



Specific Travel Order — Relocation & Relocation Agreement

Order No. _____ <input type="checkbox"/> Amended	Payee Name (First, M.I., Last)	SSN
Issuing Office (Name and Location)		Employee Category: <input type="checkbox"/> PCES <input type="checkbox"/> Non Bargaining <input type="checkbox"/> Bargaining

Relocation Agreement

Present employees of the Postal Service, and new appointees are required to execute this service agreement before they may be paid for travel, transportation, moving, storage expenses and other allowances authorized by United States Postal Service (USPS) regulations for permanent change of duty station in the interest of the Postal Service.

1. In consideration of my receiving the benefits provided by Handbook F-15, *Travel and Relocation*, as applicable, I hereby agree to report to my newly assigned duty station and to remain in the USPS and at my newly assigned duty station for a period of twelve (12) months following the effective date of my transfer. I understand the effective date of my transfer to be the date I reported for duty at my new official station.
2. I understand and agree that if I violate this agreement, all money paid to me and to third parties by the USPS as benefits in connection with my transfer shall be recoverable from me as a debt due to the USPS.
3. I further understand that the provisions of paragraphs 1 and 2 of this agreement will not apply if I am separated for reasons beyond my control and acceptable to the USPS or if I am transferred to a new duty station for the benefit of the Postal Service, as determined by an Officer.
4. I have been advised of relocation benefits and read the appropriate sections of Handbook F-15, as applicable, relating to relocation benefits.

Signature of Employee (<i>Retired PCES and PCES Surviving Spouse do not sign</i>)	Date Completed
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Official Duty Station (Name and Address)

<p>New</p>	<p>Old</p>																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">Finance No.</td> <td style="width:15%;">Sub Location Code</td> <td style="width:15%;">Sub Account No.</td> <td style="width:15%;">Reporting Date</td> </tr> </table> <p>Transfer Authorization</p> <p><input type="checkbox"/> Change in station <input type="checkbox"/> *Retired PCES</p> <p><input type="checkbox"/> New Appointee <input type="checkbox"/> *PCES Surviving Spouse * Do not sign Relocation Agreement</p> <p>Family Members</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Name</th> <th style="width:20%;">Relation</th> <th style="width:20%;">Age</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>Spouse</td> <td>/////</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Finance No.	Sub Location Code	Sub Account No.	Reporting Date	Name	Relation	Age	_____	Spouse	/////	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>Postal Service will reimburse allowable expenses associated with the following:</p> <p><input type="checkbox"/> Advance Round Trip: <input type="checkbox"/> Employee <input type="checkbox"/> Spouse Mode of Travel _____</p> <p><input type="checkbox"/> Spouse Job Search (<i>PCES Only</i>)</p> <p><input type="checkbox"/> En route: Mode of Travel _____</p> <p><input type="checkbox"/> Temporary Quarters: No. of Days _____</p> <p><input type="checkbox"/> Shipment of Household Goods</p> <p><input type="checkbox"/> Residence Transactions</p> <p><input type="checkbox"/> Second Automobile (<i>Required by family member</i>)</p> <p><input type="checkbox"/> Transfer of Mobile Home</p> <p>Old Duty Station Residential Status <input type="checkbox"/> Own <input type="checkbox"/> Rent/Lease</p> <p style="text-align: center;">Administrative Approval</p> <p>Signature of Authorized Official _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Title</td> <td style="width:40%;">Date</td> </tr> </table>	Title	Date
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The collection of this information is authorized by 39 USC 1001 and 2008. This information will be used to account for your official duty travel and relocation expenses. As a routine use, this information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRA; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; to a government agency in order to elicit information relevant to a hiring, contracting, or licensing decision by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practice. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel and relocation expenses.