

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**EMPLOYMENT AGREEMENT FOR MANPOWER SHORTAGE**  
**POSITIONS IN THE 50 STATES AND THE DISTRICT OF COLUMBIA**

Title 5 U.S.C. 5723 provides for payment of travel expenses of a new appointee, or student trainee when assigned on completion of college work, to a Civil Service Commission-designated manpower shortage position in the 50 States and the District of Columbia. It also provides for transportation of his immediate family and his household goods and personal effects from his place of residence at time of selection or assignment to his first duty station. These expenses may not be paid by the Government until the individual selected signs the agreement set forth below:

NAME ( <i>Last, first, middle initial</i> )	Place of Actual Residence, at time of Appointment ( <i>City and State</i> )
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I understand and agree that:

1. I will remain in the Government service for a period of 12 months from the date I report for duty at \_\_\_\_\_, my first duty station, unless separated for reasons beyond my control and acceptable to the Department of Health and Human Services.
2. If before the expiration of the agreement period specified above, I fail to fulfill the terms of this agreement, I will repay to the Department any monies expended from Federal funds for travel, transportation, and related allowances, unless separated for reasons beyond my control and acceptable to the Department.
3. After completion of the 12 month period specified above, I will not be eligible for return travel and transportation for myself, my dependents and household goods to my place of residence at time of my appointment.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Reported for Duty:

*(This date must be recorded on the Official Personnel Folder-file copy by the personnel office.)*

Distribution of Copies:    1 original - Official Personnel Folder  
                                     1 copy - Employee

Note: This form is used for appointments to positions in any of the 50 States, except when travel is involved from the continental United States, or from places outside the continental United States to a first duty station in Alaska or Hawaii. In these latter cases, Form HHS-355A, is used in conjunction with Instruction 301-1.

DIGEST OF TRAVEL ALLOWANCES  
MANPOWER SHORTAGE POSITIONS TO FIRST DUTY STATION IN  
THE 50 STATES AND THE DISTRICT OF COLUMBIA

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ALLOWANCES AND REQUIREMENTS	
Employment Agreement	Yes <sup>1</sup>
Travel of Employee and Dependents	Yes
Per Diem for Employee	Yes
Per Diem for Dependents	No
House-hunting Travel	No
Temporary Quarters Allowance	No
Miscellaneous Expense Allowance	No
Residence Transactions Expenses	No
Shipment and Temporary Storage of Household Effects	Yes
Non-temporary Storage of Household Effects	No <sup>1</sup>

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<sup>1</sup> Employee must sign agreement before the Department may pay expenses.

<sup>2</sup> Allowed only if new duty station has been designated "isolated station" in the 48 States and the District of Columbia. Non-temporary storage is arranged by the Government.