

Pt. 302-3

41 CFR Ch. 302 (7-1-02 Edition)

- 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 Will my agency pay for property management services when I am authorized a TCS?
- 302-3.419 For what property will my agency pay property management services?
- 302-3.420 How long will my agency pay for property management services?
- 302-3.421 What are the income tax consequences when 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?
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PERMANENT ASSIGNMENT TO TEMPORARY OFFICIAL STATION

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- 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?

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- 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 his/her service agreement?

NEW APPOINTEES

- 302-3.507 Once we authorize relocation expenses for new appointees or student trainees what expenses must we pay?
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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. 5721-5734; 20 U.S.C. 905(a).

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.

Relocation Allowances

§ 302-3.2

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

(c) A student trainee assigned to the Government upon completion of his/her college work.

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

As a new appointee or student trainee being assigned to a first official station your agency may or may not pay or reimburse you the relocation expenses indicated for the type of transfer 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). 2. Per diem for employee only (part 302-4 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. Shipment of privately owned vehicle (POV) (part 302-9, subpart B 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). 2. Per diem employee only (part 302-4) 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. Shipment of privately owned vehicle (POV) (part 302-9 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 Standard Regulations (DSSR) (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 a official station in a foreign area incident to a permanent change of station and travel to first official station overseas. (b) Temporary quarters subsistence expenses (TQSE) when a transfer is authorized to a foreign area. (c) The miscellaneous expense portion of the FTA is authorized incident to first official station travel to a foreign area. 3. Use of relocation service companies only when transfer is to Alaska or Hawaii (part 302-12 of this chapter). 4. Home marketing incentives only when transfer is to a non-foreign OCONUS area (part 302-15 of this chapter).