

VETERANS HEALTH ADMINISTRATION
Technical Career Field (TCF)
Assistant Human Resources Officer

Statement of Understanding

Current VA employees are required to complete and sign this document upon hire

I understand that

- a. My appointment type will not change as a result of my acceptance of this Assistant Human Resources (HR) Officer Intern position *(unless I am converting from a Title 38 appointment)*.
- b. If I fail to complete the training program for reasons unrelated to misconduct or suitability AND if I held a career or career-conditional appointment in the Department of Veterans Affairs immediately before entering this internship, I shall be placed in a career or career-conditional position at no lower grade or pay than the one that I left to accept this internship.
- c. If I voluntarily fail to complete the training program and leave Federal employment, I must reimburse the Department of Veterans Affairs for the tuition and related fees, travel and other special expenses (excluding salary, pay or compensation) incurred in connection with my training.
- d. If I voluntarily fail to complete the training program and enter the service of another Federal agency, I will give the Department of Veterans Affairs notice of at least ten working days during which management officials will have the opportunity to decide whether I am required to repay these training expenses. If I fail to give such ten day notice, or if the Department of Veterans Affairs notifies me before transfer that repayment is required, I must reimburse the Department of Veterans Affairs for the expenses of the training (excluding salary, pay or compensation).
- e. Unsatisfactory progress as determined by my Preceptor, may result in termination from the TCF Assistant HR Officer program.
- f. Any amounts which may be due the Department of Veterans Affairs as a result of any failure on my part to meet the terms of this agreement may be withheld from any moneys owed me by the Government or may be recovered by such other methods as provided by law, unless recovery is waived by the Department of Veterans Affairs.
- g. If I fail to accept a position offered I will reimburse the Department of Veterans Affairs for the expenses of the training (excluding salary, pay or compensation) and that this may result in termination from employment with the Department of Veterans Affairs.
- h. This agreement does not in any way commit the Department of Veterans Affairs to continue my employment.

Career Field Track	Facility City, State	Station #	VISN	Name of Local Preceptor
Assistant HR Officer	Saginaw, MI	655	11	Ms. Kathy Seymour

Print Name _____ Signature of TCF Candidate _____ Date _____

Print Name _____ Signature of Approving Official _____ Date _____