

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-5—RELOCATIONS RELATED TO ASSIGNMENT OF A NEW APPOINTEE

SUBPART A—GENERAL RULES

Sec.

- 302-5.1 Am I eligible for payment for relocation expenses I incur when I am assigned to my first official station?
- 302-5.2 Must FAA authorize payment of my relocation expenses?
- 302-5.3 Under what circumstances will FAA authorize payment of my relocation expenses in connection with a transfer to a new official station?
- 302-5.4 Do I have to report for duty before FAA will pay my relocation expenses?
- 302-5.5 If I am a student trainee and receive payment for travel and transportation expenses at the time of my appointment as a student trainee, may I receive payment again at the time of my assignment?

Distance Requirements

- 302-5.20 Will FAA authorize payment of my relocation expenses when the distance between my place of actual residence and new official station is less than 50 miles?
- 302-5.21 Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 50 miles or more but less than 100 miles?
- 302-5.22 When is my relocation considered “incident to a change of official station”?

Timing Requirements

- 302-5.40 When should I begin travel and transportation under this chapter?
- 302-5.41 Should I begin my travel and transportation before I have been authorized?
- 302-5.42 When is the latest that my immediate family or I may begin travel and transportation?
- 302-5.43 Does my period for beginning travel and transportation include periods while I am performing official travel?
- 302-5.44 Does my period for beginning travel and transportation include periods while I am furloughed to perform active military service?
- 302-5.45 Does my period for beginning travel and transportation include periods when I am relocated to a post of duty and travel and transportation is not possible due to shipping restrictions?

Service Agreements

- 302-5.60 What is a “service agreement”?
- 302-5.61 Must I sign a service agreement if I am a new appointee?
- 302-5.62 How long is my service agreement effective?
- 302-5.63 What am I liable for if I violate a term of the service agreement?
- 302-5.64 Is there a circumstance where I may break my service agreement without assuming liability?
- 302-5.65 Does a subsequent transfer absolve my liability under the service agreement of my assignment?

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

SUBPART B—ASSIGNMENT TO AN OFFICIAL STATION WITHIN CONUS

Sec.

- 302-5.100 Who may authorize my relocation at Government expense?
302-5.101 If FAA decides to pay my relocation expenses, what expenses must FAA pay if I am a new appointee to an official station within CONUS?
302-5.102 If FAA decides to pay my relocation expenses, what expenses may FAA pay if I am a new appointee to an official station within CONUS?
302-5.103 If FAA decides to pay my relocation expenses, what expenses will FAA not pay if I am a new appointee to an official station within CONUS?

SUBPART C—ASSIGNMENT TO A POST OF DUTY

Sec.

- 302-5.200 Who may authorize my relocation at Government expense?
302-5.201 If FAA decides to pay my relocation expenses, what expenses must FAA pay if I am a new appointee to an official station outside CONUS?
302-5.202 If FAA decides to pay my relocation expenses, what expenses may FAA pay if I am a new appointee to an official station outside CONUS?
302-5.203 If FAA decides to pay my relocation expenses, what expenses will FAA not pay if I am a new appointee to an official station outside CONUS?
302-5.204 Who determines what is my designated place of residence?
302-5.205 When must FAA determine my designated place of residence?
302-5.206 May I change my designated place of residence after I am relocated to my new post of duty?

SUBPART A—GENERAL RULES

- § 302-5.1 **Am I eligible for payment for relocation expenses I incur when I am assigned to my first official station?** Yes, if you are:
- (a) A new appointee;
 - (b) A student trainee who is assigned upon completion of your school work and you did not receive travel and transportation expenses when you were appointed to your student trainee position;
 - (c) A former employee who was subject to a reduction in force unless you are eligible for a PCS as provided in § 302-2.201 of this chapter; or
 - (d) An employee who was assigned to your new official station after performing Presidential transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note).
- § 302-5.2 **Must FAA authorize payment of my relocation expenses?** No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

- § 302-5.3 **Under what circumstances will FAA authorize payment of my relocation expenses in connection with a transfer to a new official station?** Only when:
- (a) You are eligible under chapter 6 of FAA Order 3550.15, Federal Employees Pay Comparability Act of 1990 (FEPCA);
 - (b) The FAA determines that it is advantageous to pay your relocation expenses;
 - (c) You meet the distance requirements contained in this subpart;
 - (d) You meet the timing requirements contained in this subpart;
 - (e) You sign a service agreement in accordance with the provisions of this subpart; and
 - (f) You meet any other conditions established by your LOB, staff office, or Office of Chief Counsel..
- § 302-5.4 **Do I have to report for duty before FAA will pay my relocation expenses?** No. FAA may pay your expenses before you report for duty if you have received proper authorization to incur such expenses. You, however, are not entitled to those expenses until you report for duty. If you do not report for duty after expenses have been paid or meet the terms of your service agreement, FAA will require you to repay the expenses and will treat the repayment as a debt to the Government.
- § 302-5.5 **If I am a student trainee and receive payment for travel and transportation expenses at the time of my appointment as a student trainee, may I receive payment again at the time of my assignment?** No.

Distance Requirements

- § 302-5.20 **Will FAA authorize payment of my relocation expenses when the distance between my place of actual residence and new official station is less than 50 miles?** No.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY

Chapter 302—Relocation Allowances

§ 302-5.21	Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 50 miles or more but less than 100 miles?	No, except when your relocation is incident to the change of official station.
§ 302-5.22	When is my relocation considered “incident to a change of official station”?	<p>Your relocation is considered to be “incident to a change of official station” when requiring you to commute from your old residence would cause an undue burden on you. Your relocation is not considered to be incident to a change of official station if the change is merely for personal preference or convenience. Among factors that FAA may take into consideration are the following:</p> <ul style="list-style-type: none">(a) Commuting time and distance between your residence at the time of notification of assignment and your new official station;(b) Commuting time and distance between your new residence and the new official station;(c) The increase in commuting time and distance between paragraphs (a) and (b) of this section (the increase must be 10 miles or more, but generally should be 50 miles or more); and(d) The availability of public transportation.

Timing Requirements

§ 302-5.40	When should I begin travel and transportation under this chapter?	As soon as practical after being authorized your change of official station.
§ 302-5.41	Should I begin my travel and transportation before I have been authorized?	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.
§ 302-5.42	When is the latest that my immediate family or I may begin travel and transportation?	You and your immediate family must begin your travel and transportation not later than 18 months after the effective date of your transfer.
§ 302-5.43	Does my period for beginning travel and transportation include periods while I am performing official travel?	Yes, unless you are performing official travel which requires lodging for 480 days out of the 18 month period. If you are performing official travel which requires lodging for 480 days, then FAA may grant you an extension of no more than 6 months.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

§ 302-5.44 Does my period for beginning travel and transportation include periods while I am furloughed to perform active military service? No.

§ 302-5.45 Does my period for beginning travel and transportation include periods when I am relocated to a post of duty and travel and transportation is not possible due to shipping restrictions? No.

Service Agreements

§ 302-5.60 What is a “service agreement”? A “service agreement” is an agreement between you and the Government to remain in FAA for a specified period after you are relocated at Government expense.

§ 302-5.61 Must I sign a service agreement if I am a new appointee? Yes. Your relocation costs will not be paid until you have signed your service agreement.

§ 302-5.62 How long is my service agreement effective? As follows:

If your new official station is...	Your service agreement is effective for...
Within CONUS,	12 months following the effective date of appointment.
Outside CONUS,	A period agreed upon by you and FAA but at least 12 months following the effective date of appointment and no longer than 36 months after the effective date of appointment.

§ 302-5.63 What am I liable for if I violate a term of the service agreement? As follows:

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

If...	Then...
You do not complete the first year of your service agreement,	You are responsible for all relocation costs paid under your service agreement. FAA will treat those expenses as a debt to the U.S. Government.
You complete the first year of your service agreement, but do not complete your entire period of service,	You are not responsible for any relocation costs that you have incurred prior to the date you break your service agreement. FAA, however, will not pay any relocation expenses incurred after the date you break your service agreement.

§ 302-5.64 **Is there a circumstance where I may break my service agreement without assuming liability?**

You may break your service agreement if you separate for reasons beyond your control and acceptable to FAA. For example:

- (a) You have an illness which was not induced by your misconduct;
- (b) You are called to active duty in the Armed Forces;
- (c) You are separated for the convenience of the Government;
- (d) You are separated because you are not capable of performing the duties for which you were recruited or for other duties assigned;
- (e) You are separated as a result of a reduction in force; and
- (f) You retire from Government service.

§ 302-5.65 **Does a subsequent transfer absolve my liability under the service agreement of my assignment?**

No. You are liable for relocation expenses paid under the initial service agreement until the completion of that service agreement whether you transfer in the interest of the Government or for personal reasons. You are also liable for relocation expenses paid under any subsequent agreements until the completion of those service agreements.

SUBPART B—ASSIGNMENT TO AN OFFICIAL STATION WITHIN CONUS

§ 302-5.100 **Who may authorize my relocation at Government expense?**

The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel may authorize your relocation. They may redelegate the authority to authorize your relocation to an appropriate level, but no lower than division managers in Washington, DC, branch managers in the Aviation Standards field office at the Aeronautical Center, managers of field offices reporting to Aviation Standards National Field Office, and branch managers and other appropriate high level officials in regional field organizations.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

- § 302-5.101 **If FAA decides to pay my relocation expenses, what expenses must FAA pay if I am a new appointee to an official station within CONUS?** FAA must pay:
- (a) Your transportation and subsistence expenses en route to your new official station as provided in part 302-20 of this chapter;
 - (b) Transportation of your immediate family en route to your new official station as provided in part 302-20 of this chapter; and
 - (c) Transportation and temporary storage of household goods as provided in parts 302-40 and 302-41 of this chapter, (except you will not receive this payment if you elect to transport a mobile home, as provided in part 302-45 of this chapter, instead of this allowance).
- § 302-5.102 **If FAA decides to pay my relocation expenses, what expenses may FAA pay if I am a new appointee to an official station within CONUS?** FAA may pay nontemporary storage of household goods as provided in part 302-42 of this chapter.
- § 302-5.103 **If FAA decides to pay my relocation expenses, what expenses will FAA not pay if I am a new appointee to an official station within CONUS?** FAA will not pay:
- (a) Subsistence expenses of your immediate family en route to your new official station;
 - (b) Househunting trip expenses;
 - (c) Temporary quarters subsistence expenses;
 - (d) Transportation of a privately owned automobile;
 - (e) 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;
 - (f) Property management services expenses;
 - (g) A home marketing incentive payment;
 - (h) A property management services incentive payment;
 - (i) A relocation income tax allowance; or
 - (j) Expenses related to the use of relocation services.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

SUBPART C—ASSIGNMENT TO A POST OF DUTY

§ 302-5.200 **Who may authorize my relocation at Government expense?** As follows:

If your new post of duty is in...	Then...
A nonforeign area outside CONUS,	The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel may authorize your relocation. They may redelegate the authority to authorize your relocation to an appropriate level, but no lower than division managers in Washington, DC, branch managers in the Aviation Standards field office at the Aeronautical Center, managers of field offices reporting to Aviation Standards National Field Office, and branch managers and other appropriate high level officials in regional field organizations.
A foreign area,	The Office of Policy, Planning, and International Aviation (API) must authorize your relocation.

§ 302-5.201 **If FAA decides to pay my relocation expenses, what expenses must FAA pay if I am a new appointee to an official station outside CONUS?** FAA must pay:

- (a) Your transportation and subsistence expenses en route to your new official station as provided in part 302-20 of this chapter;
- (b) Transportation of your immediate family en route to your new official station as provided in part 302-20 of this chapter; and
- (c) Transportation and temporary storage of household goods as provided in parts 302-40 and 302-41 of this chapter, (except you will not receive this payment if you elect to transport a mobile home, as provided in part 302-45 of this chapter, instead of this allowance).

§ 302-5.202 **If FAA decides to pay my relocation expenses, what expenses may FAA pay if I am a new appointee to an official station outside CONUS?** FAA may pay:

- (a) Nontemporary storage of household goods as provided in part 302-42 of this chapter; and/or
- (b) Transportation of a privately owned automobile as provided in part 302-43 of this chapter.

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

§ 302-5.203	If FAA decides to pay my relocation expenses, what expenses will FAA not pay if I am a new appointee to an official station outside CONUS?	FAA will not pay: <ul style="list-style-type: none">(a) Subsistence expenses of your immediate family en route to your new official station;(b) Househunting trip expenses;(c) Temporary quarters subsistence expenses;(d) 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;(e) Property management services expenses;(f) A home marketing incentive payment;(g) A property management services incentive payment;(h) A relocation income tax allowance; or(i) Expenses related to the use of relocation services.
§ 302-5.204	Who determines what is my designated place of residence?	FAA determines what is your designated place of residence, although you may request FAA to consider a specific site your designated place of residence in writing. Generally, your designated place of residence will be your actual place of residence.
§ 302-5.205	When must FAA determine my designated place of residence?	FAA must determine your designated place of residence at the time you are appointed. Your service/transportation agreement must specify your designated place of residence.
§ 302-5.206	May I change my designated place of residence after I am relocated to my new post of duty?	No, unless there has been an administrative error.