

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.

§ 302-3.206 If I am re-employed after a separation by reduction in force or transfer of functions, may my agency pay me a relocation allowance?

Yes, if you are re-employed after a separation by reduction in force or transfer of function, your agency may pay you a relocation allowance under the conditions of this chapter if:

- (a) You are employed within one year of your involuntary separation date;
- (b) Your new appointment is not temporary; and
- (c) Your new appointment is at a different duty station from where your separation occurred and meets the

Relocation Allowances

§ 302-3.214

mileage criteria in §302-2.6 of this chapter for short distance relocation.

OVERSEAS ASSIGNMENT AND RETURN

§ 302-3.207 **Am I eligible to receive relocation allowances for overseas assignment and return travel?**

You may be eligible to receive relocation allowances for overseas assignment and return travel if you are:

- (a) An employee transferring to, from, or between official stations OCONUS; or
- (b) A new appointee to a position OCONUS and at the time of your appointment your residence is in an area other than your post of duty.

§ 302-3.208 **What relocation expenses will my agency pay for my overseas assignment and return?**

To determine what relocation expenses your agency will pay for your overseas assignment and return, see:

- (a) Section 302-3.2 if you are a new appointee; or
- (b) Section 302-3.101 if you are a transferred employee.

OVERSEAS TOUR RENEWAL AGREEMENT

§ 302-3.209 **What is overseas tour renewal travel?**

Overseas tour renewal travel refers to travel of you and your immediate family returning to your home in the continental U.S., Alaska, or Hawaii between overseas tours of duty. See §302-2.222 for travel to an actual place of residence in other than the United States.

§ 302-3.210 **What is an overseas tour of duty?**

An overseas tour of duty is an assignment to a post of duty outside the continental United States, Alaska or Hawaii.

§ 302-3.211 **What is an allowance for overseas tour renewal travel?**

An allowance for overseas tour renewal travel is a reimbursement for you and your immediate family of roundtrip travel and transportation expenses between your overseas post of duty and your actual place of residence in the U.S.

§ 302-3.212 **How do I know if I am eligible to receive an allowance for overseas tour renewal travel?**

You are eligible to receive an allowance for overseas tour renewal travel if:

- (a) You are on an overseas assignment, and you have completed your tour of duty and satisfactorily completed your service agreement time period; and
- (b) You are on an overseas assignment and you have signed a new service agreement to remain at your overseas post or to transfer to another overseas post of duty; or
- (c) You meet the requirements and are eligible for tour renewal travel from Alaska or Hawaii under §302-3.214.

§ 302-3.213 **What allowances will I receive for tour renewal travel?**

For tour renewal travel, you will receive payment for those authorized expenses as stated in item five of Tables A and B of §302-3.101.

§ 302-3.214 **May I receive reimbursement for tour renewal travel when my travel is between two places within the United States?**

You may only receive reimbursement for tour renewal travel when your tours are between two places within the U.S. if you are an employee who is traveling from Alaska or Hawaii, and:

- (a) You will continue to serve consecutive tours of duty within the same state from which you're traveling, and on September 8, 1982 you were:
 - (1) Serving your tour in one of these areas and have continued to do so; or
 - (2) En route to a post of duty in Alaska or Hawaii under a written service agreement to serve a tour of duty; or
 - (3) In the process of performing a tour renewal travel and has since then entered into another tour of duty in Alaska or Hawaii;
- (b) Tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees shall be advised in writing of this limitation; or
- (c) You are traveling due to your agency's mission to recruit or retain