

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-2—GENERAL RULES

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SUBPART C—TRANSFER OF EMPLOYEES WHO HAVE BEEN SUBJECT TO A REDUCTION IN FORCE

- 302-2.200 If FAA assigns me to a new official station after I have been notified by my agency of an involuntary separation not for cause but incident to reduction, cessation, or transfer of work, may FAA authorize payment of relocation expenses?
- 302-2.201 If I am separated involuntarily from my agency as a result of a reduction in force or transfer of function, what relocation benefits may I receive?

SUBPART A—AUTHORIZATION OF RELOCATIONS

- § 302-2.1** **Must I receive authorization before incurring relocation expenses?** Yes, FAA will not pay your relocation expenses if you are not authorized to incur such expenses. You should not incur expenses before you receive a written authorization from FAA.
- § 302-2.2** **Under what conditions may my relocation be authorized at Government expense?** Only when it is in the interest of the Government, except for return travel authorized in part 302-6 of this chapter and “last move home” benefits authorized in part 302-7 of this chapter. Return travel and “last move home” benefits are entitlements when you meet the necessary conditions.
- § 302-2.3** **How do I determine if FAA considers a relocation to be in the interest of the Government?** FAA will state, on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the relocation is related to an IPP placement, that it considers the relocation in the interest of the Government. The vacancy announcement, or offer letter, will state that full PCS benefits will be paid.
- § 302-2.4** **May I receive payment for relocation expenses if I relocate to a new official station and it is not in the interest of the Government?** No, however, if FAA determines that it will derive some benefit, even though the relocation is not in the interest of the Government, FAA may pay a fixed amount in accordance with part 302-8 of this chapter.
- § 302-2.5** **How do I determine if FAA will derive a benefit from my relocation even though it is not in the interest of the Government?** FAA will state, on the vacancy announcement if the relocation is related to a MPP placement, or on the offer letter if the relocation is related to an IPP placement, that it considers the relocation not to be in the interest of the Government but that it will derive a benefit. The vacancy announcement, or offer letter, will state the amount of the benefit it will pay.
- § 302-2.6** **What standard must I apply in incurring relocation expenses?** You must exercise the same care in incurring expenses that a prudent person would exercise if the person was moving at personal expense.

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§ 302-2.7

Which provisions govern my relocation allowances and entitlements?

The provisions in effect on your effective date of transfer or appointment govern your relocation allowances and entitlements. Your allowances and entitlements will not be increased or decreased by changes in this chapter which occur after your effective date of transfer or appointment.

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- § 302-2.100** **If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for actual relocation expenses?**
- Only if both relocations meet the requirements under Parts 302-3 through 302-7 of this subchapter for authorization of relocation at Government expense (e.g. the relocation is in the interest of the Government, or you are entitled to return rights or “last move home” benefits). If your relocation is the only relocation authorized, then your relocation costs will be paid, and the other employee will be treated as a member of your immediate family. If you or a member of your immediate family is eligible for the fixed relocation payment as provided in Part 302-8 of this subchapter, the rules contained in §§ 302-2.101 through 302-2.103 will apply.
- § 302-2.101** **If a member of my immediate family and I are both relocated to the same location, may I and the employee member(s) of my immediate family both receive payment for relocation expenses if all employee members are authorized a fixed relocation payment as provided in Part 302-8 of this subchapter?**
- Yes, however, only when the following conditions are met:
- (a) The employee members of the immediate family must select one employee member to receive 100 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
 - (b) You and employee members of your immediate family must provide that designation in writing to the FAA, and
 - (c) The other employee member(s) of the immediate family will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
- § 302-2.102** **If a member of my immediate family and I are both relocated to the same location, may I receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter and the employee member(s) of my immediate family receive a fixed relocation payment as provided in Part 302-8 of this subchapter?**
- Yes, but the following four rules must apply:
- (a) You and your immediate family must elect separate benefits as provided in § 302-2.104,
 - (b) You and employee members of your immediate family must provide a written statement that you have elected separate benefits as provided in § 302-2.108.
 - (c) The employee member(s) of your immediate family may not be considered members of your immediate family for purposes of your relocation expenses paid under this chapter.
 - (d) The employee member(s) will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.

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- § 302-2.103** **If a member of my immediate family and I are both relocated to the same location, may I receive a fixed relocation payment as provided in Part 302-8 of this subchapter and a member of my immediate family receive payment for relocation expenses as provided in Parts 302-3 through 302-7 of this subchapter?**
- Yes, but you will be paid according to the following four rules:
- (a) You and your immediate family must elect separate benefits as provided in § 302-2.104.
 - (b) You and employee members of your immediate family must provide a written statement that you have elected separate benefits as provided in § 302-2.108.
 - (c) You may not be considered a member of the immediate family for purposes of the relocation expenses paid under this chapter to the member of your immediate family who is paid relocation expenses under part 302-3 through 302-7 of this subchapter.
 - (d) You will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
- § 302-2.104** **How are expenses paid if a member of my immediate family and I are both employees and the employee member(s) of my immediate family and I are both eligible for a relocation at Government expense?**
- You may elect either:
- (a) To receive your benefits separately, in which instance neither you nor the other employees in your immediate family may take benefits as a member of an immediate family;
 - (b) To take the benefits for the entire family, in which instance none of the members of your immediate family may take their separate benefits, but are treated as a member of your immediate family; or
 - (c) To allow another member of your immediate family to take benefits for the entire family, in which instance you may not take your separate benefits but you will be treated as a member of the immediate family.
- § 302-2.105** **If we select separate benefits in § 302-2.104, how will we be paid for non-employee members of the immediate family?**
- You will be paid according to the following rules:
- (a) A non-employee member of the immediate family may be treated as a member of the immediate family on only one travel authorization.
 - (b) You can receive no benefits for a non-employee member of the immediate family who is not on your authorization.
 - (c) You and the employee member(s) of your immediate family must designate under which authorization (i.e., your authorization or the authorization of the member of your immediate family) each non-employee member of the immediate family will be treated as a member of the immediate family.

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§ 302-2.106	If we select separate benefits in § 302-2.104, will we receive the same allowances?	Yes, but you will not receive benefits for the other employee members of your immediate family and non-employee members of your immediate family specified on the other employee members travel authorization. For example, you and the member of your immediate family may both receive a miscellaneous expense allowance.
§ 302-2.107	If we select separate benefits in § 302-2.104, may we receive payment for the same expenses?	No. For example, if you and your immediate family member are selling a residence, you and a member of your immediate family may not both claim reimbursement for an appraisal or a title search on the same property.
§ 302-2.108	How will my residence transactions be reimbursed if I and a member of my immediate family elect separate relocation benefits?	<p>You and your immediate family member will be reimbursed on a pro rata basis as provided in FAATP Part 302-50. If both your name and the name of an employee member of your immediate family are on the title of the residence, the following rules apply:</p> <ul style="list-style-type: none"><li data-bbox="834 800 1414 1020">(a) If your permanent change of station is reimbursed under FAATP Part 302-3 and transfer within the United States, you will be reimbursed for the appropriate percentage of residence transaction expenses. The appropriate percentage will be determined the percentage of your ownership in the residence.<li data-bbox="834 1052 1414 1209">(b) If your relocation is reimbursed under FAATP Part 302-4 through Part 302-7, you are not eligible for reimbursement of residence transaction expenses. Therefore, FAA will not pay for your portion of the residence transactions expenses.<li data-bbox="834 1241 1414 1430">(c) If your relocation is reimbursed under FAATP 302-8, you are not eligible for separate reimbursement of residence transaction expenses. You will have to use your fixed relocation payment to cover your percentage of the residence transaction expenses.
§ 302-2.109	How do the members of my immediate family and myself select an option described in § 302-2.104 (i.e., separate benefits or a single family benefit)?	<p>You and your immediate family member must provide your authorizing officials a written document which:</p> <ul style="list-style-type: none"><li data-bbox="691 1562 1414 1625">(a) Specifies which of the options described in § 302-2.104 you and members of your immediate family select;<li data-bbox="691 1656 1414 1719">(b) Is signed by you and all employees in your immediate family; and<li data-bbox="691 1751 1414 1875">(c) Specifies under which authorization (your authorization or the authorization for your immediate family members) each non-employee member of your immediate family is treated as a member of the immediate family.

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§ 302-2.110	What must I provide with my claim for reimbursement when a member of my immediate family is an employee?	You must provide: (a) A copy of your written selection document; (b) A copy of your travel authorization; and (c) A copy of the travel authorization of all employee members of your immediate family.
§ 302-2.111	Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer from the same location?	No.
§ 302-2.112	Do the rules in this subpart apply if you and the employee member(s) of your immediate family do not transfer to the same location?	No.
§ 302-2.113	For purposes of this subpart, what is considered the “same location”?	The same location is when your office is within a 35 mile radius of the office of the employee member of your immediate family.

**SUBPART C—TRANSFER OF EMPLOYEES WHO HAVE BEEN SUBJECT TO A
REDUCTION IN FORCE**

- § 302-2.200** **If FAA assigns me to a new official station after I have been notified by my agency of an involuntary separation not for cause but incident to reduction, cessation, or transfer of work, may FAA authorize payment of relocation expenses related to a permanent change of station?**
- Yes, if you meet the requirements contained in § 302-3.4, unless FAA makes a determination that your transfer is primarily for your convenience or benefit.
- § 302-2.201** **If I am separated involuntarily from my agency as a result of a reduction in force or transfer of function, what relocation benefits may I receive?**
- Generally, you will be treated as a new appointee and FAA may pay you limited relocation benefits as provided in part 302-5. You may be treated as a transferee and receive full relocation benefits as provided in part 302-3, if the following conditions are met:
- (a) You are employed by FAA within 1 year of the date you were involuntarily separated from Government service;
 - (b) You meet the requirements contained in § 302-3.4; and
 - (c) Your transfer is in the interest of the Government to an official station which is different from the official station from which you were involuntarily separated.