

U.S. Department of Veterans Affairs
Acquisition Intern Continuing Service Agreement (AIP Bridge Program)

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INITIALS
1. I AGREE upon successful graduation from the Acquisition Intern Program (AIP) Bridge Program, I will serve the Department of Veterans Affairs (VA) for a period of 18 months. I understand that for purposes of this agreement, I will be required to perform the service within VA, and that the requirement will not be transferred to another Federal Agency or other branch of the Government. I understand that if I leave the AIP program prior to graduation, and remain with the VA, my period of obligated service will begin the day after I leave the program and the obligated service period will be pro-rated based on the percentage of training completed.
- _____
INITIALS
2. Period of Obligated Service (MM/DD/YYYY):
FROM: _____ TO: _____
- _____
INITIALS
3. If I voluntarily separate from VA after graduation, but before completing the period of service agreed to in items #1 and #2 above, I AGREE to reimburse the VA for all costs (excluding salary and benefits) of tuition, fees, materials, books, equipment, indirect costs and travel related expenses paid in connection with my training, currently estimated at \$18,000. The amount of the reimbursement will be reduced on a daily pro rata basis for the percentage of completion of obligated service. (For example, if the cost of the training is determined to be \$18,000 and I complete one-half of the obligated service, I will reimburse VA \$9,000 instead of the entire, original amount, \$18,000). This debt is due and owing immediately after I separate from VA.
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INITIALS
4. I also understand and AGREE if I separate from the VA prior to graduation, and do not complete the period of service agreed to in items #1 and #2, then I will reimburse the VA for costs of tuition, fees, materials, books, equipment, indirect costs and travel related expenses paid in connection with my training up to the point of my separation from the program. See #3 for current estimated program costs. This debt is due and owing immediately after I separate from VA. If an employee leaves government service due to no fault of the employee, the employee is not liable to repay training cost. (VA Handbook 5015)
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INITIALS
5. I further AGREE I will notify the VA Acquisition Academy in writing at vaainternshipschool@va.gov AT LEAST 30 CALENDAR DAYS in advance of my separation:
- a. If I voluntarily separate from the VA to enter into the service of another Federal agency or other organization in any branch of the Government before graduation; or
 - b. If I voluntarily separate from the VA to enter into the service of another Federal agency or other organization in any branch of the Government after graduation, but before completing the period of service; or
 - c. If I voluntarily separate from the VA and Federal government service before graduation; or
 - d. If I voluntarily separate from the Acquisition Intern Program prior to graduation; or
 - e. If I voluntarily separate from the VA and Federal government service after graduation, but before completing the period of service.
- _____
INITIALS
6. If I fail to provide the 30 calendar days advance notice, as described in #5, I AGREE to reimburse the VA under the same terms agreed to:
- a. In item #3 if I separate from the VA after graduation, but before completing the period of service; or
 - b. In item #4 if I separate from the VA before graduation.

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7. I understand during the 30 calendar day notice provided of my separate from the VA will make a determination concerning:
- a. Reimbursement,
 - b. The amount of reimbursement, and
 - c. Whether my remaining service obligation will be transferred to the gaining agency.
- _____
INITIALS
8. Within 30 days following notice of the agency's determination in par. (7), above, I may request to the DAS of the Office of Acquisition and Logistics, a reconsideration of the recovery amount and/or appeal for a waiver of the agency's right to recover or submit a request for a hearing on the validity of my debt.
- _____
INITIALS
9. I understand any debt which may be due the VA as a result of the terms of this agreement may be withheld or offset from any monies owed to me by the Government, or may be recovered by such other methods as are approved by law.
- _____
INITIALS
10. I understand, as a Reserve or National Guard soldier, any time spent on active duty during this continuing service agreement period of obligated service may count as time served under this continued service agreement. The VA, at the minimum, will follow the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Soldiers and Sailors Civil Relief Act in regards to any military active duty service.

Intern Signature

Date Signed

Intern (printed name)

Witness Signature

Date Signed

Witness (printed name)