UNITED STATES DEPARTMENT OF AGRICULTURE MARKETING AND REGULATORY PROGRAMS

CHANGE IN OFFICIAL DUTY STATION (ODS) AGREEMENT

This agreement is voluntarily made between:					
1. Employee's Name (printed)		2. Program Name			
The following describes the terms and conditions of work, related to the request of the employee to change his/her Official Duty Station (ODS) to:					
3. Street Address 4.	City		5. State	6. ZIP Code	7. Country
8. Permanent basis - permanent relocation of the position to begin on what date:		9. Temporary basis - temporary relocation of the position to cover the period:			
		to			
	to				
10. The employee agrees to, understands, and accep	ts that:				
All costs for the move to the new duty station are the responsibility of the employee.					
All costs for the move to the new duty station in	are the responsibility o	i the employee.			
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He/She will contact his/her supervisor 90 days prior to the expiration of the agreement to make preparations to return to the permanent duty					
station. The supervisor must submit a Personnel Action Request (Form SF-52) to change the employee's duty station from the temporary ODS to the permanent ODS at least 30 days prior to the agreement expiring.					
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Valuntary Participation. The above named employee valuntarily agrees to work at the Agency approved ODS as cited above and					
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Time Deviced. The ampleyee and the Agency agree to continue this arrangement until either nexts requests concellation. If the ampleyee's					
Time Period - The employee and the Agency agree to continue this arrangement until either party requests cancellation. If the employee's performance declines, conduct issues are raised, or if the arrangement fails to benefit organizational needs, the Agency may terminate this					
arrangement at any time and change the ODS to a location that best serves the organization as determined by Agency management. For					
agreements lasting over a year, this agreement must be reviewed annually using the original MRP Form 373 to determine continued need					
and viability.					
Pay, Work Schedule, and Benefits - All pay entitlements are based on the ODS identified above. If the employee also requests a change in work schedule, the tour of duty must be documented on a SF-52, Request for Personnel Action, and in WebTA or on the MRP 346, Designation					
of Tours of Duty. The employee also understands that certain benefits (health premium costs, leave accrual, etc.) may be affected by the work					
schedule change.					
11. Employee's Signature		12. Date			
13. Supervisor's Name (printed)		14. Supervisor's Title			
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15. Supervisor's Signature		16. Date			
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*Submit a copy of this Agreement to Human Resources with an SF-52 for a Change in Duty Station.