

**PART 302-2—EMPLOYEES  
ELIGIBILITY REQUIREMENTS**

**Subpart A—General Rules**

Sec.

- 302-2.1 When may I begin my transfer or reassignment?
- 302-2.2 May I relocate to my new official duty station before I receive a written travel authorization (TA)?
- 302-2.3 What determines my entitlements and allowances for relocation?
- 301-2.4 What is my effective transfer or appointment date?
- 302-2.5 May I relocate from a location other than the location specified in my relocation travel authorization?
- 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?
- 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. 5738; 20 U.S.C. 905(a).

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

**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.