

DATE

INITIATING OFFICE ADDRESS

SERVICE AGREEMENT
(Required by Federal Travel Regulations)

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of

5 U.S.C. Chapter 57 (as amended), Executive Order 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of facilitating authorization action for travel and other expenses to be incurred under administrative authorization. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

EMPLOYEE NAME (Type or Clearly Print Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

NEW APPOINTMENT TO FIRST DUTY STATION OR TRANSFER TO NEW DUTY STATION IN THE CONTINENTAL U.S.

I agree to remain in the service of the Federal Government for a period of 12 months following the effective date of my appointment, unless separated for reasons beyond my control and acceptable to the Agency.

TRANSFER BETWEEN NON-FOREIGN OFFICIAL STATIONS*

I agree to accept the change of official station and to remain in the service of the Federal Government for a period of 12 months following the date I report for duty at _____, unless I am separated for reasons beyond my control and acceptable to the Agency.

NEW APPOINTMENT/TRANSFER INVOLVING FOREIGN OFFICIAL STATION OUTSIDE THE CONTINENTAL U.S.*

I agree to remain in the service of the Federal Government for two years after reporting for duty at my foreign official station, unless I am separated for reasons beyond my control and acceptable to the Agency.

my place of actual residence for purposes of complying with Federal Travel Regulations 302-3.307(a) is _____

TRANSFER OF STATE AGENCY EMPLOYEE UNDER THE INTERGOVERNMENTAL PERSONNEL ACT

I agree to accept the change of official station and to complete the entire period of assignment or one year, whichever is shorter, _____, unless following the date I report for duty at _____

*"Non-foreign official station" as used in this form means an official station located in Alaska, Hawaii, Puerto Rico, Canal Zone, or territories and possessions of the U.S.; "foreign official station" means any other.

I agree to fulfill the service obligation for the appointment or transfer checked above. If I do not fulfill my agreement, I will repay to the Federal Government all moneys expended by the United States on account of travel, transportation and allowances connected with my appointment or transfer and understand that under such circumstances such moneys are recoverable from me as a debt due the United States. If I receive Withholding Tax Allowance (WTA) payments for claims filed for transfer expenses I agree to (does not apply to new hires): (1) file for a Relocation Income Tax Allowance (RIT), (2) file all required documentation of income with the claim for RIT by August 31 of the year following the WTA payments unless an extension of time is granted by the Government. If I am overpaid or do not file the claims, I agree to repay the Government the entire WTA expended by the United States in connection with my transfer.

SIGNATURE OF EMPLOYEE

DATE SIGNED