

§ 302-2.1

302-2.6 May I be reimbursed for relocation expenses if I relocate to a new official station that is less than 50 miles from my old official duty station?

TIME LIMITS

302-2.7 When may I begin my travel and transportation after receiving authorization to do so?

302-2.8 When must I complete all aspects of my relocation?

302-2.9 If I am furloughed to perform active military duty, will I have to complete all aspects of the relocation within the time limitation?

302-2.10 Does the 2-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?

302-2.11 May the 2-year time limitation for completing all aspects of a relocation be extended?

SERVICE AGREEMENTS

302-2.12 What is a service agreement?

302-2.13 Am I required to sign a service agreement when transferring within or outside the continental United States or performing renewal agreement travel and what is the minimum period of service?

302-2.14 Will I be penalized for violation of my service agreement?

302-2.15 Must I provide my agency with my actual place of residence as soon as I accept a transfer/appointment OCONUS?

302-2.16 Must I sign a service agreement for a “last move home” relocation?

302-2.17 What happens if I fail to sign a service agreement?

302-2.18 Can my service agreement be voided by a subsequent service agreement?

302-2.19 If I have more than one service agreement, must I adhere to each agreement separately?

ADVANCEMENT OF FUNDS

302-2.20 May I receive an advance of funds for my travel and transportation expenses?

302-2.21 What requirements must I meet to receive a travel advance?

302-2.22 May I receive a travel advance for separation relocation?

Subpart B—Agency Responsibilities

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?

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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. 5721-5734; 20 U.S.C. 905(a).

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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 transfer or reassignment?

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

§ 302-2.2 May I relocate to my new official duty 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 duty station.

§ 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 time specified in § 302-2.4.

§ 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.