

**DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT  
TRANSFER OF CIVILIAN EMPLOYEES OUTSIDE CONUS (OCONUS)**

*(Outside the 48 Contiguous States and the District of Columbia)*

**PRIVACY ACT STATEMENT**

(5 U.S.C. §552a)

**AUTHORITY:** 5 U.S.C. §5701, §5722, §5723, §5724, and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE(S):** Used to establish Government time in service requirements in order for the employee (including appointees and student trainees) to be eligible for travel and transportation expenses when transferred to positions outside the Continental United States (OCONUS).

**ROUTINE USE(S):** In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.

**DISCLOSURE:** Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.

<b>A. EMPLOYEE NAME</b> <i>(Last, First, Middle Initial)</i>		<b>B. TYPE OF AGREEMENT</b>	
		<input type="checkbox"/> INITIAL	<input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY
		<input type="checkbox"/> RENEWAL	<input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS
<b>C. EMPLOYEE SSN</b>	<b>D. NEW APPOINTEE OR STUDENT TRAINEE</b>	<b>E. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS)</b> <i>(YYYYMMDD)</i>	
	<input type="checkbox"/> YES		
	<input type="checkbox"/> NO		
<b>F. LAST PDS LOCATION</b>		<b>G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT</b> <i>(To be determined at time of initial agreement)</i>	

1. 5 U.S.C. §5722 and §5723, provide, under certain conditions, for travel and transportation expenses of the employee (including new appointees or student trainees eligible for first PDS travel), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to an OCONUS location, except movement and storage of HHG is not allowed for round-trip renewal agreement travel. Under the law, the allowances shall not be authorized unless the employee agrees in writing to remain in the Government service for a prescribed period of time. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

a. When I complete \_\_\_\_\_ months, the prescribed tour of duty, I will be eligible for return travel and transportation allowances at Government expense for myself, my dependents, or my household effects, to my actual residence at time of appointment stated above for purpose of separation from the service, unless separated early for reasons beyond my control that are acceptable to the agency concerned.

b. I will remain in Government service for at least 12 months beginning with the effective date of my transfer or appointment to my new OCONUS PDS, unless separated for reasons beyond my control that are acceptable to the agency concerned. If I fail to remain in service the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, 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 not 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. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.

3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for travel and transportation allowances, and other related allowances which may be authorized.

*(Continued on Back)*

<b>H. EMPLOYEE SIGNATURE</b>	<b>I. DATE SIGNED</b> <i>(YYYYMMDD)</i>

4. I understand and agree that the address shown above is my actual residence at time of appointment and that it will be used for the purpose of determining transportation entitlement and that this address is not subject to later change for personal reasons.

5. I understand that I may be required to use commercial or Government aircraft for necessary travel to or from my OCONUS PDS unless a medical reason precludes the use of aircraft.

6. I also understand it is neither cost effective nor efficient for DoD to provide more than one PCS move at Government expense during any 12-month period. Accordingly, except as provided in JTR, par. C4100, I am not entitled to any further PCS transfers within DoD, at Government expense, for a period of 12 months from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

**NOTE:** Employee should retain a copy of signed transportation agreement for their personal files.

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