



## Section A - Trainee Information

1. Trainee Name: \_\_\_\_\_ 2. Office Symbol: \_\_\_\_\_  
3. Work Email: \_\_\_\_\_ 4. Date: \_\_\_\_\_  
5. Position Title: \_\_\_\_\_ 6. Office Phone: \_\_\_\_\_

## Section B - Training Course Information

(See the Applicable SF-182)

1. Course Title and ID: \_\_\_\_\_ 2. TLN: \_\_\_\_\_  
3. Course Length/Start Date: \_\_\_\_\_ to End Date: \_\_\_\_\_  
4. Direct Costs for Training (Tuition/Materials): \_\_\_\_\_  
5. Indirect Costs for Training (Travel/Per Diem): \_\_\_\_\_  
6. Administrative Overhead Costs: \_\_\_\_\_ 7. Virtual Training: Yes \_\_\_ or No \_\_\_  
8. Total Costs: \_\_\_\_\_ 9. Total Training Hours: \_\_\_\_\_



Note: This agreement must be signed by the nominee for Government training that exceeds 80 hours (or such other designated period, less than 80 hours as prescribed by the agency) for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this agreement below 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 incurred by the Government in connection with the training.

## Continued Service Agreement

Employees, who are selected to training for more than a minimum period as prescribed in Title 5 USC 4108 and 5 CFR 410.309, see your supervisor for more information on the internal policies to implement a continued service agreement.

### Employees Agreement to Continue in Service

#### To be completed by applicant:

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, if I receive salary covering the training period, I will serve in the agency at least three (3) times the length of the training period based upon two factors: 1) Training length that exceeds 80 hours. 2) Cost of training including direct (tuition and materials) and indirect costs (travel and per diem). If I received no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week).

**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.

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. These fees are reflected in SF-182, Section C Costs and Billing Information. Note: Additional information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR). <http://www.opm.gov/feddata/ghrr/index.asp>

3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this



advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

4. I understand that any amount of money which may be due to the agency 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 my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

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 will remain in effect until I have completed my obligated service with that other agency or organization.

7. Deviation from the table below will not occur unless specified by a specific functional authority and is legally supported by statute, DoD guidance and Department of the Air Force policy.

GENERAL TABLE <sup>1</sup>			
Cost of training is under \$5,000 and/or under 80 hours	Cost of training is \$5,000 to \$20,000 and/or 80 to 120 hours	Cost of training is \$20,001 to \$50,000 and/or 120 to 240 hours	Cost of training is over \$50,000 and/or over 240 hours
No CSA requires <sup>2</sup>	Service Obligation required—3 months	Service Obligation required—12 months	Service Obligation required—36 months

**Notes:**

1—Deviations from this table will be coordinated with HAF/A1D

2—A series of certifications or events will be considered in aggregate when calculating CSAs

## Agreement and Concurrence

1. Period of Obligated Service/Start Date: \_\_\_\_\_ to Expiration Date: \_\_\_\_\_

2. Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. AFDW EDS (A1KF) or Program Manager's Signature: \_\_\_\_\_