Relocation Allowances

§ 302–2.15 Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?

§ 302–2.16 Must I sign a service agreement for a “last move home” relocation?

§ 302–2.17 What happens if I fail to sign a service agreement?

§ 302–2.18 Can my service agreement be voided by a subsequent service agreement?

§ 302–2.19 If I have more than one service agreement, must I adhere to each agreement separately?

§ 302–2.20 What is a duplicate reimbursement disclosure statement?

§ 302–2.21 Must I sign a duplicate reimbursement disclosure statement?

ADVANCEMENT OF FUNDS

§ 302–2.22 May I receive an advance of funds for my travel and transportation expenses?

§ 302–2.23 What requirements must I meet to receive a travel advance?

§ 302–2.24 May I receive a travel advance for separation relocation?

Subpart B—Agency Responsibilities

§ 302–2.100 What internal policies must we establish before authorizing a relocation allowance?

§ 302–2.101 When may we authorize reimbursement for relocation expenses?

§ 302–2.102 Who must authorize and approve relocation expenses?

§ 302–2.103 How must we administer the authorization for relocation of an employee?

§ 302–2.104 What information must we provide on the TA?

§ 302–2.105 When an employee transfers between Federal agencies, who is responsible for paying the employee’s relocation expenses?

§ 302–2.106 May we waive statutory or regulatory limitations relating to relocation allowances for employees relocating to/from remote or isolated locations?

TIME LIMITS

§ 302–2.110 Are there time factors that we must consider for allowing an employee to complete all aspects of relocation?


Subpart A—General Rules

Note to Subpart A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee.
(a) The distance test is met when the new official station is at least 50 miles further from the employee’s current residence than the old official station is from the same residence. For example, if the old official station is 3 miles from the current residence, then the new official station must be at least 53 miles from that same residence in order to receive relocation expenses for residence transactions. The distance between the official station and residence is the shortest of the commonly traveled routes between them. The distance test does not take into consideration the location of a new residence. This follows the distance guidelines found in Internal Revenue Service Publication 521, Moving Expenses.

(b) The head of your agency or designee may authorize an exception to the 50-mile threshold on a case-by-case basis when he/she determines that it is in the best interest of the Government. However, the agency cannot waive the applicability of the IRC; that is, all reimbursed expenses would be taxable income to you, and the agency would have to reimburse those taxes.

(c) Any relocation must be incidental to the transfer and not for the convenience of the employee.

§ 302–2.7 When may I begin my travel and transportation after receiving authorization to do so?
You and your immediate family member(s) may begin travel immediately upon receipt of your authorized TA.

§ 302–2.8 When must I complete all aspects of my relocation?
You and your immediate family member(s) must complete all aspects of your relocation within one year from the effective date of your transfer or appointment, except as provided in §302–2.9 or §302–2.10.

§ 302–2.9 If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?
No, if you are furloughed to perform active military duty, the 1-year period to complete all aspects of relocation is exclusive of time spent on furlough for active military service.

§ 302–2.10 Does the 1-year time period in §302–2.8 include time that I cannot travel and/or transport my household effects due to shipping restrictions to or from my post of duty OCONUS?
No, the 1-year time period in §302–2.8 does not include time that you cannot travel and/or transport your household effects due to shipping restrictions to or from your post of duty OCONUS.

§ 302–2.11 May the 1-year time limitation for completing all aspects of a relocation be extended?
Yes, the 1-year time limitation for completing all aspects of a relocation may be extended by your Agency for up to one additional year, but only if you have received an extension under §302–11.22.

§ 302–2.12 What is a service agreement?
A service agreement is a written agreement between you and your agency, signed by you and an agency representative, stating that you will remain in the service of the Government for a period of time as specified in §302–2.13, after you have relocated. A service agreement must also include the duplicate reimbursement disclosure state-