



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/dlw

7 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 49-16(I) – Update FTR References Pertaining to Service Agreements

1. **SYNOPSIS:** This item updates FTR references in the JTR pertaining to Service Agreements that have been renumbered.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in the JTR, dated 1 June 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Debbie Wells (Debbie.I.wells.civ@mail.mil).

//Approved//

JOEL T. RIDENOUR

Acting Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Civilian E-Mail Distribution:

CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS:

5820:

*A. General ([FTR, §302-2.13](#))

*B. Failure to Sign a Service Agreement ([FTR, §302-2.18](#)). If an employee fails to sign a service agreement, the Gov't is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

*F. More than One Service Agreement ([FTR, §302-2.20](#)). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

*G. Subsequent Service Agreements ([FTR, §302-2.19](#)). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.

*H. Reimbursement Disclosure Statement ([FTR, §302-2.22](#))

5824:

***5824 ACTUAL RESIDENCE** ([FTR, §302-2.16](#))

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

5848:

***5848 AGREEMENT VIOLATION PENALTIES** ([FTR §302-2.15](#))



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The following pages are the same policy preceding this page but showing tracked changes.

JTR REVISIONS:

5820:

| ***A. General** (FTR, [§302-2.1213](#))

| ***B. Failure to Sign a Service Agreement** (FTR, [§302-2.1718](#)). If an employee fails to sign a service agreement, the Gov't is not financially responsible for the employee's relocation expenses. Those expenses become the employee's financial responsibility.

| ***F. More than One Service Agreement** (FTR, [§302-2.1920](#)). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

| ***G. Subsequent Service Agreements** (FTR, [§302-2.1819](#)). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.

| ***H. Reimbursement Disclosure Statement** (FTR, [§302-2.22](#))

5824:

| ***5824 ACTUAL RESIDENCE** (FTR, [§302-2.1516](#))

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee's actual residence to document in the service agreement.

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| ***5848 AGREEMENT VIOLATION PENALTIES** (FTR [§302-2.1415](#))