

TABLE H—TEMPORARY CHANGE OF STATION (TCS)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
<ol style="list-style-type: none"> <li>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (part 302-4 of this chapter).</li> <li>2. Miscellaneous expense allowance (part 302-16 of this chapter).</li> <li>3. Transportation &amp; temporary or extended storage of household goods (parts 302-7 and 302-8 of this chapter).</li> <li>4. Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods (part 302-10 of this chapter).</li> <li>5. Transportation of a privately owned vehicle (POV)(part 302-9 of this chapter).</li> <li>6. Relocation income tax allowance (RITA) (part 302-17 of this chapter).</li> </ol>	<ol style="list-style-type: none"> <li>1. Househunting trip expenses (part 302-5 of this chapter).</li> <li>2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter).</li> <li>3. Storage of one privately owned vehicle (POV) when assigned in support of a contingency operation as defined in 10 U.S.C. 1482a (c)(2) (part 302-9 of this chapter).</li> <li>4. Property management services (part 302-15 of this chapter).</li> </ol>

TABLE I—ASSIGNMENT UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT

[5 U.S.C. 4109]<sup>1</sup>

1. Transportation of employee & immediate family member(s) (part 302-4 of this chapter).
2. Per Diem for employee (part 302-4 of this chapter).
3. Movement of household goods & temporary storage (part 302-7 of this chapter).
4. Relocation income tax allowance (RITA) (part 302-17 of this chapter).

<sup>1</sup> **Note to Table I:** The allowances listed in Table I may be authorized in lieu of per diem or actual expense allowances. This is not considered a permanent change of station.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001; 67 FR 7219, Feb. 15, 2002, as amended by FTR Amdt. 108, 67 FR 57969, Sept. 13, 2002; 67 FR 65321, Oct. 24, 2002; FTR Amdt. 2011-06, 76 FR 71889, Nov. 21, 2011; 86 FR 73681, Dec. 28, 2021]

### Subpart C—Types of Transfers

#### RELOCATION OF TWO OR MORE EMPLOYED IMMEDIATE FAMILY MEMBERS

##### **§ 302-3.200 When a member of my immediate family who is also an employee and I are transferring to the same official station, may we both receive allowances for relocation?**

Yes, if you and an immediate family member(s) are both employees and are transferring to the same official station in the interest of the Government, the allowances under this chapter apply either to;

(a) Each employee separately and the other is not eligible as an immediate family member(s); or

(b) Only one of the employees considered as head of the household and the other is eligible as an immediate family member(s) on the first employee's TA.

##### **§ 302-3.201 If my immediate family member and I both transfer to the same official station in the interest of the Government, may we both claim the same relocation expenses?**

No, when separate allowances are authorized under this § 302-3.201, the employing agency or agencies shall not make duplicate reimbursement for the same claimed expenses.

##### **§ 302-3.202 If my immediate family member and I both transfer to the same official station, may we both claim the same relocation allowances for the same non-employee family member?**

No, when both you and your immediate family member transfer in the interest of the Government, you must provide your agency with the name(s) of non-employee family member(s) who will receive allowances under each of your TA. Only one of you may claim allowances for a non-employee member(s) of your immediate family (non-employee members may only be on one TA).

## Relocation Allowances

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### **§ 302-3.203 If I am transferring in the interest of the Government and my employed immediate family member(s) transfer is not in the interest of the Government, will those immediate family member(s) receive relocation allowances?**

Yes, your employed immediate family member(s) whose transfer is not in the interest of the Government will receive relocation allowances, but solely as a member of your immediate family.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Case 2022-05, 89 FR 12254, Feb. 16, 2024]

### **§ 302-3.204 When an employed immediate family member and I are transferring in the interest of the Government, what information must we submit to our agency?**

When you and an employed immediate family member are transferring in the interest of the Government, you both must provide:

(a) A signed document stating which method of authorization you select (separate or one single authorization); and

(b) Your agency with a written and signed copy of the names of which non-employee member(s) will receive allowances under your TA; if you select to receive separate TAs.

## REDUCTION IN FORCE RELOCATION

### **§ 302-3.205 If my transfer is involuntary (due to *i.e.*, reduction in force, cessation, or transfer of work), is it considered to be in the interest of the Government?**

Yes, an involuntary transfer (*i.e.*, due to reduction in force, cessation, or transfer of work) is considered to be in the interest of the Government.

### **§ 302-3.206 If I am re-employed after a separation by reduction in force or transfer of functions, may my agency pay me a relocation allowance?**

Yes, if you are re-employed after a separation by reduction in force or transfer of function, your agency may pay you a relocation allowance under the conditions of this chapter if:

(a) You are employed within one year of your involuntary separation date;

(b) Your new appointment is not temporary; and

(c) Your new appointment is at a different duty station from where your separation occurred and meets the mileage criteria in § 302-2.6 of this chapter for short distance relocation.

## OVERSEAS ASSIGNMENT AND RETURN

### **§ 302-3.207 Am I eligible to receive relocation allowances for overseas assignment and return travel?**

You may be eligible to receive relocation allowances for overseas assignment and return travel if you are:

(a) An employee transferring to, from, or between official stations OCONUS; or

(b) A new appointee to a position OCONUS and at the time of your appointment your residence is in an area other than your post of duty.

### **§ 302-3.208 What relocation expenses will my agency pay for my overseas assignment and return?**

To determine what relocation expenses your agency will pay for your overseas assignment and return, see:

(a) Section 302-3.2 if you are a new appointee; or

(b) Section 302-3.101 if you are a transferred employee.

## OVERSEAS TOUR RENEWAL AGREEMENT

### **§ 302-3.209 What is overseas tour renewal travel?**

Overseas tour renewal travel refers to travel of you and your immediate family returning to your home in the continental U.S., Alaska, or Hawaii between overseas tours of duty. See § 302-2.222 for travel to an actual place of residence in other than the United States.

### **§ 302-3.210 What is an overseas tour of duty?**

An overseas tour of duty is an assignment to a post of duty outside the continental United States, Alaska or Hawaii.

### **§ 302-3.211 What is an allowance for overseas tour renewal travel?**

An allowance for overseas tour renewal travel is a reimbursement for you and your immediate family of roundtrip travel and transportation expenses between your overseas post of

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duty and your actual place of residence in the U.S.

### **§ 302-3.212 How do I know if I am eligible to receive an allowance for overseas tour renewal travel?**

You are eligible to receive an allowance for overseas tour renewal travel if:

- (a) You are on an overseas assignment, and you have completed your tour of duty and satisfactorily completed your service agreement time period; and
- (b) You are on an overseas assignment and you have signed a new service agreement to remain at your overseas post or to transfer to another overseas post of duty; or
- (c) You meet the requirements and are eligible for tour renewal travel from Alaska or Hawaii under § 302-3.214.

### **§ 302-3.213 What allowances will I receive for tour renewal travel?**

For tour renewal travel, you will receive payment for those authorized expenses as stated in item five of Tables A and B of § 302-3.101.

### **§ 302-3.214 May I receive reimbursement for tour renewal travel when my travel is between two places within the United States?**

You may only receive reimbursement for tour renewal travel when your tours are between two places within the U.S. if you are an employee who is traveling from Alaska or Hawaii, and:

- (a) You will continue to serve consecutive tours of duty within the same state from which you're traveling, and on September 8, 1982 you were:
  - (1) Serving your tour in one of these areas and have continued to do so; or
  - (2) En route to a post of duty in Alaska or Hawaii under a written service agreement to serve a tour of duty; or
  - (3) In the process of performing a tour renewal travel and has since then entered into another tour of duty in Alaska or Hawaii;
- (b) Tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees shall be advised in writing of this limitation; or

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(c) You are traveling due to your agency's mission to recruit or retain you as an employee to fulfill a position that requires a special skilled employee or to fill a position in a remote area.

### **§ 302-3.215 Will I be reimbursed for tour renewal travel from a post of duty in Hawaii and return to a post of duty in Alaska or for such travel from a post of duty in Alaska and return to a post of duty in Hawaii?**

No, you will not be reimbursed for tour renewal travel unless your return travel is to a post of duty in the same State that you traveled from.

### **§ 302-3.216 When must I begin my first tour renewal travel from Alaska or Hawaii?**

You must begin your first tour renewal travel within 5 years of your first consecutive tours in either Alaska or Hawaii.

### **§ 302-3.217 Will my family or I receive per diem for en route travel from my post of duty to my actual place of residence in the U.S.?**

No, your family will not receive per diem for en route travel from your post of duty to your actual place of residence in the U.S. and return to the same or a different post of duty.

### **§ 302-3.218 Are there any special circumstances when my agency may authorize me travel and transportation expenses for my tour renewal travel in Alaska or Hawaii?**

Other than as specified in §§ 302-3.209 through 302-3.226, your agency head will only authorize travel and transportation expenses for your tour renewal travel in Alaska or Hawaii if it determines that:

- (a) Agency staffing needs are required to recruit or retain employees at a post of duty in Alaska or Hawaii; or
- (b) Your agency is in need to recruit employees with special skills and knowledge and/or to fill positions in remote areas.

## Relocation Allowances

## § 302-3.225

### **§ 302-3.219 Is there a limit on how many times I may receive reimbursement for tour renewal travel?**

(a) If you are stationed in a foreign area or in an area other than Alaska or Hawaii, your agency may reimburse you for one overseas tour renewal trip for each time you complete your service agreement, which is related to your post of duty.

(b) For recruiting and retention purposes of consecutive tours served within Alaska and Hawaii, your agency may reimburse you a maximum of two round trips which must begin within 5 years after the date of your first tour.

### **§ 302-3.220 May my family and I travel to another U.S. location (other than from my actual place of residence) under my tour renewal agreement?**

Yes, you and your family may travel to another U.S. location (other than from your actual place of residence) under your tour renewal agreement. However, your agency will only reimburse you for the amount of authorized expenses from your post of duty to your actual place of residence and return (as appropriate) on a usually traveled route.

NOTE TO § 302-3.220: If your actual place of residence is located in the U.S., you and your family must spend a substantial amount of time in the U.S. in order to receive reimbursement.

### **§ 302-3.221 If I travel to another place in the U.S. (other than my actual place of residence) am I required to spend time at my actual place of residence to receive reimbursement?**

No, you are not required to spend time at your actual place of residence to receive reimbursement if you travel to another place in the U.S. (other than your actual place of residence).

### **§ 302-3.222 Will I be reimbursed if I travel to another overseas location (instead of the U.S.)?**

If you travel to another overseas location (instead of the U.S.), you will be reimbursed only if your actual residence is within that country in which you are taking your leave, and then you will only be reimbursed your authorized travel and transportation expenses. You will have to pay any ex-

pense(s) above your authorized amount.

### **§ 302-3.223 What happens if I violate my new service agreement under a tour renewal assignment?**

If you fail to complete your period of service under your new service agreement for reasons that are not acceptable to your agency, you must pay the Government:

(a) All transportation and per diem expenses that you received during your service agreement period for tour renewal travel of you and your immediate family;

(b) Transportation expenses for family members who traveled directly from your former post of duty to your current post of duty; and

(c) All transportation expenses for shipment of household goods from your former post to your current post of duty.

### **§ 302-3.224 If I violate my new service agreement, will the Government reimburse me for return travel and transportation to my actual place of residence?**

If you violate your new service agreement, the Government will reimburse you for return travel and transportation to your actual place of residence only if you did not receive all of your allowances under a previous service agreement in which you successfully completed your required period of service. The Government will then authorize you reimbursement cost for return travel and transportation expenses from your former post of duty to your actual place of residence. If there is any additional cost you must pay the difference.

#### **PRIOR RETURN OF IMMEDIATE FAMILY MEMBERS**

### **§ 302-3.225 If my immediate family member(s) return to the U.S. before me, will I be reimbursed for transporting part of my household goods with my family and the rest of my household goods when I return?**

Yes, if your family member(s) return to the U.S. before you, you will be reimbursed for transporting part of your household goods with your family and the rest of the household goods when

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you return as long as the combined weight of the two shipments does not exceed your total authorized weight limit.

### **§ 302-3.226 Will the Government reimburse me if I am not eligible to return with my immediate family member(s) to the U.S. and choose to send them at my own expense?**

Yes, if you pay for the prior return of your eligible immediate family member(s), you will be reimbursed when you become eligible for return travel and transportation, you must provide your agency with all receipts and documentation to support your cost. Your agency will then reimburse your expenses, not to exceed your authorized allowance.

### **§ 302-3.227 If I become divorced from my spouse or terminate my committed relationship with my domestic partner while OCONUS will I receive reimbursement to return my former spouse or domestic partner and dependents to the U.S.?**

Yes, if you become divorced from your spouse or terminate your committed relationship with your domestic partner while OCONUS, you will receive reimbursement to return your former spouse or domestic partner and dependents to their place of actual residence within or outside CONUS.

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended by FTR Amdt. 2010-06, 75 FR 67631, Nov. 3, 2010]

### **§ 302-3.228 Is my dependent who turned 21 while overseas entitled to return travel to my place of actual residence at the expense of the Government?**

Your dependent who turned 21 while overseas is entitled to return travel to your place of actual residence at the expense of the Government only if your dependent traveled overseas as your dependent under your TA, but not beyond the end of your current agreed tour of duty.

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### **Subpart D—Relocation Separation**

#### **OVERSEAS TO U.S. RETURN FOR SEPARATION**

### **§ 302-3.300 Must my agency pay for return relocation expenses for my immediate family and me once I have completed my duty OCONUS?**

Yes, once you have completed your duty OCONUS as specified in your service agreement, your agency must pay one-way transportation expenses for you, for your family member(s), and for your household goods (see Table F in § 302-3.101 for a summary of allowances).

[FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, as amended at 86 FR 73684, Dec. 28, 2021]

### **§ 302-3.301 May I transport my household goods to a location other than my actual place of residence when I separate from the Government?**

Yes, if you have successfully completed your service agreement, you may transport your household goods to a location other than your actual place of residence when you separate from the Government. However, the cost cannot exceed what it would cost to your actual place of residence. Any additional cost will be borne by you.

### **§ 302-3.302 May my agency pay for my immediate family member(s) and my household goods to be returned to the U.S. before I complete my service agreement?**

Yes, your agency may pay for your immediate family member(s) and your household goods to be returned to the U.S. before you complete your service agreement. However, your reason for not completing your service agreement must be determined by your agency as compassionate in nature or for circumstances beyond your control.

### **§ 302-3.303 May I claim reimbursement for the return of my immediate family member(s) or household goods more than once under one service agreement?**

No, you cannot claim reimbursement for the return of your immediate family member(s) or household goods more than once under one service agreement.