

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
5. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	

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

Yes, as a new employee, your agency will not pay for expenses that are not listed in § 302-3.2 (e.g., per diem for family, cost of househunting trip, miscellaneous expense allowance, etc.).

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

Yes, if your agency authorizes you allowances for relocation, it must 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?**

Generally, you may not be reimbursed for relocation expenses incurred before you have been appointed to a Federal position and signed an agreement to remain in Government service for 12 months after appointment. However there is an exception for appointees who have performed Presidential transition activities. Such appointees may be reimbursed allowable travel and transportation expenses incurred at any time following the most recent Presidential election once they have signed a service agreement. How-

ever, appointment must occur in the same fiscal year as the Presidential transition activities.

**Subpart B—Transferred Employees**

**§ 302-3.100 What is a transferred employee?**

A transferred employee is an employee who transfers from one official station to another. This may also include employees separated as a result of reduction in force or transfer of functions who are re-employed within one year after such separation.

**§ 302-3.101 As a transferred employee what relocation allowances must my agency pay or reimburse me for incident to a permanent change of station?**

As a transferred employee there are mandatory and discretionary relocation expenses. Once an agency decision is made to pay or reimburse relocation expenses indicated for the type of transfer in tables (A) through (I) of this section, all the mandatory allowance must be paid or reimbursed, unless otherwise stated in the applicable parts. The discretionary relocation allowances indicated in tables (A) through (I) of this section may or may not be paid by the agency.

TABLE A.—TRANSFER BETWEEN OFFICIAL STATIONS 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 & per diem for employee & immediate family member(s) (part 302-4 of this chapter).	1. Househunting per diem & transportation, employee & spouse only (part 302-5 of this chapter).
2. Miscellaneous moving expense (part 302-16 of this chapter)	2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter).
3. Sell or buy residence transactions or lease termination expenses (part 302-11 of this chapter).	3. Shipment of privately owned vehicle (POV) (part 302-9, subpart B of this chapter).
4. Transportation & temporary storage of household goods (part 302-7 of this chapter).	4. Use of relocation service companies (part 302-12 of this chapter).
5. Extended storage of household goods (part 302-8 of this chapter) <sup>1</sup> .	5. Property management services (part 302-15 of this chapter).
6. 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. Home marketing incentives (part 302-14 of this chapter).

**Relocation Allowances**

**§ 302-3.101**

**TABLE A.—TRANSFER BETWEEN OFFICIAL STATIONS IN THE CONTINENTAL UNITED STATES (CONUS)—Continued**

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
7. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	

<sup>1</sup> **Note to Column 1, Item 5:** Only when assigned to a designated isolated official station in CONUS.

**TABLE B.—TRANSFER FROM CONUS TO AN 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 & per diem for employee & immediate family member(s) (part 302-4 of this chapter).	1. 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 (DSSR) (Government Civilians-Foreign Areas): (a) A Foreign Transfer Allowance (FTA) 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 allowance (TQSA).
2. Miscellaneous expense allowance (part 302-16 of this chapter).	2. Property management services (part 302-15 of this chapter).
3. Transportation & temporary storage of household goods (part 302-7 of this chapter).	3. Shipment of a privately owned vehicle (part 302-9 of this chapter).
4. Extended storage of household goods (part 302-8 of this chapter).	4. Use of relocation service companies when transfer is to Alaska or Hawaii (part 302-12 of this chapter).
5. Relocation income tax allowance (RITA) (part 302-17 of this chapter) <sup>1</sup> .	5. Home marketing incentives when transfer is to Alaska or Hawaii (part 302-15 of this chapter).

<sup>1</sup> **Note to Column 1, item 5.** Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station.

**TABLE C.—TRANSFER FROM OCONUS OFFICIAL STATION TO AN OFFICIAL STATION IN 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 & per diem for employee & immediate family member(s) (part 302-4 of this chapter).	1. Shipment of a privately owned vehicle (part 302-9 of this chapter).
2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter) <sup>1</sup> .	
3. Miscellaneous expense allowance (part 302-16 of this chapter).	
4. Sell & buy residence transaction expenses or lease termination expenses (part 302-11 of this chapter) <sup>2</sup> .	
5. Transportation & temporary storage of household goods (part 302-7 of this chapter).	
6. Extended storage of household goods only when assigned to a designated isolated official station in CONUS (part 302-8 of this chapter).	
7. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	

<sup>1</sup> **Note to Column 1, item 2:** A TQSA under the DSSR may be authorized preceding final departure subsequent to the necessary vacating of residence quarters.

<sup>2</sup> **Note to Column 1, item 4:** Allowed when old and new official stations are located in the United States. Also allowed when instead of being returned to the former non-foreign area official station, an employee is transferred in the interest of the Government to a different non-foreign area official station than from the official station from which transferred when assigned to the foreign official station.

**TABLE D.—TRANSFER BETWEEN OCONUS OFFICIAL STATIONS**

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 & per diem for employee & immediate family member(s) (part 302-4 of this chapter).	1. Shipment of a privately owned vehicle (POV) (part 302-9 of this chapter).
2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter) <sup>1</sup> .	2. Property management services (part 302-15 of this chapter).

TABLE D.—TRANSFER BETWEEN OCONUS OFFICIAL STATIONS—Continued

Column 1—Relocation allowances that agency must pay or reimburse	Column 2—Relocation allowances that agency has discretionary authority to pay or reimburse
3. Transportation & temporary storage of household goods (part 302-7 of this chapter). 4. Miscellaneous expense allowance (part 302-16 of this chapter). 5. Extended storage of household goods (part 302-8 of this chapter). 6. Relocation income tax allowance (RITA) (part 302-17 of this chapter).	

<sup>1</sup> **Note to Column 1, item 2:** TQSA may be authorized under the DSSR.

TABLE E.—TOUR RENEWAL AGREEMENT TRAVEL

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 for employee & immediate family member(s) (part 302-4 of this chapter). 2. Per diem for employee only (part 302-4 of this chapter).	

TABLE F.—RETURN FROM OCONUS OFFICIAL STATION TO PLACE OF ACTUAL RESIDENCE FOR SEPARATION

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 for 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).	1. Shipment of a privately owned vehicle (POV) (part 302-9 of this chapter).

TABLE G.—LAST MOVE HOME FOR SES CAREER APPOINTEES UPON SEPARATION

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 for 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. 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).	1. Shipment of privately owned vehicle (POV) (part 302-9, subpart B of this chapter).

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
1. Transportation & per diem for employee & immediate family member(s) (part 302-4 of this chapter). 2. Miscellaneous expense allowance (part 302-16 of this chapter). 3. Transportation & temporary storage of household goods (part 302-7 of this chapter). 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). 5. Transportation of a privately owned vehicle (POV)(part 302-9, subpart B of this chapter). 6. Relocation income tax allowance (RITA) (part 302-17 of this chapter). 7. Property management services (part 302-15 of this chapter).	1. Househunting trip expenses (part 302-5 of this chapter). 2. Temporary quarters subsistence expense (TQSE) (part 302-6 of this chapter).

## Relocation Allowances

## § 302-3.205

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).

<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.

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### 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).

**§ 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 he/she 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.

**§ 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.