

**DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT  
TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES (CONUS)**

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

**PRIVACY ACT STATEMENT**

*(5 U.S.C. §552a)*

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

**PRINCIPAL PURPOSE(S):** Used to establish Government time in service requirements in order for the employee new appointees or student trainees to be eligible for travel and transportation expenses when transferred to and within the Continental United States (48 contiguous States and the District of Columbia).

**ROUTINE USE(S):** In addition to being used by officials and employees of the applicant's Service in determining eligibility 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 paid. The personal information requested is necessary to properly identify the

<b>A. EMPLOYEE NAME</b> <i>(Last, First, Middle Initial)</i>	<b>B. EMPLOYEE SSN</b>	<b>C. NEW APPOINTEE OR STUDENT</b> <b>TRAINEE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS)</b> <i>(YYYYMMDD)</i>	<b>E. NEW OR FIRST PDS LOCATION</b>	
<b>F. SIGNATURE OF DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE</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. §5723 and §5724, as amended, provide, under certain conditions, for travel and transportation expenses of employee (including eligible new appointees or student trainees in certain circumstances), 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 and within CONUS. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a minimum of 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree

a. I will remain in Government service for a minimum of 12 months beginning with the date I report for duty at my or first PDS, unless I am separated for reasons beyond my control that are acceptable to the agency

b. If I fail to serve the required minimum period of time, or if I am removed for cause before expiration of the 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., househunting trip expenses, HHG storage and shipment, privately owned vehicle 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. I understand that the amount of indebtedness will be determined in accordance with the provisions of JTR, Chapter 4, Part H, which provide, in connection with a transfer to CONUS, that I will be credited with any unused earned entitlement for return transportation and travel to my actual residence upon separation from my PDS outside CONUS.

3. I understand that the period of service 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.

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<b>H. EMPLOYEE SIGNATURE</b>	<b>I. DATE SIGNED</b> <i>(YYYYMMDD)</i>
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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

4. I understand and agree that the address shown above is my actual residence at time of appointment and that this address will be used for the purpose of determining transportation entitlement and that it may not be later changed for personal reasons. I also understand that upon completion of the 12-month minimum period of service specified in this agreement, I will not be eligible for return transportation at Government expense for myself, my dependents and HHG to my actual residence at the time of my appointment. I further understand that completion of the above period of service does not terminate my employment and I may continue to serve in the same position or any other position to which I am assigned for a longer period in accordance with the employing agency regulations. This agreement neither limits nor guarantees the duration of my employment.

5. I also understand it is neither cost effective nor efficient for DoD to pay for more than one permanent change of station (PCS) move 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

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