

SUBCHAPTER B—RELOCATION ALLOWANCES

PART 302-3—RELOCATION ALLOWANCE BY SPECIFIC TYPE

Subpart A—New Appointee

Sec.

302-3.1 Who is a new appointee?

302-3.2 As a new appointee or student trainee what relocation expenses may my agency pay or reimburse me for incident to an assignment to my first official station?

302-3.3 As a new appointee, are there any expenses that my agency will not pay?

302-3.4 If my agency authorizes me allowances for relocation, must it pay all of the expenses listed in §302-3.2?

302-3.5 If I travel to my first official station before I have been appointed, will I be reimbursed for my relocation expenses?

Subpart B—Transferred Employees and Other Relocated Employees

302-3.100 What is a transferred employee?

302-3.101 As a transferred employee or other relocated employee what relocation allowances must my agency pay or reimburse to me?

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?

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?

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?

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?

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?

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?

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?

OVERSEAS ASSIGNMENT AND RETURN

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

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

OVERSEAS TOUR RENEWAL AGREEMENT

302-3.209 What is overseas tour renewal travel?

302-3.210 What is an overseas tour of duty?

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

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

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

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

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?

302-3.216 When must I begin my first tour renewal travel from 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.?

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?

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

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?

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?

Pt. 302-3

41 CFR Ch. 302 (7-1-24 Edition)

- 302-3.222 Will I be reimbursed if I travel to another overseas location (instead of the U.S.)?
- 302-3.223 What happens if I violate my new service agreement under a tour renewal assignment?
- 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?

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?
- 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?
- 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.?
- 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?

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?
- 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?
- 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?
- 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?

SES SEPARATION FOR RETIREMENT

- 302-3.304 Who is entitled to SES separation relocation allowances?
- 302-3.305 Who is not eligible for SES separation relocation expense allowances?
- 302-3.306 If I meet the conditions in §302-3.307, what expenses am I allowed under separation for retirement travel?
- 302-3.307 Under what conditions may I receive separation relocation travel for my family and me?

- 302-3.308 Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?
- 302-3.309 Where should my travel and transportation begin?
- 302-3.310 Where will I be authorized to separate?
- 302-3.311 May I receive reimbursement for travel and transportation from an alternate location other than the duty station?
- 302-3.312 Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official station, will I receive reimbursement?
- 302-3.313 May I have my household goods transported from more than one location?
- 302-3.314 Is there a time limit when I must begin my travel and transportation upon separation?
- 302-3.315 May I be granted an extension to the time limit for beginning my separation travel?

Subpart E—Employee's Temporary Change of Station

- 302-3.400 What is a “temporary change of station (TCS)”?
- 302-3.401 What is the purpose of a TCS?
- 302-3.402 When am I eligible for a TCS?
- 302-3.403 Who is not eligible for a TCS?
- 302-3.404 Under what circumstances will my agency authorize a TCS?
- 302-3.405 If my agency authorizes a TCS, do I have the option of electing payment of per diem expenses under part 301-11 of this title?
- 302-3.406 How long must my assignment be for me to qualify for a TCS?
- 302-3.407 What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?
- 302-3.408 What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?
- 302-3.409 Is there any required minimum distance between an official station and a TCS location that must be met for me to qualify for a TCS?
- 302-3.410 Must I sign a service agreement to qualify for a TCS?
- 302-3.411 What is my official station during my TCS?

EXPENSES PAID UPON ASSIGNMENT

- 302-3.412 What expenses must my agency pay?
- 302-3.413 Are there other expenses that my agency may pay?

Relocation Allowances

Pt. 302-3

EXPENSES PAID DURING ASSIGNMENT

- 302-3.414 If my agency authorizes a TCS, will it pay for extended storage of my household goods?
- 302-3.415 How long may my agency pay for extended storage of household goods?
- 302-3.416 Is there any limitation on the combined weight of household goods I may transport and store at Government expense?
- 302-3.417 Will I have to pay any income tax if my agency pays for extended storage of my household goods?
- 302-3.418 May my agency pay for property management services when I am authorized a TCS?
- 302-3.419 For what property may my agency pay property management services?
- 302-3.420 How long may my agency pay for property management services?
- 302-3.421 What are the income tax consequences if my agency pays for property management services?

EXPENSES PAID UPON COMPLETION OF ASSIGNMENT OR UPON SEPARATION FROM GOVERNMENT SERVICE

- 302-3.422 What expenses will my agency pay when I complete my TCS?
- 302-3.423 If I separate from Government service upon completion of my TCS, what relocation expenses will my agency pay upon my separation?
- 302-3.424 If I separate from Government service prior to completion of my TCS, what relocation expenses will my agency pay upon my separation?
- 302-3.425 If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will my agency pay upon completion of my last assignment or my separation from Government service?

PERMANENT ASSIGNMENT TO TEMPORARY OFFICIAL STATION

- 302-3.426 How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?
- 302-3.427 What relocation allowances may my agency pay when I am permanently assigned to my temporary official station?
- 302-3.428 If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?
- 302-3.429 Are there any relocation allowances my agency may not pay if I am permanently assigned to my temporary official station?

Subpart F—Agency Responsibilities

- 302-3.500 What governing policies and procedures must we establish for paying a relocation allowance under this part 302-3?
- 302-3.501 Must we establish any specific procedures for paying a relocation allowance to new appointees?
- 302-3.502 What factors should we consider in determining whether to authorize a TCS for a long-term assignment?

SERVICE AGREEMENTS

- 302-3.503 Must we require employees to sign a service agreement?
- 302-3.504 What information should we include in a service agreement?
- 302-3.505 How long must we require an employee to agree to the terms of a service agreement?
- 302-3.506 May we pay relocation expenses if the employee violates their service agreement?

NEW APPOINTEES

- 302-3.507 Once we authorize relocation expenses for new appointees or student trainees what expenses must we pay?
- 302-3.508 What relocation expenses are not authorized for new appointees or student trainees?

OVERSEAS ASSIGNMENT AND RETURN

- 302-3.509 What policies must we follow when appointing an employee to an overseas assignment?
- 302-3.510 When must we pay return travel for immediate family members?
- 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?
- 302-3.512 How many times are we required to pay for an employee's return travel?

OVERSEAS TOUR RENEWAL TRAVEL

- 302-3.513 May we allow a travel advance for tour renewal agreement travel?
- 302-3.514 Under what conditions may we pay for tour renewal agreement travel?
- 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?

SES SEPARATION FOR RETIREMENT

- 302-3.516 What must we do before issuing payment for SES separation-relocation travel?
- 302-3.517 May we issue travel advances for separation relocation?

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

§ 302-3.1

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

Subpart A—New Appointee

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

§ 302-3.1 Who is a new appointee?

A new appointee is:

(a) An individual who is employed with the Federal Government for the very first time (including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note), and is appointed in the same fiscal year as the Presidential inauguration);

(b) An employee who is returning to the Government after a break in service (except an employee separated as a result of reduction in force or transfer

41 CFR Ch. 302 (7-1-24 Edition)

of functions and is re-employed within one year after such action); or

(c) A student trainee assigned to the Government upon completion of that student trainee’s college work.

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

§ 302-3.2 As a new appointee or student trainee what relocation expenses may my agency pay or reimburse me for incident to an assignment to my first official station?

As a new appointee or student trainee assigned to your first official station, your agency may pay or reimburse you the relocation expenses indicated for the type of assignment in Tables A and B of this section. However, once the decision is made to pay or reimburse your relocation expenses, all mandatory relocation allowances are reimbursed, unless otherwise stated in the applicable parts of this chapter.

TABLE A—ASSIGNED TO FIRST OFFICIAL STATION IN THE CONTINENTAL UNITED STATES (CONUS)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation of employee & immediate family member(s) (part 302-4 of this chapter).	1. Shipment of privately owned vehicle (POV) (part 302-9 of this chapter).
2. Per diem for employee only (part 302-4 of this chapter)	2. Use of a relocation services company (part 302-12 of this chapter).
3. Transportation & temporary storage of household goods (part 302-7 of this chapter).	
4. Extended storage of household goods (part 302-8 of this chapter) ¹ .	
5. 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).	
6. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	

¹ **Note to Column 1, Item 4:** Only when assigned to a designated isolated official station in CONUS.

TABLE B—ASSIGNED TO FIRST OFFICIAL STATION OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS)

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
1. Transportation of employee & immediate family member(s) (part 302-4 of this chapter).	1. Shipment of privately owned vehicle (POV) (part 302-9 of this chapter).
2. Per diem employee only (part 302-4 of this chapter)	2. Temporary quarters subsistence expense (TQSE) is not authorized in a foreign area; however, you may be entitled to the following under the Department of State Standardized Regulations (Government Civilians-Foreign Areas) which is available from the Superintendent of Documents, Washington, DC 20402.
	(a) Foreign Transfer Allowance (FTA) (Subsistence Expense) for quarters occupied temporarily before departure from the 50 states or the District of Columbia for an official station in a foreign area incident to a permanent change of station and travel to first official station overseas.
	(b) Temporary quarters subsistence allowance (TQSA) when a transfer is authorized to a foreign area.