

**FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY**  
**Chapter 302—Relocation Allowances**

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**PART 302-7—RELOCATION RELATED TO “LAST MOVE HOME” BENEFITS**

Sec.

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- 302-7.20 Must I sign a new service agreement to be eligible for a “last move home” benefit?
- § 302-7.1 What is a “last move home” benefit?** It is the payment of certain relocation allowances after separation from Government service to relocate an employee from his/her official station to a place he/she selects.
- § 302-7.2 What is the purpose of the “last move home” benefit?** To improve the workforce by increasing mobility of highly skilled employees who are nearing retirement.

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- § 302-7.3      **Am I eligible for a “last move home” benefit?**
- Only if:
- (a) You are a “senior official”;
  - (b) You performed a “qualifying transfer”;
  - (c) You are eligible to receive an annuity upon separation under the provisions of chapter 83 (Civil Service Retirement System (CSRS)) or chapter 84 (Federal Employee Retirement System (FERS)) of title 5, United States Code; and
  - (d) You have not previously been authorized or received “last move home” benefits upon separation from Federal service for retirement.

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§ 302-7.4

**What is a “senior official” for purposes of this part?**

A “senior official” is one of the following:

- (a) Career appointees to the FAA Executive System.
- (b) Career appointees to the Senior Executive Service (SES). The following definitions apply:
  - (1) Career appointee as defined in 5 U.S.C. 3132(a)(4) means an individual in an SES position whose appointment to the position or previous appointment to another SES position was based on approval by the Office of Personnel Management of the executive qualifications of such individual.
  - (2) Senior Executive Service (SES) position as defined in 5 U.S.C. 3132(a)(2) means:
    - (i) Any position in an agency which is classified above GS-15 of the General Schedule pursuant to 5 U.S.C. 5108 or is in Level IV or V of the Executive Schedule; or
    - (ii) An equivalent position which is not required to be filled by an appointment by the President by and with the advice and consent of the Senate, and is a position which includes one or more of the duties listed in 5 U.S.C. 3132(a)(2).
- (c) Appointees who meet the following requirements:
  - (1) The appointee's basic rate of pay is at Level V of the Executive Schedule or higher;
  - (2) The appointee was previously a career appointee in the SES or FAA Executive System; and
  - (3) The appointee elected under 5 U.S.C. 3392(c) to retain SES retirement benefits or is eligible for retirement benefits under the FAA Executive System.
- (d) Medical Center Directors. The provisions of this subpart are applicable to individuals who:
  - (1) Served as a director of a Department of Veteran's Affairs medical center under 38 U.S.C. 4103(a)(8) as in effect on November 17, 1988;
  - (2) Separated from Government service on or after October 2, 1992; and
  - (3) Are not otherwise covered under paragraph (a), (b), or (c) of this section.

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§ 302-7.5

**Who is not a “senior official” for purposes of this part?**

The following are not “senior officials”:

- (a) Individuals whose appointment in the SES or FAA Executive System is a limited term, limited emergency, or noncareer appointment; or
- (b) Presidential appointees who were not previously members of the SES or FAA Executive System.

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- § 302-7.6            **Under what conditions is my transfer considered a “qualifying transfer”?**            Your transfer is considered a “qualifying transfer” if:
- (a) You were transferred or reassigned geographically in the interest of the Government and at Government expense from one official station to another for permanent duty in a senior official position, including a transfer or reassignment:
    - (1) From an FAA Executive System appointment to another FAA Executive System appointment;
    - (2) From an SES career appointment to an FAA Executive System appointment;
    - (3) From an SES career appointment to another SES career appointment;
    - (4) From an SES career appointment to an appointment outside the SES at a rate of pay equal to or higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement benefits under 5 U.S.C. 3392; or
    - (5) From other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment; and
  - (b) At the time of the transfer or reassignment:
    - (1) You were eligible to receive an annuity for optional retirement under section 8336(a), (b), (c), (e), (f), or (j) of subchapter III of chapter 83 (CSRS) or under section 8412 of subchapter II of chapter 84 (FERS) of title 5, U.S.C.; or
    - (2) You were within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in paragraph (b)(1) of this section; or
    - (3) You were eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under section 8336(d) of subchapter III of chapter 83 or under section 8414(b) of subchapter II of chapter 84 of title 5, U.S.C. .
- § 302-7.7            **Must FAA authorize payment for a last move home benefit?**            Yes.

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- § 302-7.8      **What expenses must FAA pay if I am authorized a last move home benefit?**      FAA must pay:
- (a) Transportation and subsistence expenses for you en route to the place you have selected to reside as provided in part 302-20 of this chapter;
  - (b) Transportation expenses for members of your immediate family en route to the place you have selected to reside as provided in part 302-20 of this chapter; and
  - (c) Transportation and temporary storage of household goods to the place you have selected to reside as provided in parts 302-40 and 302-41 of this chapter.
- § 302-7.9      **What expenses will FAA not pay if I am authorized a last move home benefit?**      FAA will not pay:
- (a) Subsistence expenses for members of your immediate family while traveling en route to the place you have selected to reside;
  - (b) Househunting trip expenses;
  - (c) Temporary quarters subsistence expenses;
  - (d) Nontemporary storage of household goods;
  - (e) Transportation of a mobile home;
  - (f) 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;
  - (g) Property management services expenses;
  - (h) A home marketing incentive payment;
  - (i) A miscellaneous expense allowance;
  - (j) A relocation income tax allowance; or
  - (k) Expenses related to the use of relocation services.
- § 302-7.10      **Where must my travel and transportation begin?**      Your old official station.

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- § 302-7.11      **What is the “authorized point of origin” of my immediate family’s travel and transportation, and the transportation of my property?**      Your old official station.
- § 302-7.12      **What is the effect on my reimbursement if my immediate family’s travel and transportation and the transportation of my property begins at a point other than the “authorized point of origin”?**      You will be reimbursed your actual expenses not to exceed what it would have cost to travel, or transport, from your authorized point of origin as provided in §§ 302-20.7 and 302-40.10.
- § 302-7.13      **Where must my travel and transportation end?**      At the place where you have selected to reside, provided that you select a place in a nonforeign area. FAA will not pay for travel and transportation to a foreign area.
- § 302-7.14      **How many destinations may I select for my travel and transportation, my immediate family’s travel and transportation, and the transportation of my property?**      Only one.
- § 302-7.15      **What is the “authorized destination” of my immediate family’s travel and transportation and the transportation of my property?**      The place where you have selected to reside in § 302-7.12.
- § 302-7.16      **What is the effect on my reimbursement if my immediate family’s travel and transportation and the transportation of my property ends at a point other than the “authorized destination”?**      You will be reimbursed your actual expenses not to exceed what it would have cost to travel, or transport, to your authorized destination as provided in §§ 302-20.7 and 302-40.10.

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| § 302-7.17 | <b>When may I or a member of my immediate family begin travel and transportation under this part?</b>        | As soon as you are authorized in writing , i.e., approved travel order and/or any other documents required by your LOB, staff office, or Office of the Chief Counsel. |
| § 302-7.18 | <b>When is the latest that my immediate family or I may begin travel and transportation under this part?</b> | You and your immediate family must begin your travel and transportation not later than 6 months after the effective date of your separation.                          |
| § 302-7.19 | <b>May FAA allow me an extension on the 6 month deadline to begin travel and transportation?</b>             | Yes, FAA may allow you an extension for a reasonable period of time, but not to exceed 18 months.   |
| § 302-7.20 | <b>Must I sign a new service agreement to be eligible for a “last move home” benefit?</b>                    | No.   |