



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 23 August 2024

EARLY RELEASE FROM SERVICE AGREEMENT (DD1617)

Applicability: A release from the Service Agreement (DD1617), also known as the “Transportation Agreement (TA)” must be requested when someone who signed such an agreement desires to PCS to another duty station before fulfilling the agreed service obligation.

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

Specific Rules:

- Initial TA is normally 36 months (exceptions apply at downrange locations).
- Renewal TA is 24 months (exceptions apply at downrange locations).
- Employee is obligated to fulfill the service obligation or request a release if he/she wants to leave early
- Releases may be granted IAW JTR, Chapter 54912.
- Reasons for release must be acceptable to the determining official.
- Requests must be in writing with supporting documentation attached.
- Unit commander must concur in the request and endorse it accordingly.
- Approving authority for non-centrally managed positions has been delegated to the 86 FSS, Civilian Personnel Officer.

Examples of acceptable conditions for early release (IAW JTR 054912)

- 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).
- Employee’s services are not required for entire period of tour of duty.
- Unforeseen emergencies that require employee’s immediate presence in CONUS.
- Extreme personal hardship for circumstances beyond employee’s control.
- Significant changes in employee’s employment situation.

Procedure:

- Employee submits written justification memo with supporting documentation. See page 2.
- Request is routed through the employee’s unit commander or equivalent for concurrence; forward the request to the staffing section (86 FSS/FSCA-S) in the Ramstein Civilian Personnel Flight.
- Responsible staffing specialist will obtain a determination from the appropriate authority.
- Employee is informed in writing of the determination made and may appeal the decision to OPM if desired.



DEPARTMENT OF THE AIR FORCE

Insert your Organization here

MEMORANDUM FOR 86 FSS/FSCA
Through *(Please enter employee's unit commander)*

DATE

FROM: *EMPLOYEE'S NAME*
Employee's Organization/Office Symbol

SUBJECT: Release from Overseas Employment Agreement and Transportation Agreement

1. *Justification describing the reason for the request and the requested release date.*
 - *explain what supporting documentation is attached*
 - *if going to different agency, will they pay for PCS?*
 - *state your willingness to repay cost of RAT if applicable*
2. With this letter I request approval for early release from both my overseas employment agreement and my transportation agreement.
3. *Employee Contact Info (provide your e-mail address and DSN phone number).*

Employee's Signature
EMPLOYEE'S SIGNATURE BLOCK
Position Title

Attachment:
Supporting Documentation

Cc: *Employee's Supervisor*

1st Ind *(Please enter employee's unit commander)*

MEMORANDUM FOR 86 FSS/FSC

I approve/disapprove of the early release from Mr/Ms employment agreement.

I concur/non-concur on the early release of Mr/Ms transportation agreement (DD1617).

Unit Commander's Signature
COMMANDER'S SIGNATURE BLOCK