

1. I agree that upon completion of the sponsored training described below, I will work for the Marine Corps, in accordance with the CSA policy. The length of full-time training is 8 hours for each day of training, up to a maximum of 40 hours a week. I understand that if I voluntarily enter a period of non-pay status during the period of service obligation (i.e., Leave Without Pay (LWOP)), the period of obligated service may be extended by length of time in a non-pay status.

2. If I voluntarily leave the Marine Corps before completing the period of service shown in item 7 below, I agree to reimburse the Marine Corps for the tuition, travel, per diem, books and materials, fees, administrative overhead costs, and other related expenses, excluding salary, paid in connection with my training as shown in item 8 below. However, the amount of the reimbursement will be reduced on a pro-rated basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$3,000 and I complete two-thirds of the obligated service, I will reimburse the Marine Corps \$1,000 instead of the original \$3,000.)

3. I further agree that if I voluntarily leave the Marine Corps to enter the service of another federal agency or other organization in any branch of the government before completing the period of service agreed to in item 7 below, I will give my servicing HRO written notice of at least 10 workdays, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I agree to pay the amount of additional expenses incurred by the government in this training.

4. I understand that any amounts which may be due the Marine Corps as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by such other methods as are approved by law.

5. I further agree to obtain approval from the employee development manager responsible for authorizing training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs. If I fail to complete sponsored training I agree to reimburse the Marine Corps training and related costs as in item 8 below.

6. I acknowledge that this agreement does not in any way commit the government to continue my employment. I understand that if there is a transfer of my service obligation to another federal agency or other organization in any branch of the government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

7. Period of obligation service is from _____ to _____ beginning on or about _____.

8. Course title: _____

Projected Cost

Tuition:

Fees:

Books and materials:

Travel:

Per Diem:

Other related costs:

Total:

Date of Attendance: To: _____ From: _____

Employee's signature: _____ Date: _____

HRDSA/CTM/Training Director/Coordinator's signature: _____
Date: _____