DEPARTMENT OF WAR (DOW) TRANSPORTATION AGREEMENT: CIVILIAN EMPLOYEES APPOINTED TO A TEACHING POSITION OUTSIDE THE CONTINENTAL UNITED STATES

The Prescribing Authority for this form is the Joint Travel Regulations (JTR).
For use of this form see JTR, par. 054906, "Preparation and Disposition."

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. §§ 5701, 5722, 5724.
PRINCIPAL PURPOSES: This form is used to establish service requirements for employee travel and transportation allowance eligibility when appointed to a teaching position outside the continental United States (OCONUS).
ROUTINE USE: None.
DISCLOSURE: Voluntary. However, an employee who fails to provide information will be ineligible for travel and transportation allowances incident to their transfer OCONUS. The information requested is necessary to properly identify the employee.

1. NAME *(Last, First, Middle Initial)*		**2. TYPE OF AGREEMENT** ☐ INITIAL ☐ RENEWAL WITH PCS ☐ RENEWAL WITHOUT PCS ☐ PCS ONLY
3. APPOINTMENT DATE *(YYYYMMDD)*	**4. PERIOD OF SERVICE** *(School Year(s))*	**5. ASSIGNED PDS LOCATION** *(City, State/Territory/Country)*
6. ACTUAL RESIDENCE WHEN APPOINTED OR TRANSFERRED		**7. PREVIOUS PDS LOCATION** *(City, State/Territory/Country)*

Pursuant to 5 U.S.C. §5722, an employee appointed to a teaching position OCONUS must complete a transportation agreement in order for the employee and the employee's immediate family members to be eligible for payment of travel and transportation allowances. An employee's travel and transportation allowances may include movement of household goods, storage of household goods, and certain other allowances incident to employment at a location OCONUS. Movement and storage of household goods is not authorized for round-trip renewal agreement travel.

I understand and agree that:

a. After I complete my period of service specified above, I will be eligible for travel and transportation allowances to return to my actual residence when I was appointed to a teaching position OCONUS. My tour of duty begins on the appointment date listed above.

b. If I do not complete the period of service specified in field #4, then I must repay my agency the total expense of travel and transportation to the permanent duty station and I will be solely responsible for the expense of returning to the continental United States (CONUS). My employing agency may withhold any final pay due to me to satisfy any debt related to a violation of this agreement. See JTR, par. 054913, "Service Agreement Violation" for more information.

c. If I cannot complete the period of service for reasons beyond my control that are acceptable to my agency, I will remain eligible for travel and transportation allowances and will not be required to repay my agency for prior travel and transportation expenses.

d. The period of service, actual residence when appointed, and PDS location(s) specified above are used solely for the purpose of establishing my eligibility for travel and transportation allowances.

e. For purposes of calculating my period of service, one school year is 175 days of instruction in a calendar year.

f. After I sign this agreement, I may not change the actual residence when appointed specified above for personal reasons.

g. I may be directed to use commercial aircraft, Government aircraft, or both for travel to or from the permanent duty station outside the continental United States.

h. I am not eligible to receive travel and transportation allowances for another transfer within the Department of War within 12 months of this transfer unless I meet the criteria for an exception under JTR, par. 053706, "PCS Limitation Policy."

i. If I satisfactorily complete the specified period of service and sign a new service agreement, then I will be eligible for renewal agreement travel to my actual residence when appointed. See JTR, par. 055011, "DoD Education Activity (DoDEA) Teacher" for information about early renewal agreement travel eligibility.

8. OTHER REMARKS *(To be completed by personnel office or employing agency officials only.)*

9. EMPLOYEE SIGNATURE	**10. DATE SIGNED** *(YYYYMMDD)*
11. DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE SIGNATURE	**12. DATE SIGNED** *(YYYYMMDD)*