

## Relocation Allowances

## § 302-3.515

### NEW APPOINTEES

#### **§ 302-3.507 Once we authorize relocation expenses for new appointees or student trainees what expenses must we pay?**

Once you authorize relocation expenses for new appointees or student trainees, you must pay expenses in accordance with § 302-3.2.

#### **§ 302-3.508 What relocation expenses are not authorized for new appointees or student trainees?**

You must not pay any expenses to new appointees or student trainees for a relocation that are not listed under § 302-3.2.

### OVERSEAS ASSIGNMENT AND RETURN

#### **§ 302-3.509 What policies must we follow when appointing an employee to an overseas assignment?**

When appointing an employee to an overseas assignment, you must:

(a) Establish the employee's actual place of residence at the time of appointment and state it in his/her service agreement;

(b) Use guidance in 8 U.S.C. 1101(33) which states that "The term *residence* means the place of general abode; the place of general abode of a person means his principal, actual dwelling place in fact, without regard to intent", for establishing places of residence; and

(c) Require the employee to sign the service agreement prior to his/her relocation.

#### **§ 302-3.510 When must we pay return travel for immediate family members?**

You must pay transportation expenses for one-way return travel of immediate family members when the employee has successfully completed his/her service agreement period OCONUS.

#### **§ 302-3.511 What must we consider when determining return travel for immediate family member(s) for compassionate reasons prior to completion of the service agreement?**

You must determine that the public interest requires the return of the immediate family for compelling personal

reasons of a humanitarian or compassionate nature, which may involve:

(a) His/her physical or mental health;

(b) The death of a member of the immediate family;

(c) Obligations imposed by authority or circumstances over which the individual has no control;

(d) The divorce or annulment of the employee's marriage; or

(e) A dependent that traveled to post of duty on the employee's authorized TA and has now reached his/her 21st birthdate.

#### **§ 302-3.512 How many times are we required to pay for an employee's return travel?**

You must pay for return travel and transportation of an employee only once at the end of each agreed period of service.

### OVERSEAS TOUR RENEWAL TRAVEL

#### **§ 302-3.513 May we allow a travel advance for tour renewal agreement travel?**

No, you cannot allow a travel advance for tour renewal agreement travel.

#### **§ 302-3.514 Under what conditions must we pay for tour renewal agreement travel?**

You must pay tour renewal agreement travel when:

(a) The employee has completed the agreed upon period of service outside CONUS;

(b) The employee has agreed to serve another OCONUS tour of duty at the same or different duty station; and

(c) You have determined that the employee meets the special rules under § 302-3.515 for Alaska or Hawaii.

#### **§ 302-3.515 What special rules must we apply for reimbursement of tour renewal travel for employees stationed, assigned, appointed or transferred to/from Alaska or Hawaii?**

The following rules apply:

(a) If on September 8, 1982 the employee was serving or committed to serve a tour of duty in Alaska or Hawaii then the employee shall continue to receive reimbursement for tour renewal agreement travel;