

## § 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

### Subpart A—General Rules

Sec.

- 302-2.1 When may I begin my relocation?
- 302-2.2 May I relocate to my new official station before I receive a written travel authorization (TA)?

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- 302-2.3 What determines my entitlements and allowances for relocation?
- 301-2.4 What is my effective transfer or appointment date?
- 302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?
- 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?
- 302-2.7 What happens if I attempt to defraud the Government?

### 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?
- 302-2.21 What is a duplicate reimbursement disclosure statement?
- 302-2.22 Must I sign a duplicate reimbursement disclosure statement?