

NSA New Hire / COOP Student Relocation Information Sheet

Privacy Act Statement: Authority for collecting information requested on this form is contained in 5 U.S.C. § 6101, 10 U.S.C. §§ 1601-1614, 50 U.S.C. §§ 402 note, 5 C.F.R. § 610.201, and Executive Order 12333. NSA's Blanket Routine Uses found at 58 Fed. Reg. 10,531 (1993) as well as the specific uses found GNSA 01 apply to this information. The requested information will be used to prepare travel orders for the new hire relocations. Your disclosure of requested information is voluntary. However, failure to furnish the requested information may delay or prevent the Agency from processing your travel orders for your relocation.

Please email (Relocation@nsa.gov) or fax (410-854-1960) this Information Sheet along with either the DD Form 1618 (CONUS) or the DD Form 1617 (OCONUS-outside the U.S. to include Alaska and Hawaii) to the Relocation Program Manager. *Please print clearly.*

Name (first, middle initial, last): Daniel R. Daviau

Type of Hire: Long Distance V COOP Student Grade: GS 11 step 2

Recruiter (person that signed your Final Job Offer letter): Katherine Massey

Permanent Residence (city and state only): South Windsor CT

Daytime Phone #: 860-830-2462 E-mail: daniel.daviau@gmail.com

Dependents (name, date of birth, and relationship) to include spouse and children/stepchildren (under the age of 21) who will be relocating:

Tien Nguyen 9/6/1973 Spouse

Enter on Duty (EOD) Date: 9/16/2019 Date at the top of your Final Job Offer letter: 7/10/2019

Number of rooms to be moved from current residence (excluding bathrooms): 5

Additional pickup of household goods, Yes No ✓ if Yes, # of rooms:

Location (address, city, state): 69 Kelly Rd. South Windsor, CT

Vehicle shipment (if Yes, limited to one vehicle), Yes No ✓

Departure date for traveling to the Agency/School: 9/15/2019

How do you plan to travel to the Agency/School? Drive: ✓ Fly: Train:

If flying, from which airport?

If driving, approximately how many miles is it from your current residence to Fort Meade, MD or applicable field site (traveling by the most direct route)? 331 miles

If you have delayed dependent travel, what date will they be traveling and by which mode of transportation?

Additional Information:

Signature:  Date: 7/31/19

If you have any questions, please contact the Relocation Program Manager at:
1-866-NSA-HIRE (1-866-672-4473)

DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT
TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES (CONUS)
(48 Contiguous States and the District of Columbia)

PRIVACY ACT STATEMENT
(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §5701, §5723, §5724, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee (including new appointees or student trainees) to be eligible for travel and transportation expenses when transferred to and within the Continental United States (48 contiguous States and the District of Columbia).

ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.

DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.

A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i> <i>Daveau, Daniel R</i>	B. EMPLOYEE SSN <i>043-66-6251</i>	C. NEW APPOINTEE OR STUDENT TRAINEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i> <i>20190916</i>	E. NEW OR FIRST PDS LOCATION <i>NSAW</i>	
F. SIGNATURE OF DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE		
G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i> <i>169 Kelly Rd. South Windsor, CT 06074</i>		

1. 5 U.S.C. §5723 and §5724, as amended, provide, under certain conditions, for travel and transportation expenses of an employee (including eligible new appointees or student trainees in certain circumstances), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to and within CONUS. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a minimum of 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

- a. I will remain in Government service for a minimum of 12 months beginning with the date I report for duty at my new or first PDS, unless I am separated for reasons beyond my control that are acceptable to the agency concerned.
- b. If I fail to serve the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation expenses and related allowances associated with the transfer of myself and my dependents, e.g., househunting trip expenses, HHG storage and shipment, privately owned vehicle shipment, CONUS temporary quarters subsistence expenses, (but not OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement. I understand that the amount of indebtedness will be determined in accordance with the provisions of JTR, Chapter 4, Part H, which provide, in connection with a transfer to CONUS, that I will be credited with any unused earned entitlement for return transportation and travel to my actual residence upon separation from my PDS outside CONUS.

3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized.

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H. EMPLOYEE SIGNATURE 	I. DATE SIGNED <i>(YYYYMMDD)</i> <i>20190731</i>
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