

# FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

## Chapter 302—Relocation Allowances

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### SUBPART A—GENERAL RULES

- § 302-4.1 **What is the purpose of a temporary change of station (TCS)?** A TCS provides FAA an alternative to a long-term temporary duty travel assignment to increase employee satisfaction and enhance morale, reduce the employee's income tax liability, and save the Government money.

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- § 302-4.2**            **Am I eligible for a TCS?**            Yes, if:
- (a) You are an employee who is directed to perform a long-term assignment at a temporary location;
  - (b) Your assignment is not less than 12 months, nor more than 36 months;
  - (c) You otherwise would be eligible for payment of temporary duty travel allowances authorized under chapter 301 of this subtitle;
  - (d) You are not an individual who is not eligible under in § 302-4.3 of this part; and
  - (e) Your LOB, staff office, or Office of Chief Counsel determines it is in the interest of the Government to offer a TCS.
- § 302-4.3**            **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
  - (e) An employee assigned under the Government Employees Training Act (5 U.S.C. 4109).
- § 302-4.4**            **Must FAA authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?**            No. Your authorizing official determines the conditions under which a TCS is necessary to accomplish the purposes of the Government effectively and economically.

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§ 302-4.5	<b>Under what circumstances will FAA authorize a TCS?</b>	FAA will authorize a TCS when: <ul style="list-style-type: none"><li>(a) You are directed to perform a long-term assignment at another duty station;</li><li>(b) FAA otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under chapter 301 of this subtitle for the long-term assignment;</li><li>(c) Your authorizing official determines it would be more advantageous, cost and other factors considered, to authorize a TCS; and</li><li>(d) You meet any additional conditions your LOB, staff office, or Office of Chief Counsel has established.</li></ul>
§ 302-4.6	<b>If FAA authorizes a TCS, do I have the option of electing payment of temporary duty travel allowances instead?</b>	Yes. You will be taxed, however, on any temporary duty travel assignment which is expected to last more than one year, and will not receive reimbursement for the taxes incurred on temporary duty travel payments. FAA may decide to authorize a permanent change of station instead of temporary duty travel expenses, in which case, you will not be entitled to payment of relocation expenses upon return to your old official station.
§ 302-4.7	<b>How long must my assignment be for me to qualify for a TCS?</b>	Not less than 12 months, nor more than 48 months.
§ 302-4.8	<b>What is the effect on my TCS reimbursement if my assignment lasts less than 12 months?</b>	Your authorizing official may authorize a TCS only when a long-term assignment is expected to last 12 months or more. If your assignment is cut short for reasons other than separation from Government service, you will be paid TCS expenses.
§ 302-4.9	<b>What is the effect on my TCS reimbursement if my assignment lasts more than 48 months?</b>	If your assignment exceeds 48 months, your authorizing official must permanently assign you to the temporary official station or return you to your previous official station. FAA will not pay for nontemporary storage or property management services incurred after the last day of the forty-eighth month after the date you report for your assignment. FAA, however, must pay the expenses of returning you and your immediate family and household goods to your previous official station unless you are permanently assigned to your temporary official station.
§ 302-4.10	<b>Is there any required minimum distance between an official station and a long-term assignment location that must be met for me to qualify for a TCS?</b>	Yes, you must be away from your official station as defined in chapter 300 of this subtitle. Your Line of Business, staff office, or Office of Chief Counsel may establish a broader area within which it will not authorize a TCS. For payment of temporary quarters subsistence expenses, however, you must meet the minimum mileage requirement contained in § 302-22.2(c).

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- § 302-4.11      **Must I sign a service agreement to qualify for a TCS?**      No.
- § 302-4.12      **What is my official station during my long-term assignment?**      Your official station is the location of your long-term assignment.

### SUBPART B—EXPENSES PAID UPON ASSIGNMENT

- § 302-4.100      **What expenses must FAA pay for a TCS upon my assignment?**      FAA must pay:
- (a) Transportation and subsistence expense for you and your immediate family en route to your temporary official station as provided in part 302-20 of this chapter;
  - (b) Transportation and temporary storage of your household goods as provided in parts 302-40 and 302-41 of this chapter;
  - (c) A miscellaneous expenses allowance as provided in part 302-60 of this chapter;
  - (d) Transportation of a mobile home instead of transportation of your household goods as provided in part 302-45 of this chapter;
  - (e) The expenses of breaking a lease not to exceed 3 months rent, although FAA will not pay the expenses of breaking a lease if you use property management services as provided in § 302-4.200 of this part; and
  - (f) A relocation income tax allowance as provided in part 302-61 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section and § 302-4.101 for your relocation expenses.
- § 302-4.101      **What expenses may FAA pay for a TCS upon my assignment?**      FAA may pay:
- (a) Temporary quarters subsistence expenses for a period not to exceed 30 days as provided in part 302-22 of this chapter; or
  - (b) Transportation of a privately owned automobile(s) as provided in part 302-43 of this chapter.

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§ 302-4.102	<b>What expenses will FAA not pay for a TCS upon assignment?</b>	FAA will not pay: (a) Househunting trip expenses; (b) Expenses related to the sale of your residence at the old official station and purchase of a residence at your new official station; (c) A home marketing incentive payment; or (d) Expenses related to the use of relocation services.
§ 302-4.103	<b>When should I begin travel and transportation under this subpart?</b>	As soon as practical after being authorized your temporary change of official station.
§ 302-4.104	<b>Should I begin my travel and transportation before I have been authorized?</b>	No. If you begin travel and transportation before you are authorized, you will not receive payment for any expenses incurred before your travel authorization was signed.
§ 302-4.105	<b>When is the latest that my immediate family or I may begin travel and transportation under this subpart?</b>	You and your immediate family must begin your travel and transportation not later than 9 months after the effective date of your transfer.
§ 302-4.106	<b>May FAA allow me an extension on the 9 month deadline to begin travel and transportation?</b>	No.

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**SUBPART C—EXPENSES PAID DURING ASSIGNMENT**

- § 302-4.200      **What expenses must FAA pay for a TCS during my assignment?**      FAA must pay:
- (a) Nontemporary storage of household goods as provided in part 302-42 of this chapter (although you will not receive payment of nontemporary storage if you elect payment for transportation of a mobile home as provided in § 302-4.100(d)); and
  - (b) Property management services as provided in part 302-51 of this chapter (although you will not receive payment of property management services if you elect payment for transportation of a mobile home as provided in § 302-4.100(d) or the expenses of breaking a lease as provided in § 302-4.100(e)).
- § 302-4.201      **Will I receive a property management services incentive payment as provided in part 302-54 for use of property management services under this subpart?**      No.
- § 302-4.202      **How long will FAA pay for these expenses?**      For the duration of your long-term assignment, not to exceed 36 months.

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### SUBPART D—EXPENSES PAID UPON COMPLETION OF ASSIGNMENT OR UPON SEPARATION FROM GOVERNMENT SERVICE

- § 302-4.300**      **What expenses must FAA pay when I complete my long-term assignment?**      FAA must pay the following expenses in connection with your return to your previous official station:
- (a) Transportation and subsistence expenses for you and your immediate family en route to your previous official station as provided in part 302-20 of this chapter;
  - (b) Transportation and temporary storage of your household goods as provided in parts 302-40 and 302-41 of this chapter;
  - (c) Transportation of a mobile home instead of transportation of your household goods as provided in part 302-45 of this chapter;
  - (d) A miscellaneous expenses allowance as provided in part 302-60 of this chapter; and
  - (e) A relocation income tax allowance as provided in part 302-61 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section and § 302-4.301 of this part for your relocation expenses.
- § 302-4.301**      **What expenses may FAA pay when I complete my long-term assignment?**      FAA may pay:
- (a) Temporary quarters subsistence expenses for a period not to exceed 30 days as provided in part 302-22 of this chapter; and/or
  - (b) Transportation of a privately owned automobile(s) as provided in part 302-43 of this chapter.
- § 302-4.302**      **What expense will FAA not pay when I complete my long term assignment?**      FAA will not pay:
- (a) Househunting trip expenses;
  - (b) Expenses related to the sale of your residence, or termination of your lease, at the old official station and purchase of a residence at your new official station;
  - (c) A home marketing incentive payment;
  - (d) A property management services incentive payment; or
  - (e) Expenses related to the use of relocation services.

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- § 302-4.303**      **If I separate from Government service upon completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?**      The same relocation expenses it would have paid had you not separated from Government service upon completion of your long-term assignment.
- § 302-4.304**      **If I separate from Government service prior to completion of my long-term assignment, what relocation expenses will FAA pay upon my separation?**      If the separation is for reasons beyond your control that are acceptable to FAA, FAA will pay the same relocation expenses it would pay under § 302-4.302 if you separated from Government service upon completion of the long-term assignment. If this is not the case, the expenses FAA pays may not exceed the reimbursement that you would have received under chapter 301 of this subtitle had you been authorized to perform temporary duty travel for the actual duration of the long-term assignment.
- § 302-4.305**      **If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will FAA pay upon completion of my last assignment or my separation from Government service?**      FAA will pay the expenses authorized in §§ 302-4.300 and 302-4.301 for your relocation from your current temporary official station to your last permanent official station.
- § 302-4.306**      **When is the latest that my immediate family or I may begin travel and transportation under this subpart?**      You and your immediate family must begin your travel and transportation not later than 12 months after the date of the completion of your assignment or the date of your separation, if you separate prior to the completion of the assignment.
- § 302-4.307**      **May FAA allow me an extension on the 12 month deadline to begin travel and transportation?**      No.

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### SUBPART E—PERMANENT ASSIGNMENT TO TEMPORARY OFFICIAL STATION

- § 302-4.400**      **How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?**      Payment of TCS expenses stops once your temporary official station becomes your permanent official station. FAA will not pay any TCS expenses incurred beginning the day your temporary official station becomes your permanent official station.
- § 302-4.401**      **What relocation allowances must FAA pay when I am permanently assigned to my temporary official station?**      FAA must pay the following:
- (a) Transportation and subsistence expenses as provided in part 302-20 of this chapter for one round trip between your temporary official station and your previous official station for you and members of your immediate family who relocated to the temporary official station with you. FAA may also pay the same expenses for a one-way trip from the previous official station to the new permanent official station for any immediate family members who did not accompany you to the temporary official station;
  - (b) Residence transaction expenses as provided in part 302-50 of this chapter;
  - (c) Property management expenses as provided in part 302-51 of this chapter;
  - (d) Residence-related relocation services expenses, (e.g., expenses under a homesale program, expenses for homefinding assistance, and property management services) as provided in part 302-70 of this chapter; and
  - (e) Transportation of household goods not previously transported to the temporary official station as provided in part 302-40 of this chapter.
- § 302-4.402**      **What relocation allowances may FAA pay when I am permanently assigned to my temporary official station?**      FAA may pay:
- (a) Temporary quarters subsistence expenses as provided in part 302-22 of this chapter; and/or
  - (b) Transportation of a privately owned automobile(s) not previously transported to the temporary official station as provided in part 302-43 of this chapter.

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- § 302-4.403**      **If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?**
- Yes. You are limited to 18,000 pounds net weight. This maximum weight will be reduced by the weight of any household goods transported at Government expense to your temporary official station under your TCS authorization. Subject to the 18,000 pound limit, FAA will pay to transport any household goods in nontemporary storage to your official station. Additionally, if you change your residence as a result of your permanent assignment to your temporary official station, FAA may pay for transporting your household goods, subject to the 18,000 pound limit, between the residence you occupied during your temporary assignment and your new residence.
- § 302-4.404**      **Are there any relocation allowances FAA may not pay if I am permanently assigned to my temporary official station?**
- FAA will not pay for the following:
- (a) Expenses of a househunting trip for you and your spouse to your temporary official station; or
  - (b) Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.
- § 302-4.405**      **What rules govern the payment of expenses under this subpart?**
- You are governed by the rules in part 302-3 of this chapter except as provided in this subpart. You, therefore, must:
- (a) Meet the distance requirements contained in subpart A of part 302-3;
  - (b) Begin travel and transportation allowed under this subpart within the timeframes, including any extension, provided in subpart A of part 302-3; and
  - (c) Sign a service agreement effective the date you are permanently assigned to your temporary official station in accordance with subpart A of part 302-3.