

## **Sample Letter of Agreement for PDO Obligated Service**

(Date)

From: *(Professor's name and title)*

To: President, Marine Corps University

Via: (1) Director, *(Name of College or School)*

(2) Provost

(3) Vice President for Student Affairs and Business Operations

Subj: PROFESSIONAL DEVELOPMENT OFF-SITE (PDO) AGREEMENT FOR OBLIGATED SERVICE

1. I have requested the opportunity to participate in the Professional Development Off-site Program, a government-sponsored training program that involves self-directed research and study as set forth in my application letter.

2. In accordance with the PDO policy, I AGREE to provide the deliverable approved in my Application for Professional Development Off-site to the Provost within 3 months of return to work. Further, I AGREE that upon completion of my Professional Development Off-site Period, I will continue to serve as a member of the Marine Corps University faculty for a period equivalent to three times the length of the PDOP period or *(number)* months from the date of my return from the PDO period. My PDO period will begin on *(date)* and end on *(date)*.

3. The Marine Corps University and/or the Marine Corps University Foundation (MCUF) have/has agreed to fund, or I have requested funding from them, for the following items *(give estimates if exact figures are not available)* in support of my PDO:

a. Salary (100% of annual for 6-mo PDO; 50% of annual for 12-mo PDO): *(\$)*

b. Travel/Transportation: *(\$)*

c. Hotel/Billeting: *(\$)*

d. Tuition/Conference Fees: *(\$)*

e. Incidental Expenses: *(\$)*

f. Other/Special Expenses (list): *(\$)*

4. I understand that as a U.S. Government employee I may be subject to limitations on accepting funds from non-government grants, fellowships, and other sources of research support and that I must have such opportunities reviewed prior to applying. I also understand that travel or other expenses funded by other U.S. Government agencies during my PDO must be approved in advance by an MCU Authorizing Official.

5. If I voluntarily leave the Marine Corps University 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 paragraph 2 above, I will give my servicing Human Resources Management

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Office advance notice during which time a determination will be made regarding reimbursement versus transfer of the remaining service obligation to the gaining agency.

6. If I voluntarily leave the Marine Corps University and the Federal Service before completing the period of service agreed to in paragraph 2 above, I understand that I shall be liable to the United States for repayment of all expenses of the PDO including salary, tuition, related fees, travel, and other special expenses the Marine Corps University has funded as part of my PDO. I understand that this amount shall be treated as a debt due the United States.

7. The amount of any reimbursement due the Marine Corps University under paragraphs 5 or 6 above will be reduced on a pro-rata basis to reflect the percentage of completion of the obligated service.

8. I understand that any amounts which may be due the Marine Corps University 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 any other methods approved by law.

9. I acknowledge that this Agreement does not in any way commit the Government to continue my employment.

10. I understand that I will be required to develop and deliver a University-level Faculty Development presentation about my PDO, in addition to any written articles or publications.

*(Signature)*  
*(Initials and Last Name)*

*(Notary Public) (Date)*  
*(My Commission Expires effective date)*