

§ 302-1.100

Subpart B—Requirement to Report Agency Data for Employee Relocation

SOURCE: FTR Amdt. 2011-01, 76 FR 18335, Apr. 1, 2011, unless otherwise noted.

§ 302-1.100 What is a comprehensive, automated relocation management system?

A comprehensive, automated relocation management system is a system that integrates into a single, electronic environment, information related to all aspects of employee relocation, including these and similar items:

- (a) Authorizations;
- (b) Reimbursements to employees and service providers;
- (c) Househunting trips;
- (d) Travel to the new permanent duty station;
- (e) Temporary quarters;
- (f) Transportation and storage of property;
- (g) Residence transactions;
- (h) Use of relocation services companies;
- (i) Property management services;
- (j) Miscellaneous expenses;
- (k) Relocation income taxes and allowances;
- (l) Appropriate electronic connections to agency payment and finance processes for all of the above; and
- (m) Standard and unique reports for use by agency relocation managers, agency executives, GSA, and others as needed.

§ 302-1.101 What actions are agencies expected to take concerning the comprehensive, automated relocation management system?

Agencies should work toward unifying all aspects of relocation into a comprehensive, automated relocation management system.

PART 302-2—EMPLOYEES ELIGIBILITY REQUIREMENTS

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TIME LIMITS

- 302-2.8 When may I begin my travel and transportation after receiving authorization to do so?
- 302-2.9 When must I complete all aspects of my relocation?
- 302-2.10 If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?
- 302-2.11 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?
- 302-2.12 May the 1-year time limitation for completing all aspects of a relocation be extended?

SERVICE AGREEMENT AND DISCLOSURE STATEMENT

- 302-2.13 What is a service agreement?
- 302-2.14 Am I required to sign a service agreement for an appointment or transfer CONUS or Outside the Continental United States (OCONUS), renewal agreement travel, or assignment under the Government Employees Training Act (GETA), and what is the minimum period of service?
- 302-2.15 Will I be penalized for violation of my service agreement?
- 302-2.16 Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?
- 302-2.17 Must I sign a service agreement for a “last move home” relocation or separation from Government service?
- 302-2.18 What happens if I fail to sign a service agreement?
- 302-2.19 Can my service agreement be voided by a subsequent service agreement?
- 302-2.20 If I have more than one service agreement, must I adhere to each agreement separately?
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Relocation Allowances

§ 302-2.6

ADVANCEMENT OF FUNDS

- 302-2.23 May I receive an advance of funds for my travel and transportation expenses?
- 302-2.24 What requirements must I meet to receive a travel advance?
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- 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?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a).

SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

Subpart A—General Rules

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee.

§ 302-2.1 When may I begin my relocation?

You may begin your relocation only after your agency has approved your travel authorization (TA) in writing (paper or electronic).

[86 FR 73680, Dec. 28, 2021]

§ 302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)?

No, you must have the written TA (paper or electronic) before you relocate to your new official station.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-07, 75 FR 72968, Nov. 29, 2010]

§ 302-2.3 What determines my entitlements and allowances for relocation?

Your entitlements and allowances for relocation are determined by the regulatory provisions that are in effect at the time you report for duty at your new official station. However, this does not change the requirement that all aspects of a relocation must be completed by the time specified in §§ 302-2.8 through 302-2.12.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 108, 67 FR 57968, Sept. 13, 2002; FTR Amdt. 2014-01, 79 FR 49643, Aug. 21, 2014]

§ 302-2.4 What is my effective transfer or appointment date?

Your effective transfer or appointment date is the date on which you report for duty at your new or first official station, respectively.

§ 302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?

Yes, you may relocate from a place other than from where you are authorized. However, you will be required to pay all additional costs incurred for expenses above your authorized travel and transportation cost.

§ 302-2.6 May I be reimbursed for relocation expenses if I relocate to a new official station that does not meet the 50-mile distance test?

Generally no; you may not be reimbursed for relocation expenses if you relocate to a new official station that does not meet the 50-mile distance test.

(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