



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

28 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 63-11(E) -- Disclosure Statements

1. **SYNOPSIS:** Requires an employee sign a reimbursement disclosure statement certifying the employee and/or immediate family have not accepted/will not accept duplicate reimbursement for relocation expenses.
2. These changes are scheduled to appear in JTR change 551, dated 1 September 2011.
3. This determination is *effective on 1 August 2011*.

DANE SWENSON

Chief, Enterprise Operations Division

Attachment:

Rev 2a

Civilian E-Mail Distribution:

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

JTR PROPOSED REVISIONS:

C5550-A:

A. General (FTR, §302-2.12)

- *1. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee's agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in GOV'T service for a period of time specified in par. C5570-B, after the employee has relocated.
- 2. All or a portion of these travel and transportation allowances may be lost under certain conditions. See par. C5576.
- *3. Must include, or have appended to the service agreement, a disclosure statement IAW par. C5550-H.
- *4. Agreement forms, their preparation and disposition are in par. C5562.

C5550-H:

*H. Reimbursement Disclosure Statement. The employee must sign a statement certifying the employee and/or dependents have not accepted, and will not accept, duplicate reimbursement for the employee's relocation expenses. The employee must also certify that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

C5562-A & B:

A. General

- *1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.
 - *2. The provisions of par. C5556 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.
 - *3. The 'duplicate reimbursement disclosure statement' in par. C5550-H must be included with, or as an addendum to, the service agreement.
 - *4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: <http://www.dtic.mil/whs/directives/>.
- *B. Preparation and Disposition. Preparation and disposition is IAW personnel directives.