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MANPOWER & PERSONNEL FLIGHT FACT SHEET

OVERSEAS EMPLOYMENT AGREEMENT VS. SERVICE AGREEMENT (DD1617)

GENERAL: There is a difference between an Overseas Employment Agreement and a Service Agreement (DD1617), which is also known as a “Transportation Agreement”. Below you will find a brief description on each to help differentiate between them.

REGULATIONS:

- For Overseas Employment Agreement – Air Force Manual (AFM) 36-204, Chapter 3
- For Service Agreement (DD1617) – Joint Travel Regulation (JTR), Volume 2, Chapter 5

OVERSEAS EMPLOYMENT AGREEMENT:

- The Overseas Employment Agreement is completed for all employees subject to the overseas rotation program and directly related to the appointment.
- It regulates the length of the overseas tour and whether an employee has return rights to his/her former position or is eligible to be registered in the Priority Placement Program (PPP) upon completion of the overseas tour.
- A release from the overseas tour described in the overseas employment agreement, requires coordination through the employee’s supervisor and the servicing Manpower & Personnel Flight Staffing Specialist. Please contact our Customer Service Section at DSN 480-5850 if you are not sure who your servicing Manpower & Personnel Flight Staffing Specialist is.
- Final determination is made by the activity commander of the employee’s organization.

SERVICE AGREEMENT (DD1617):

- The Service Agreement relates to an employee’s travel and transportation entitlements.
- It is only signed if there is a Permanent Change of Station (PCS) or a Renewal Agreement Travel (RAT) involved.
- It regulates how long an employee will need to stay in the overseas area in order to be eligible for paid return travel and transportation.
- If an employee wishes to return to the US earlier, a release from their Service Agreement must be requested in writing through the employee’s unit commander (the unit commander needs to concur/non-concur with the employee’s request).
- The release request should be submitted to the Overseas Allowances Section of the Manpower & Personnel Flight (e-mail: 86fss.civ-allowances@ramstein.af.mil). (Please also see our Fact Sheet “Release from Service Agreement” for more details)
- Depending on whether a release is authorized, the employee will either get paid return travel and transportation or will have to pay for their own move back.
- Final determination is made by the Manpower & Personnel Flight Chief.