

## **Coaching Culture Facilitator Course Continued Service Agreement (CSA)**

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As prescribed in Title 5 USC § 4108 and 5 CFR 410.309, Federal agency heads have the authority to determine the conditions for requiring continued service agreements (CSAs) for any training provided. All Federal employees, who are selected, and agree to voluntarily participate in the Coaching Culture Facilitator Course are required to complete this CSA prior to starting the training program, or risk being denied training. NOTE: For the purposes of this agreement the term “agency” refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization.

### **Employee Agreement to Continue in Service**

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

1. I AGREE that, upon completion of the Coaching Culture Facilitator Course I will remain in employment of, and serve in the Federal Government for a minimum of two (2) years. The two (2) year obligated service date will commence on the first day following my graduation of the training program; day of graduation is shown as the date listed on the Coaching Culture Facilitator Course certificate of completion.
2. I AGREE that, if I voluntarily leave employment with the Federal Government before completing the Coaching Culture Facilitator Course or period of obligated service, I will 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.
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 Culture Facilitator Course or period of obligated service 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 Culture Facilitator Course does not change the terms of my employment, or in any way commit my employing agency/the Federal Government to continue my employment. I AGREE to, participate in, and complete the training course 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 this training in the 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.

**Employee Full Name:**

**Position Title:**

**Employing Agency/Department:**

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

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

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

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