

## **Coaching Culture Facilitator Course Coaching Reciprocation Agreement (CRA)**

---

### **Employee Agreement to Coaching Reciprocation**

---

WHEREAS I understand that my participation in the Coaching Culture Facilitator Course is voluntary:

1. I AGREE that, upon authorization of the Coaching Culture Facilitator Course I will provide 100 hours of coaching services to the Department of the Air Force employees over a period of two (2) years.
2. I AGREE that, if I voluntarily leave employment with the Federal Government before completing the obligated coaching services, I will reimburse my employing agency/the Federal Government for the full training Coaching Culture Facilitator Course value of \$1,900, and for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, in connection with my participation in the Coaching Culture Facilitator Course.
3. I AGREE that, if I voluntarily leave employment with my employing agency to enter service of another Federal agency or other organization in any branch of the Government before completing the coaching services agreed to above, I will provide my serving personnel office or training office and my direct supervisor with advance written (letter or email) notice of at least ten (10) workdays. Failure to provide this notice will obligate me to reimburse my employing agency/the Federal Government for the full training value of \$1,900, and for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, in connection with my participation in the Coaching Culture Facilitator Course. Once I have provided advance notice, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
4. I UNDERSTAND that, if I retire or resign as a result of a reduction in force or a termination other than for cause, that I will be under no financial obligation to reimburse the Federal Government for the full training value of \$1,900 or for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, in connection with my participation in the Coaching Culture Facilitator Course.
5. I UNDERSTAND that, any amounts of money which may be due to my employing agency/the Federal Government as a result of my failure to meet the terms of this agreement may be withheld from any monies owed me by the Federal Government, or may be recovered by such other methods as are approved by law.
6. I UNDERSTAND and ACKNOWLEDGE that, this agreement and my participation in the coaching services does not change the terms of my employment, or in any way commit my employing agency/the Federal Government to continue my employment.
7. I AGREE to complete the coaching services to the best of my ability unless my withdrawal is required by, or otherwise accepted by, my employing agency/the Federal Government. I further AGREE and UNDERSTAND that, if I fail to complete the obligated training services in a manner acceptable to my

employing agency/the Federal Government, I will reimburse the Federal Government for the full training value of \$1,900, and for related expenses for travel, per diem, and other special fees and costs (excluding salary and benefits) paid to me, or on my behalf, in connection with my participation in the Coaching Culture Facilitator Course training, unless waived by my agency head. Regulations prescribed under 5 USC § 4118, provide that the head of the agency may waive in whole or in part a right of costs recovery, if it is shown that the recovery would be against equity and good conscience or against the public interest. Furthermore, the agency shall provide procedures to enable me, the employee, to obtain a reconsideration of the recovery amount or to appeal for a waiver of the agency's right to recover, as prescribed in 5 CFR 410.309.

8. I UNDERSTAND and ACKNOWLEDGE that 100% attendance is mandatory; however, should an unexpected emergency arise, participants cannot miss any more than three sessions (regardless of the length of the session). Participants are required to make up missed session through asynchronous learning within two weeks (10 Business Days) of any absence. If participants miss more than three sessions or do not make up the missed sessions through asynchronous learning within two weeks (10 Business Days) of any absence, they are subject to dismissal and could be required to reimburse the Department of the Air Force \$1,900.00 for the cost of the course.

**Employee Full Name:**

**Position Title:**

**Employing  
Agency/Department:**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_