

Relocation Allowances

§ 302-2.17

may be extended by your Agency for up to 2 additional years, but only if you have received an extension under §302-11.22.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, §302-2.11 was amended by removing "2-year" in both the heading and the text and adding "1-year" in its place and by removing "2 additional years" and adding the words "one additional year" in its place, effective Aug. 1, 2011.

SERVICE AGREEMENTS AND DISCLOSURE STATEMENT

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, the undesignated center heading appearing immediately before §302-2.12 was revised, effective Aug. 1, 2011. For the convenience of the user, the revised text is set forth as follows:

SERVICE AGREEMENT AND DISCLOSURE STATEMENT

§302-2.12 What is a service agreement?

A service agreement is a written agreement between you and your agency, signed by you and an agency representative, stating that you will remain in the service of the Government for a period of time as specified in §302-2.13, after you have relocated.

EFFECTIVE DATE NOTE: By FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011, §302-2.12 was amended by adding a sentence at the end of the paragraph, effective Aug. 1, 2011. For the convenience of the user, the added text is set forth as follows:

§302-2.12 What is a service agreement?

*** A service agreement must also include the duplicate reimbursement disclosure statement specified in §§302-2.20, 302-2.21, and 302-2.100(g).

§302-2.13 Am I required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel and what is the minimum period of service?

Yes, you are required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel. The minimum periods of service are:

(a) Within the continental United States for a period of service of not less

than 12 months following the effective date of your transfer;

(b) Outside the continental United States for an agreed upon period of service of not more than 36 months or less than 12 months following the effective date of transfer;

(c) Department of Defense Overseas Dependent School System teachers for a period of not less than one school year as determined under chapter 25 of title 20, United States Code; and

(d) For renewal agreement travel a period of not less than 12 months from the date of return to the same or different overseas official station.

§302-2.14 Will I be penalized for violation of my service agreement?

Yes, if you violate a service agreement (other than for reasons beyond your control and which must be accepted by your agency), you will have incurred a debt due to the Government and you must reimburse all costs that your agency has paid towards your relocation expenses including withholding tax allowance (WTA) and relocation income tax (RIT) allowance.

§302-2.15 Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?

Yes, if you accept a transfer/appointment to an OCONUS location, you must immediately provide your agency with the information needed to determine your actual place of residence and to document it into your service agreement.

§302-2.16 Must I sign a service agreement for a "last move home" relocation?

No, you do not need to sign a service agreement for a "last move home" relocation.

§302-2.17 What happens if I fail to sign a service agreement?

If you fail to sign a service agreement, your agency will not pay for your relocation expenses.