



Current as of: 24 Aug 2012

# MANPOWER & PERSONNEL FLIGHT FACT SHEET

## RELEASE FROM SERVICE AGREEMENT (DD1617)

**GENERAL:** A release from the Service Agreement (DD1617), which is also known as the “Transportation Agreement (TA)” has to be requested whenever someone who has signed such an agreement coming overseas wants to PCS to another duty station before they fulfilled their obligation as spelled out on that current agreement.

**REGULATION:** Joint Travel Regulations (JTR), Volume 2:  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

### **SPECIFICS:**

- Initial TA is normally 36 months.
- Renewal TA is 24 months.
- Employee is obligated to fulfill their current agreement or have to be released from such.
- Releases may be granted IAW JTR, Vol 2, Chapter 5574.
- Reasons have to be acceptable to the determining official.
- Requests have to be in writing with pertinent documentation attached.
- Approving authority has been delegated to the Ramstein Civilian Personnel Flight Chief.

### **CONDITIONS: (IAW JTR, Vol 2, C5574)**

- Illness not induced by misconduct.
- Enlistment or call to active duty in the Armed Forces.
- Exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service.
- Release for the government’s convenience.
- Separation because of a reduction in force (RIF).
- Employees services are not required for entire period of tour of duty.
- Unforeseen emergencies that require employee’s immediate presence at their actual residence in CONUS.
- Extreme personal hardship for circumstances beyond employee’s control.
- Significant changes in employee’s employment situation.

**PROCEDURE:** Employee needs to submit the request in writing, explain reasons of the request and attach any pertinent supporting documentation. Request needs to be routed through the employee’s unit commander for concurrence. Request will then be forwarded to overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R). Final determination will be made by the Ramstein Manpower & Personnel Flight Chief.