

OVERSEAS SERVICE AGREEMENT
HOME LEAVE AND RENEWAL AGREEMENT TRAVEL
(Use for Tour Renewals) (See Privacy Act Statement on Page 4)

When to use this form: This form is used to document the overseas tour renewal (for the administration of home leave) and for the service agreement required for renewal agreement travel (RAT) under the Federal Travel Regulations (FTR). Complete this form when (or before) the initial overseas tour has expired (as documented by the GSA 5040).

SECTION A
ADMINISTRATIVE AND OVERSEAS TOUR DATA
PREPARED BY THE EMPLOYEE AND SUPERVISOR
(Authority under the United States Code at 5 U.S.C. § 6305 and 5 U.S.C. § 5728(a))

1. GSA Employee Name (Last, First, Middle Initial)	2. GSA Employee ID Number
3. GSA Email Address	4. Telephone Number: <input type="checkbox"/> Home <input type="checkbox"/> Cell
5. Overseas Location (City, Country) for this tour <i>(e.g. Wiesbaden, Germany)</i>	6. Type of Installation <input type="checkbox"/> Embassy/Consulate <input type="checkbox"/> Air Force Base <input type="checkbox"/> Army Base <input type="checkbox"/> Navy Base <input type="checkbox"/> Joint Base <input type="checkbox"/> Other
7. Name of Overseas Duty Station for this tour <i>(e.g. Ramstein Air Base)</i>	8. Home Leave and Renewal Agreement Travel (RAT): a. Overseas Tour (i.e., RAT service agreement) length: _____ months <i>(must be between 12 and 36 months)</i> b. Start Date of Tour Renewal: _____ c. End Date of Tour Renewal: _____ d. Estimated Dates of Home Leave and RAT: From: _____ To: _____

SECTION B
RENEWAL AGREEMENT TRAVEL
SERVICE AGREEMENT ACKNOWLEDGEMENT

(Authority: 5 U.S.C. § 5728(a) and under the Federal Travel Regulation, Code of Federal Regulations at FTR, 41 C.F.R. Parts 302-2 and 302-3, Subpart C)

9. "Renewal agreement travel" (RAT) refers to the travel of you and your immediate family from your overseas post to your actual place of residence in the U.S (as documented on the GSA 5047) for a period of paid home leave between overseas tours. Under the Home Leave Act of 1954 (5 U.S.C. § 5728(a)), the agency will pay for these travel costs, as well as your per diem (only) during en route travel.

In order to obtain these benefits you must agree to remain with the GSA at the overseas post for a period of no less than **12 months** following RAT.

For more information on RAT reimbursement, see further Table E at 41 C.F.R. § 302-3.101 as well as 41 C.F.R. §§ 302-3.209 to 302-3.224. The 12-month service agreement period is required by 41 C.F.R. § 302-2.14(d).

Financial Liability Disclosures

Renewal Agreement Travel. Per 41 C.F.R. §§ 302-2.13 and 2.14(d), if you leave Government service prior to completing 12 months of service following return to the overseas post (unless separated for reasons beyond your control and acceptable to GSA), any money spent by the United States for renewal agreement travel under 5 U.S.C. § 5728(a) is recoverable as a debt to the United States. The agency's cost of renewal agreement travel includes the cost of your transportation, your per diem during en route travel, and the transportation cost of your immediate family members, from your post of duty outside of the United States to your place of actual residence in the U.S.

Return Relocation and Offset Against Indebtedness. The Federal Travel Regulations at 41 C.F.R. § 302-1.13(d) (1997 edition) contains rules governing how to address relocating an employee back to his or her place of actual residence in the U.S when that employee has either: (a) not completed the 12 months of service following renewal agreement travel, or (b) completed that period of service but not completed the full overseas tour of duty (see Box 8). In both situations the employee must bear the responsibility and expense of transporting himself or herself, and his or her family and household goods, from the last post of overseas duty to the place of actual residence in the U.S. If, however, GSA pays for that return relocation, the employee is considered indebted to the U.S. Government. The amount of this debt, however, will be offset by the value of the mandatory relocation expenses stated in Column 1, Table F of 41 C.F.R. § 302-3.101. The GSA will determine on a case-by-case basis whether or not the discretionary expenses listed in Column 2 of Table F (e.g., shipment of a privately owned vehicle) will be added to that offset amount. This offset to financial liability is provided because entitlement to the reimbursement of these relocation expenses is associated with a prior period of successfully completed service. Due to the operation of this offset provision, in some (if not most) cases, there may not be any debt actually owed to the U.S. Government for that return relocation.

Duplicate Reimbursement. Under 41 C.F.R. §§ 302-2.21, 302-2.22, and 302-2.100(g), you must agree that neither you nor members of your immediate family have accepted (and will not accept), duplicate reimbursement of either renewal agreement travel or relocation expenses from any public or private source. Furthermore, you agree that to the best of your knowledge, no third party has accepted duplicate reimbursement for your renewal agreement travel or relocation expenses.

- Check this box.** By checking this box, you are attesting that you have read the above statements and that you agree to remain with the GSA at the overseas post for no less than 12 months following RAT.

SECTION C
AGENCY ACKNOWLEDGEMENT
RETURN TRANSPORTATION AGREEMENT

10. Under law, 5 U.S.C. § 6304(b) [the statute for the 45-day annual leave accrual ceiling for Outside the Contiguous United States (OCONUS) positions] and the Department of State Standardized Regulations at DSSR 031.12(b) [the regulation for living quarters allowance (LQA) under 5 U.S.C. § 5923(a)], GSA as an agency acknowledges that it will provide for return transportation (i.e., return permanent change of station relocation expenses under 41 C.F.R. Part 302) for employees determined eligible for these two employment benefits. This agency acknowledgement permits GSA foreign service to be creditable under these two authorities if the employee in the future transfers to a different Federal agency. Without this agency acknowledgement the employees would become ineligible for LQA and the 45 day leave accrual ceiling due to a gaining agency's perceived break in continuous U.S. government employment subject to a transportation agreement.

**SECTION D
SIGNATURES**

By signing this form below you (the current employee and the employee's supervisor) attest that the form is complete and accurate, to the best of your knowledge and abilities. In addition, you also agree to the terms and stipulations discussed within Box 9 ("Renewal Agreement Travel Service Agreement Acknowledgement").

11a. Employee Name	11b. Employee Signature:	12. Date:
13a. Supervisor Name	13b. Supervisor Signature:	14. Date:

**SECTION E
RELEASE FROM SERVICE AGREEMENT**

15. As described within FTR (41 C.F.R. § 302-2.15), and discussed further within [GSA Order 5730.1](#), sometimes circumstances occur that are beyond an employee's control, and which may lead to an employee returning to the U.S. (or U.S. Territory or Possession) and/or separating from Government service before the service agreement period has ended. In these rare situations beyond the employee's control, this service agreement can be canceled by GSA and the employee released from the service agreement, relieving the employee of financial responsibility from not completing the required period of overseas service. Examples of appropriate cancellation (specified within Order 5730.1) include: illness (such as personal or family medical emergency, medical evacuation, or approval for disability retirement), or other similar unexpected circumstance (such as a call to military duty). The authorization and reason for the cancellation can be documented below. Please note that the date of cancellation may vary from the actual OCONUS departure date, due to travel scheduling considerations and needed flexibilities.

For more information on cancellation criteria and the cancellation process, refer to GSA Order 5730.1.

Note: Leave this Section E blank unless releasing the employee from the RAT service agreement.

Name of GSA Program Office (e.g., Federal Acquisition Service): _____

Name of GSA Authorizing Official
(i.e., Head of Staff or Service Office, per Order 5730.1 and
5450.39 ADM Chapter 2): _____

Title of GSA Official: _____

Reason for Cancellation: _____ Date: _____

**SECTION F
PRIVACY ACT STATEMENT**

Information collected via this form is pursuant to federal law, in particular: 5 U.S.C. § 3301 [rules for admission to the Federal service] and 5 U.S.C. § 3302 [rules for the competitive service]. The information collected also facilitates the correct benefits determination decisions for the accumulation of annual leave (5 U.S.C. § 6304(b)), home leave and related renewal agreement travel (5 U.S.C. § 6305(a) and 5 U.S.C. § 5728(a)), and permanent change of station (5 U.S.C. §§ 5722, 2724a, and 5724(d)). Disclosure of information related to the candidate and position is mandatory under these authorities so that the correct pay and benefits can be provided upon appointment, transfer, or reassignment to a foreign area. Use of this information is governed by Civil Service regulations found within 5 U.S.C. Part 630 and the Federal Travel Regulations under 41 C.F.R. Part 302. The information collected via this form will only be used by the GSA Office of Human Resources Management and the employee's new supervisor under the provisions of 5 U.S.C. § 552a(b)(3) [routine use]. Such information is not releasable to the public due to 5 U.S.C. § 552(b)(6) and will be stored within the Office of Personnel Management's Electronic Personnel Folder (eOPF) application, under System of Record Notice (SORN) "OPM/GOVT-1" at 77 FR 73694 (December 11, 2012). An employee's failure to provide the information requested on this form may lead to the erroneous payment of compensation and benefits, or the non-payment of eligible compensation and benefits.

Instructions

1. Include the employee's name, in Last Name, First Name and Middle Initial format.
2. Because individuals subject to this renewal form are already GSA employees, include the GSA Employee ID number (**Note:** do NOT use their Social Security Number).
3. Include the employee's GSA agency email address.
4. Include the employee's telephone number (usually the work telephone number).
5. Include the overseas location in the foreign area (City and Country).
6. Check the appropriate box for the type of Government installation or duty station.
7. Include the name of the current duty station.
8. Include information on the length of the new tour as well as information concerning when renewal agreement travel (and typically home leave) will be taken between the overseas tours of duty. The new tour of duty begins after the existing agreement expires or upon employees return overseas, whichever is later.
9. The box includes the service requirement to justify renewal agreement travel benefits. This period is no less than 12 months but can be up to 36 months. The service agreement period can be the entire duration of the overseas tour, or a shorter period.
10. This agency acknowledgement allows GSA foreign service to be creditable for future approvals of the 45-day leave accrual ceiling and for living quarters allowance in the event that the GSA employee transfers to a different Federal agency in order to remain overseas.
11. This is the signature of the employee, either by pen and ink or by electronic method (e.g., DocuSign).
12. This is the date of employee signature.
13. This is the supervisor's signature.
14. This is the date of the supervisor's signature.
15. This block is only used when the overseas assignment is canceled, and the employee is released from the renewal agreement travel service agreement. Such a cancellation may be appropriate in certain rare situations such as a medical emergency, personal or family medical emergency, medical evacuation, approval for disability retirement, or other similar unexpected circumstance (such as a call to duty for military service). Cancellation by an appropriate authority serves to relieve the employee from financial responsibility for a breach of agreement under the renewal agreement travel authority FTR, 41 C.F.R. § 302-3, Subpart C.