

## Relocation Allowances

## § 302-3.314

in a civil service position outside the SES, to an SES career appointment;

(b) At the time of the transfer or re-assignment:

(1) You were eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (e), (f), or (j) or subchapter III of chapter 83 (Civil Service Retirement System (CSRS)) or under section 8412 of subchapter II of chapter 84 (Federal Employees Retirement System (FERS)) of title, 5 U.S.C.; or

(2) You were within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in paragraph (b)(1) of this section; or

(3) You were eligible to receive an annuity based on discontinued service retirement or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83, or under 8414(b) of subchapter II of chapter 84 of title 5, U.S.C.;

(c) You separate from Federal service on or after September 22, 1988;

(d) You are eligible to receive an annuity upon separation (or, in the case of death, you met the requirements for being considered eligible to receive an annuity, as of the date of death) under the provisions of subchapter III of chapter 83 (CSRS) or chapter 84 (FERS) of title 5, U.S.C., including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under an OPM authorization, or disability retirement; and

(e) You have not previously received separation relocation benefits from the Government for retirement.

### **§ 302-3.308 Do I have to provide my agency with any special documents before receiving reimbursement for moving expenses?**

Yes, before receiving reimbursement for moving expenses, you must submit a request to your agency for authorization and approval of your moving expenses with your tentative moving dates and the origin and destination location of your planned move, within the timeframe and format specified by your agency.

### **§ 302-3.309 Where should my travel and transportation begin?**

Your travel and shipment of your HHG should begin from your last official station.

### **§ 302-3.310 Where will I be authorized to separate?**

You will be authorized to separate at the place where you have chosen to reside within the United States.

### **§ 302-3.311 May I receive reimbursement for travel and transportation from an alternate location other than the duty station?**

You will only be reimbursed for expenses up to the cost of travel and transportation expenses from your authorized official station to the place in the U.S. you have elected to reside. Any additional cost you will have to pay.

### **§ 302-3.312 Upon separation, if I elect to reside in a different geographical area which is less than 50 miles from my official duty station, will I receive reimbursement?**

No, if upon separation you elect to reside in a different geographical area which is less than 50 miles from your official station, you will not receive reimbursement.

### **§ 302-3.313 May I have my household goods transported from more than one location?**

Yes, you may have your household goods transported from more than one location. However, you will only receive reimbursement based on the cost of shipment from your official station, in one lot by the most economical route to the location where you elect to return. You will have to pay for any cost above what is authorized.

### **§ 302-3.314 Is there a time limit when I must begin my travel and transportation upon separation?**

Yes, all travel and transportation of household goods must begin no later than six months after:

- (a) Your date of separation; or
- (b) The date of death of the employee who died before separation.

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**§ 302-3.315 May I be granted an extension on beginning my separation travel?**

Your agency may grant you or your family member (in case of your death) an extension on beginning your separation travel, not to exceed 2 years from your effective date of separation or death if you died before separating.

**Subpart E—Employee’s Temporary Change Of Station**

**§ 302-3.400 What is a “temporary change of station (TCS)”?**

A TCS means the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.

**§ 302-3.401 What is the purpose of a TCS?**

A TCS provides agencies an alternative to a long-term temporary duty travel assignment which will increase your satisfaction and enhance morale, reduce your income tax liability, and save the Government money.

**§ 302-3.402 When am I eligible for a TCS?**

You are eligible for a TCS when you are directed to perform a TCS at a long-term duty location, and you otherwise would be eligible for payment of temporary duty travel allowances authorized under chapter 301 of this title. For exceptions, see § 302-3.403.

**§ 302-3.403 Who is not eligible for a TCS?**

The following individuals are not eligible for a TCS:

- (a) A new appointee;
- (b) An employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. 3372 *et seq.*);
- (c) An individual employed intermittently in the Government service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
- (d) An individual serving without pay or at \$1 a year; or

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(e) An employee assigned under the Government Employees Training Act (5 U.S.C. 4109).

**§ 302-3.404 Under what circumstances will my agency authorize a TCS?**

Your agency will authorize a TCS when:

- (a) It is necessary to accomplish the mission of the agency effectively and economically, and
- (b) You are directed to perform a long-term assignment at another official station; or
- (c) Your agency otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under chapter 301 of this title for the long-term assignment; or
- (d) Your agency determines it would be more advantageous, cost and other factors considered, to authorize a long-term assignment; and
- (e) You meet any additional conditions your agency has established.

**§ 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?**

No, you do not have the option of electing payment of per diem expenses under part 301-11 of this title if your agency authorized a TCS.

**§ 302-3.406 How long must my assignment be for me to qualify for a TCS?**

To qualify for a TCS, your assignment must be not less than 6 months, nor more than 30 months.

**§ 302-3.407 What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?**

Your agency may authorize a TCS only when a TCS is expected to last 6 months or more. If your assignment is cut short for reasons other than separation from Government service, you will be paid TCS expenses.

**§ 302-3.408 What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?**

If your assignment exceeds 30 months, your agency: