

**§ 302-2.12**

SERVICE AGREEMENTS

**§ 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.

**§ 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.

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**§ 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.

**§ 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.

ADVANCEMENT OF FUNDS

**§ 302-2.20 May I receive an advance of funds for my travel and transportation expenses?**

Yes, you may receive an advance of funds for your travel and transportation expenses, as prescribed by your agency, except for overseas tour renewal agreement travel.

**§ 302-2.21 What requirements must I meet to receive a travel advance?**

Your relocation travel authorization must authorize you to receive a travel advance.