

**DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT:
TRANSFER OF CIVILIAN EMPLOYEES OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)**

*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, 5723, and 5724.

PRINCIPAL PURPOSE(S): This form is used to establish Government time in service requirements for employee (including appointees and student trainees) travel and transportation allowance eligibility when transferred to a position OCONUS.

ROUTINE USE(S): May be provided to law enforcement and others for audits and investigations.

DISCLOSURE: Voluntary. However, completion of this form is necessary before a transfer can be authorized and expenses paid.

1. NAME (Last, First, Middle Initial)		2. TYPE OF AGREEMENT	
		<input type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL WITH PCS <input type="checkbox"/> RENEWAL WITHOUT PCS <input type="checkbox"/> PCS ONLY	
3. APPOINTMENT DATE (YYYYMMDD)	4. NEW APPOINTEE OR STUDENT TRAINEE	5. NEW ASSIGNED PERMANENT DUTY STATION (PDS) LOCATION (City, State/Territory/Country)	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
6. ACTUAL RESIDENCE WHEN APPOINTED OR TRANSFERRED		7. PREVIOUS PDS LOCATION (City, State/Territory/Country)	

Pursuant to 5 U.S.C. §§ 5722 and 5723, an employee (including new appointees and student trainees) appointed to a position OCONUS must complete a transportation agreement for the employee and the employee's authorized dependent(s) 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. Under the law, allowances shall not be authorized unless the employee agrees in writing to remain in the Government service for a prescribed period of time. To establish eligibility for the authorized allowances, the following agreement must be executed.

I understand and agree that:

- a. After I complete the prescribed _____ (minimum 12) month tour of duty, I will be eligible for travel and transportation allowances to return to my actual residence. My tour of duty begins on the appointment date listed above.
- b. If I do not complete at least 12 months of my tour of duty or I am removed for cause before completing 12 months, then I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation and related allowances associated with the transfer of myself and my dependents, e.g., HHG storage and shipment, CONUS temporary quarters subsistence expenses (but no OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. I will also be responsible for the expense of returning to my actual residence. 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 complete at least 12 months, but do not complete my tour of duty or I am removed for cause before completing my tour of duty, then I will be responsible for the expense of returning to my actual residence.
- d. If I cannot complete the tour of duty 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. See JTR, par. 054912, "Acceptable Reasons for Release from a Tour of Duty" for more information.
- e. The tour of duty, actual residence, and PDS location(s) specified above are used for the purpose of establishing my eligibility for travel and transportation allowances.
- f. After I sign this agreement, I may not change the actual residence specified above for personal reasons. See JTR, par. 054903-B, "Employment OCONUS."
- g. I may be directed to use commercial aircraft, Government aircraft, or both for travel to or from the OCONUS PDS.
- h. To be eligible for renewal agreement travel, I agree to a full renewal tour of _____ months and agree to complete a minimum period a service of 12 months upon return to the OCONUS PDS after the completion of renewal agreement travel.

- i. I am not eligible to receive travel and transportation allowances for another transfer within DoD within 12 months of this transfer unless I meet the criteria for an exception under JTR, par. 053706, "PCS Limitation Policy."
- j. 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. See JTR, par. 055001, "Eligibility Requirements" for information about early renewal agreement travel eligibility.
- k. Signature on this form constitutes my certification that I and/or my authorized dependent(s) have not accepted, and will not accept, duplicate reimbursement for my relocation expenses. In addition, to the best of my knowledge, no third party has accepted duplicate reimbursement for my relocation expenses.

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)