

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-51—ALLOWANCE FOR PROPERTY MANAGEMENT SERVICES

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SUBPART A—GENERAL RULES FOR THE EMPLOYEE

- § 302-51.1** **What is the purpose of the allowance for property management services?** The purpose is to reduce overall Government relocation costs when used instead of sale of the employee's residence at Government expense. When authorized in connection with an employee's transfer to a foreign area post of duty, the purpose is to relieve the employee of the costs of maintaining a home in a nonforeign area while stationed at a foreign area post of duty.
- § 302-51.2** **Am I eligible for payment for property management services?** Yes, you are eligible if:
- (a) You are authorized relocation benefits for a permanent change of station (PCS) as provided in part 302-3 to a new official station within CONUS;
 - (b) You are authorized relocation benefits for a PCS as provided in part 302-3 to a new official station outside CONUS; or
 - (c) You are authorized relocation benefits for a temporary change of station (TCS) as provided in part 302-4.
- § 302-51.3** **Who is not eligible for payment for property management services?** The following are not eligible:
- (a) New appointees;
 - (b) Student trainees;
 - (c) Employees authorized relocation benefits for return transportation;
 - (d) Employees authorized relocation benefits for “last move home” benefits; and
 - (e) Employees assigned under the Government Employees Training Act (5 U.S.C.4109).

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§ 302-51.4 **How many of my properties qualify for payment of property management services?** Only one.

§ 302-51.5 **Which property qualifies for payment of property management expenses?** As follows:

If you are...	FAA may pay property management expenses only on...
An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 to a new official station within CONUS;	Your former residence, as defined in § 302-1.18, at your last nonforeign official station.
An employee authorized relocation benefits for a PCS under part 302-3 to a new official station outside CONUS;	Your former residence, as defined in § 302-1.18, at the last nonforeign area official station from which you transferred to a foreign area post of duty.
An employee authorized relocation benefits for a TCS under part 302-4.	Your former residence, as defined in § 302-1.18, at your old official station.

§ 302-51.6 **Must my residence meet any special residence requirements?** Yes, you must meet the residence requirements contained in subpart B of part 302-50. FAA will pay your property management fees on a pro rata basis as provided in subpart B of part 302-50 if you do not meet the residence requirements of part 302-50.

§ 302-51.7 **Will FAA pay for property management expenses on a property which I am currently operating as a rental property?** No, unless you used part of the property as your residence, and rented the other part, in which instance FAA will pay property rental management for the portion of the property used as a residence if portions of the property can be rented separately. If the property cannot be rented separately, then FAA will pay a pro rata share of the fee as determined in § 302-50.121.

§ 302-51.8 **What documentation must I provide to receive payment for property management services?** You must provide the following:

- (a) A copy of the authorizing order;
- (b) An invoice (billing) or receipt from the property management firm; and
- (c) A copy of the check/money order used for making the payment.

§ 302-51.9 **What are the income tax consequences when FAA pays for my property management services?** You will be taxed on the amount of property management expenses FAA pays, whether it reimburses you directly for your expenses or pays a relocation services company to manage your residence. However, FAA will pay you a relocation income tax allowance under part 302-61 of this chapter for substantially all of the additional Federal, State and local income taxes you incur on the expenses FAA pays. You may wish to consult with a tax advisor to determine whether you will incur any additional tax liability, unrelated to FAA's payment of your property management expenses, as a result of maintaining your residence as a rental property.

**SUBPART B—PAYMENT OF PROPERTY MANAGEMENT SERVICES FOR
EMPLOYEES PERFORMING A PERMANENT CHANGE OF STATION TO A
NONFOREIGN AREA**

- § 302-51.100 **Must FAA authorize payment for property management services when I perform a PCS to a nonforeign area official station?** No, FAA determines when it is in the Government's interest to authorize payment for these services and what procedures you must follow when it authorizes such payment.
- § 302-51.101 **Under what conditions will FAA pay for property management services when I perform a PCS to a nonforeign area official station?** When:
- (a) You transfer in the interest of the Government to a new nonforeign area official station;
 - (b) You have a residence which meets the residence requirements provided in subpart B of part 302-50 of this chapter, and therefore, is eligible for sale at Government expense;
 - (c) You do not sell a residence at Government expense under part 302-50 of this chapter;
 - (d) You do not place the residence in a homesale program under part 302-70 of this chapter;
 - (e) FAA has determined that payment for property management services is more advantageous and cost effective for the Government than sale of your residence;
 - (f) You have signed a service agreement; and
 - (g) You meet any additional conditions that your Line of Business, staff office, or the Office of Chief Counsel has established.
- § 302-51.102 **When FAA authorizes payment for me under this subpart, am I obligated to use such services, or may I elect instead to sell my residence at Government expense?** You are not obligated to use your authorized property management services allowance. You have the option of choosing to sell your residence at Government expense or to use the property management services allowance.

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- § 302-51.103 **How long may FAA pay for property management services when I perform a PCS to a nonforeign area official station?** FAA may pay for a period not to exceed 2 years from your effective date of transfer.
- § 302-51.104 **If FAA authorized, and I elected to receive, payment under this subpart, may I later elect to sell my residence at Government expense?** No.
- § 302-51.105 **May I receive payment for expenses related to the purchase of a new home if I receive payment for property management services under this subpart?** No.

SUBPART C—PAYMENT OF PROPERTY MANAGEMENT SERVICES FOR EMPLOYEES PERFORMING A PERMANENT CHANGE OF STATION TO A FOREIGN AREA POST OF DUTY

- § 302-51.200 **Must FAA authorize payment for property management services when I perform a PCS to a foreign area post of duty?** No, FAA determines when it is in the Government's interest to authorize payment for these services and what procedures you must follow when it authorizes such payment.

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- § 302-51.201** **Under what conditions will FAA pay for property management services when I perform a PCS to a foreign area post of duty?** When:
- (a) You transfer in the interest of the Government to a new foreign area official station;
 - (b) You have a residence which meets the residence requirements provided in subpart B of part 302-50 of this chapter, and would be eligible for sale at Government expense if you had transferred to a new nonforeign area official station;
 - (c) FAA authorizes payment for your property management services;
 - (d) You have signed a service agreement; and
 - (e) You meet any additional conditions that your Line of Business, staff office, or the Office of Chief Counsel has established.
- § 302-51.202** **How long may FAA pay for property management services when I perform a PCS to a foreign area post of duty?** FAA may pay from the time you transfer to a foreign area post of duty until one of the following occurs:
- (a) You transfer back to an official station in a nonforeign area;
 - (b) You complete a service agreement at your post of duty and remain there, but do not sign a new service agreement;
 - (c) You separate from Government service; or
 - (d) You have been assigned for 4 years at your current post of duty.
- § 302-51.203** **If FAA is paying for property management services under this subpart and my service agreement expires, what must I do to ensure that payment for property management services continues?** You must sign a new service agreement.

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- § 302-51.204 **Must I repay property management expenses FAA paid under this subpart if I elect to sell my nonforeign area residence at Government expense when I am transferred from my current foreign area post of duty to a different nonforeign area official station than the one I left?**
- No. The authority for FAA to pay for property management services under this subpart when you are transferred to a foreign area is separate from, and in addition to, the authority to sell your residence at Government expense under part 302-50, to enter your residence in a homesale program under 302-70 of this chapter, or to pay property management services under subpart B of this part.

SUBPART D—PAYMENT OF PROPERTY MANAGEMENT SERVICES FOR EMPLOYEES PERFORMING A TEMPORARY CHANGE OF STATION

- § 302-51.300 **Must FAA authorize payment for property management services when I am authorized a TCS?**
- Yes, if you are an employee authorized relocation benefits to perform a temporary change of station at any location under part 302-4 of this chapter. FAA, however, will not pay for property management services if you receive payment for the expenses of breaking a lease.
- § 302-51.301 **How long will FAA pay for property management services when I am authorized a TCS?**
- For the duration of your long-term assignment, not to exceed 48 months.