

## Relocation Allowances

## § 302-2.21

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

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011]

### **§ 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 deter-

mine 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.

### **§ 302-2.18 Can my service agreement be voided by a subsequent service agreement?**

No, service agreements which are already in effect cannot be voided by subsequent service agreements.

### **§ 302-2.19 If I have more than one service agreement, must I adhere to each agreement separately?**

Yes, service agreements can not be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

### **§ 302-2.20 What is a duplicate reimbursement disclosure statement?**

A duplicate reimbursement disclosure statement is a written statement signed by you and submitted to your agency. It states that you and/or your immediate family have not accepted, and will not accept, duplicate reimbursement for relocation expenses. Furthermore, it states that, to the best of your knowledge, no third party has accepted duplicate reimbursement for your relocation expenses. The duplicate reimbursement disclosure statement must be incorporated into your service agreement.

[FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011]

### **§ 302-2.21 Must I sign a duplicate reimbursement disclosure statement?**

Yes, you must sign a duplicate reimbursement disclosure statement to receive any relocation benefits.

[FTR Amdt. 2011-01, 76 FR 18336, Apr. 1, 2011]