

General Services Administration
Information Collection
Overseas Employment and Service Agreement/GSA Form 5040
OMB Control Number, 3090-0329

Justification – Part A Supporting Statement

Overview of Information Collection.

The General Services Administration (GSA) is seeking to revise its existing agency form, GSA Form 5040, *Overseas Employment and Service Agreement*.

This form is currently used to determine eligibility for a higher annual leave accrual ceiling, home leave, post allowance, and living quarters allowance.

The guidance within Question 13 has been updated with easier-to-understand terms. That question pertained to how the government handles employees who do not remain in government service for 1 year following relocation, i.e., a breach of contract. We took time and revised that question's language, so that it is now more clearly written, more detailed, and in lay language.

1. Need & Method for the Information Collection.

This information is necessary to help the agency comply with certain paid leave authorities (for annual leave accrual and home leave) as well as the Federal Travel Regulations for permanent change of station.

The information will be collected via a revised agency form, GSA Form 5040, *Overseas Employment and Service Agreement*. The information will be collected and recorded on this form by the job candidate and selecting official (for a public recruitment solicitation) or by the agency employee and supervisor (if used for an existing agency employee).

2. Use of the Information.

The information collected on the form will be used to determine certain compensation and benefits eligibility (such as for a higher annual leave accrual ceiling, home leave, post allowance, and living quarters allowance).

These forms are stored within the Office of Personnel Management's (OPM's) electronic Official Personnel File (eOPF), which is part of the "GOVT-1" system of records as governed by laws and regulations of the National Archives and Records Administration as well as the Privacy Act of 1974 (5 U.S.C. § 552a). See also 5 U.S.C. § 1302, 5 C.F.R. Part 293 and 44 U.S.C. Chapter 33 (Disposal of Records).

3. Use of Information Technology.

This GSA agency form is used via an Adobe Acrobat format, which can be edited by all parties

that are part of the approval process. A digital copy of the form can be downloaded via the [GSA Forms Library](#). In addition, this form can be signed electronically by all parties through the DocuSign application.

4. Non-duplication.

GSA did not identify any duplication of information being collected under this information collection.

5. Burden on Small Business.

There is no impact on either small or large businesses because the source of the data collected are job candidates, employees, selecting officials, or supervisors, who are either being considered for Federal employment or are already Federal employees.

6. Less Frequent Collection.

The form will only have to be completed one-time per candidate or employee, while at GSA. The form permits multi-year agreements which do not have to be reviewed once approved (unless there is a sudden lack of budgetary funds).

7. Paperwork Reduction Act Guidelines.

The participating job candidate, employee, selecting official, or supervisor only must complete and help process this form once while the individual is associated with the agency. Using a standard form greatly centralizes, and therefore reduces, the amount of separate paperwork that previously was necessary to process requests under this authority.

8. Consultation and Public Comments.

GSA has provided the necessary public comment as required by 5 CFR § 1320.8(d). The publication occurred within the *Federal Register* at 91 FR 9854 on February 27, 2026. One comment was received. A 30-day notice was published in the *Federal Register* at 91 FR 46440 on July 23, 2026.

Comment: This comment was a request that we re-write the guidance within Question 13, in lay-language, easier-to-understand terms. That question pertained to how the government handles employees who do not remain in government service for 1 year following relocation, i.e., a breach of contract.

Response: That question's language has been revised so that it is now more clearly written, more detailed, and in lay language.

9. Gifts or Payment.

The job candidates, employees, selecting officials, or supervisors that participate in the completion of Form 5040 will not receive any financial compensation, award, or incentive.

10. Privacy & Confidentiality.

Job candidates, employees, selecting officials, and supervisors who complete the GSA Form 5040 can be secure in the knowledge that the material is read and evaluated only by the minimum number of individuals necessary to make budgetary decisions and eligibility decisions.

This information will be stored within OPM's Electronic Official Personnel Folder (eOPF) application. This document is handled under OPM's *Guide to Personnel Recordkeeping* as an "agency temporary document" which means that it is only used at GSA to provide GSA-paid benefits and is not transmitted to future Federal employing agencies. We believe that the eOPF application is subject to the E-Government Act of 2002 (44 U.S.C. Chapter 35) as well as other Federal laws and regulations. The OPM GOVT-1 system of records (SORN) notice can be found at: December 11, 2012, 77 FR 79694, with modifications published on November 30, 2015, 80 FR 74815 and on February 2, 2022, 87 FR 5874.

11. Sensitive Questions.

There are no questions, per se, that are sensitive in nature. The form only collects information necessary for compensation and benefits eligibility determination or to support creation of Federal travel orders for permanent change of station.

12 & 13. Burden Estimate.

The GSA estimates that the form will take 8 hours of the job candidate's time, to work with, provide documents to, and answer the questions of, the human resources specialist. The GSA estimates that approximately 25 job candidates each year will be appointed, transferred, or reassigned to positions in overseas, foreign areas.

	Requested	Program Change Due to New Statute	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Potential Violation of the PRA	Previously Approved
Annual Number of Responses for this IC	25					
Annual IC Time Burden (Hour)	200					

Annual IC Cost Burden (Dollars)	\$15,172					
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Note: For burden estimate purposes it is estimated that each GSA Form 5040 will take up to 8 hours to complete, by a job candidate, employee, selecting official or supervisor who is paid \$75.86 per hour, which is the 2026 annual compensation for a GS-13, Step 10 civil service employee paid under Title 5 (i.e., the Classification Act of 1949, as amended) and located in Washington, DC.

For the recordkeeping burden, it is expected that it will take ¼ of an hour to scan the Form 5040 into the eOPF computer application. It is not expected that there would be either reporting or disclosure to third parties in the normal course of business.

Burden per Response:			
	Time Per Response	Hours	Cost Per Response
Reporting	0	0	0
Record Keeping	0.25 hours	0.25 hours	\$19
Third Party Disclosure	0	0	0
Total	0.25 hours	6	\$475

Annual Burden:

	Annual Time Burden (Hours)	Annual Cost Burden (Dollars)
Reporting	0	0
Record Keeping	6	\$475
Third Party Disclosure	0	0
Total		\$475

Estimated non-recurring costs.

There will be no non-recurring costs for respondents.

14. Estimated cost to the Government.

It is estimated that the cost to the Government will be approximately \$15,647, which is an estimate of a total time burden of 200 hours per year for a human resources specialist at the grade GS-13, Step 10, within the Washington, DC locality pay area.

15. Reasons for changes.

We have revised the language in Question 13 of the form, in response to a public comment which asked for better clarity and more information.

An increase in burden to more accurately reflect the full amount of time required for a job

candidate to respond to the information collection (e.g. the time needed to gather and provide supporting documentation, review instructions, and coordinate with the human resources specialist).

16. Publicizing Results.

No results will be published.

17. OMB Not to Display Approval.

The GSA would like OMB to establish an expiration date, as is normal practice.

18. Exceptions to "Certification for Paperwork Reduction Submissions.

No exception is requested.

19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

The GSA Form 5040 does not involve any Census or statistical survey or process.