

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-1—APPLICABILITY

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- § 302-1.1** **Who does this chapter apply?** This chapter applies to:
- (a) An employee transferring in the interest of the Government from a position in Government service to a position in the FAA for permanent duty as provided in part 302-3 of this chapter;
 - (b) An employee who performs a temporary change of station to accept a short term assignment as provided in part 302-4 of this chapter;
 - (c) A new appointee who relocates to accept an assignment at his/her first official station for permanent duty as provided in part 302-5 of this chapter;
 - (d) A student trainee assigned to his/her official station upon completion of college work as provided in part 302-5 of this chapter who did not receive travel and transportation expenses while he/she was performing his/her training assignment;
 - (e) An employee performing return transportation upon completion of an assignment at a post of duty who is not being transferred to a new official station at Government expense (e.g., for separation from Government service) as provided in part 302-6 of this chapter;
 - (f) An employee qualifying for a “last move home” as provided in part 302-7 of this chapter;
 - (g) An employee who performs a transfer which is not in the interest of the Government, but from which the Government derives a benefit, as provided in part 302-8 of this chapter; and
 - (h) An employee performing overseas tour renewal travel as provided in part 302-23 of this chapter.

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§ 302-1.2	What is an “agency” for purposes of this chapter?	It means: (a) An "Executive agency" as defined in 5 U.S.C. 105 (an executive department, an independent establishment, the General Accounting Office, or a wholly owned Government corporation as defined in section 101 of the Government Corporation Control Act, as amended, but excluding a Government controlled corporation); (b) A military department; (c) A court of the United States; (d) The Administrative Office of the United States Courts; (e) The Federal Judicial Center; (f) The Library of Congress; (g) The United States Botanic Garden; (h) The Government Printing Office; and (i) The District of Columbia.
§ 302-1.3	What is an “employee” for purposes of this chapter?	A civilian officer or employee of an "agency" as defined in § 302-1.2. The term also includes new appointees as defined in § 302-1.10.
§ 302-1.4	What is “effective date of transfer or appointment”?	The date on which an employee or new appointee reports for duty at his/her new or first official station.
§ 302-1.5	What is a “homesale program”?	It is a program offered by the Government through a contractual arrangement with a relocation services company. The relocation services company purchases a transferred employee’s residence at fair market (appraised) value and then independently markets and sells the residence.

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- § 302-1.6** **What are “household goods”?** All personal property associated with the home and all personal effects belonging to an employee and the immediate family when shipment or storage begins, which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority, except the items excluded in this paragraph. Snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts, may be shipped as household goods. The following items are specifically excluded from the definition of household goods:
- (a) Automobiles, trucks, vans, and similar motor vehicles; boats; airplanes; mobile homes; camper trailers; and farming vehicles;
 - (b) Live animals, birds, fowls, and reptiles;
 - (c) Cordwood and building materials;
 - (d) Property for resale, disposal, or commercial use rather than for use by the employee or the immediate family; and
 - (e) Any property or items which carriers' tariffs prohibit carriers from accepting for shipment. Agencies are advised to consult applicable tariffs or to contact the carrier involved if problems arise concerning shipment of the following prohibited articles:
 - (1) Property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, and poisons);
 - (2) Articles which cannot be taken from the premises without damage to the article or the premises;
 - (3) Perishable articles, including frozen foods, articles requiring refrigeration, or perishable plants unless: the shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading; no storage of shipment is required; and no preliminary or en route servicing or watering or other preservative action is required of the carrier.
- § 302-1.7** **What is a “househunting trip”?** The term “househunting trip” refers to a trip made by the employee and/or spouse to the new official station locality to find permanent living quarters to rent or purchase. The term “living quarters” in this part includes apartments, condominiums, and cooperatives in addition to townhomes, mobile homes, and single family homes.
- § 302-1.8** **What is “immediate family” for purposes of this chapter?** (a) Any of the following named members of the employee's household at the time he/she reports for duty at the new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

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- (1) Spouse;
 - (2) Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse; and a child born after the employee's effective date of transfer when the travel of the employee's expectant spouse to the new official station is prevented at the time of the transfer because of advanced stage of pregnancy, or other reasons acceptable to the agency concerned, e.g., awaiting completion of the school year by other children.);
 - (3) Dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse (see paragraph (b) of this section for dependent status criteria); and
 - (4) Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (See paragraph (b) of this section for dependent status criteria.)
- (b) Generally, the individuals named in paragraphs (a) (3) and (4) of this section shall be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases. These individuals may also be considered dependents for the purposes of this chapter if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

§ 302-1.9

What is a “mobile home”?

Any type of house trailer or mobile dwelling constructed for use as a residence and designed to be moved overland, either by self-propulsion or towing. Also, a boat when used as the employee's primary residence.

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§ 302-1.10	What is a “new appointee”?	"New appointee" includes any person newly appointed to Government service, 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 who is appointed in the same fiscal year as the Presidential inauguration that immediately follows his/her transition activities. "New appointee" also includes an individual appointed after a break in service except that an employee separated as a result of reduction in force or transfer of function may be treated as a transferee instead of a new appointee under the conditions set out in § 302-2.201. In addition, the term "new appointee" includes a student trainee who is assigned upon completion of college work.
§ 302-1.11	What is “official station” for purposes of this chapter?	Official station is the building or office from where the officer or employee regularly reports for duty.
§ 302-1.12	What is an "overseas tour renewal trip"?	Travel to your place of residence to reacclimatize the employee and his/her immediate family to their home culture.
§ 302-1.13	What is a “permanent change of station (PCS)”?	It is when an employee is relocated to a new official station for permanent assignment.
§ 302-1.14	What is a “post of duty”?	An official station outside CONUS.
§ 302-1.15	What are “professional books, papers, and equipment”?	Those professional or specialized items and other materials which are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.
§ 302-1.16	What are “property management services”?	“Property management services” are programs provided by private companies for a fee, which help an employee to manage his/her residence at the old official station as a rental property. These services typically include, but are not limited to, obtaining a tenant, negotiating the lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting the rent, paying the mortgage and other carrying expenses from rental proceeds and/or funds of the employee, and accounting for the transactions and providing periodic reports to the employee.
§ 302-1.17	What is a “relocation”?	When an employee moves from one place to another, even if the origin or the destination is not an official station.

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§ 302-1.18	What is your “residence”?	The place which you regularly commute to and from work. However, where the official station or post of duty is in a remote area where adequate family housing is not available within reasonable daily commuting distance, residence includes the dwelling where the family of the employee resides or will reside, but only if such residence reasonably relates to the official station as determined by an appropriate administrative official.
§ 302-1.19	What is a “temporary change of station (TCS)”?	TCS means the relocation of an employee to a new official station for a temporary period while the employee is performing a long-term assignment and subsequent return of the employee to the previous official station upon completion of that assignment.
§ 302-1.20	What are “temporary quarters”?	The term “temporary quarters” refers to lodging obtained for the purpose of temporary occupancy from a private or commercial source.
§ 302-1.21	What are “temporary quarters subsistence expenses (TQSE)”?	“Temporary quarters subsistence expenses” or “TQSE” are subsistence expenses incurred by an employee and/or his/her immediate family while occupying temporary quarters. TQSE does not include local transportation expenses incurred during occupancy of temporary quarters (see § 302-22.17 of part 302-22 for details).
§ 302-1.22	What is a “transfer”?	When an employee is moved from one official station to another.