

**DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT
TRANSFER OF PROFESSIONAL SCHOOL PERSONNEL 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, §5724, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee 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.

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| A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i> | | B. TYPE OF AGREEMENT | |
| | | <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 |
| C. EMPLOYEE SSN | D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i> | E. LAST PDS LOCATION | |
| F. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i> | | | |

1. 5 U.S.C. §5722, provides, under certain conditions, for payment of travel and transportation expenses of the employee, appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to employment at a location outside the U.S., except movement and storage of HHG is not allowed for round-trip renewal agreement travel. Under the law, the allowances are not authorized unless an 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. After I serve for _____ school year(s), the prescribed tour of duty, I will be eligible for return travel and transportation allowances for myself, my dependents, and my household effects, to my actual residence stated above, unless I am returned early for reasons beyond my control that are acceptable to the agency concerned, or I am returned by agency authority.

b. I will remain in Government service for at least one school year plus any necessary time in the area because of required arrival before the start of the school year and the required time while awaiting transportation for departure from the area at the conclusion of the school year. For teachers (except dormitory counselors), the school year consists of not more than 190 work days including not less than 175 days of classroom instruction. 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 expenses and related allowances associated with the transfer of myself and my dependents, e.g., HHG storage and shipment, privately owned vehicle shipment, real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to my 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.

4. I understand and agree that the address specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized during my continuous period of overseas service and this address is not subject to later change for personal reasons.

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| G. EMPLOYEE SIGNATURE | H. DATE SIGNED <i>(YYYYMMDD)</i> |
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5. I understand that I may be required to use commercial or Government aircraft for necessary travel to or from my PDS outside the U.S. unless a medical reason precludes the use of aircraft.

6. I also understand it is neither cost effective nor efficient for DoD to pay for more than one PCS move at Government expense during a period of one school year. 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 one school year from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

7. I further understand that teachers who serve in areas where the established tour of duty is two school years will, upon completion of the second consecutive school year, be given transportation to the actual residence in the U.S. for purpose of taking leave without pay, or be reassigned at their request to another two school year tour of duty area. The following exceptions may be approved during a period of continuous service:

a. Round-trip renewal agreement travel in a leave without pay status may be authorized to return to the U.S. for the summer at the end of the first school year of service to attend an accredited college or university to pursue courses that are required to continue certification or for professional preparation and advancement, if the teacher signs a new transportation agreement before leaving the PDS outside the U.S. An employee is required to present evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than six semester hours. If the employee fails to present satisfactory evidence of course completion to the agency, the employee is obligated to refund to the Government the cost of travel and transportation furnished for the purpose of attending the courses. Employees returning to the U.S. under this exception begin a new two school year cycle under the new transportation agreement when they return to the PDS outside the U.S.

b. At the end of the first school year under this transportation agreement, the employee may be reassigned, at the employee's request, with approval by the employing department, to a one school year tour of duty area. In this case, renewal agreement travel may be authorized to the employee's actual residence in the U.S. for the purpose of taking leave without pay during the summer recess and then from actual residence to a new PDS outside the U.S. indicated in the renewal agreement.

9. Teachers who satisfactorily complete the agreed period of service will be authorized travel and transportation allowances to the actual residence in the U.S. for the purpose of separation, or to the actual residence in the U.S. for the purpose of taking leave without pay during the summer recess in connection with renewal agreement travel with return to the same PDS outside the U.S. or reassignment to a new PDS outside the U.S.

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

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