.

In accepting a recruitment bonus/incentive, I agree to the terms and conditions of this service agreement.

(Typed or Printed Name of Employee)

(Signature of Employee)

(Date)

(Typed or Printed Name of Human Resources Office Representative)

(Signature of Human Resources Office Representative)

(Date)