

FEDERAL AVIATION ADMINISTRATION
March 7, 2003

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 17

TO: Associate Administrators, Assistant Administrators, Chief Counsel, and Staff Offices

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Fixed Relocation Payments for Employees Who Are Members of the Same Immediate Family.

1. **What is the purpose of this document?** This amendment transmits clarification to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) concerning the policy applicable when a family with more than one employee member transfers to the same location and one or more employee members are eligible for the payment of a fixed relocation payment. This amendment provides for equitable payment for relocation costs when families with multiple employee members transfer at Government expense.
2. **When are these revisions effective?** The revisions are effective March 7, 2003.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. This amendment establishes the policy for two or more employees in the same immediate family that transfer to the same location.
 - When two or more members of the same immediate family are authorized a fixed relocation payment, only one employee will receive 100 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. The other employee family member will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
 - When one member of the same immediate family is authorized payment of relocation expenses using an actual expense method and the other member is offered a fixed relocation payment, the family must select one of two options. The first option is that employee(s) receiving the actual expense method take their actual relocation allowances and the employee(s) authorized a fixed relocation payment must accept 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter and not be treated as a member of the immediate family of the employee(s) taking actual expense reimbursement. The second option, the employee(s) is authorized a fixed relocation payment and rejects the fixed relocation payment and is treated as part of the immediate family of the employee(s) receiving actual relocation expense reimbursement.

- b. This amendment does not prohibit two employee members of same immediate family from electing separate allowances if they are both reimbursed under a traditional actual expense method of reimbursement as is currently permitted under subpart B of FAATP Part 302-2.
- c. The FAATP policy regarding payment of relocation expenses for two or more employees of the same immediate family applies only when the employees move from the same old location to the same new location. If the transfer involves different origins or destinations, those moves would be considered as separate moves not subject to the limitations contained in the policy for payment of relocation expenses to two or more employees of the same immediate family.
- d. Current FAATP § 302-2.101(a) states that when two or more employees members of the same immediate family elect separate relocation benefits, none of the employees may be treated as a member of the other employee's immediate family for purposes of relocation benefits. FAATP § 302-50.150 requires an employee to hold title in the name of the employee or a member of the immediate family to be eligible for residence transaction reimbursement. FAATP § 302-50.155 states that FAA will only reimburse your pro rata share of residence transactions if you hold title with a non employee member of the immediate family. Consequently, if the family elects separate benefits, each employee member can receive reimbursement only his/her pro rata share of the residence transaction expenses. Further, if the family elects separate benefits and one employee receives a fixed relocation payment, then that employee will not be separately reimbursed for his/her portion of the residence transaction expenses and will be required to use the fixed relocation payment to cover his/her share of the residence transaction expenses. This amendment clearly states that result in one section.
- e. There is a general rule that to be eligible for payment of relocation expenses, an employee must relocate. FAATP § 302-1.17 defines relocation as "when an employee moves from one place to another, even if the origin or the destination is not an official station." However, FAA continues to receive questions about whether an employee must relocate to be eligible for a fixed relocation payment. This amendment provides a specific statement that the employee must establish a new residence in order to be eligible for a fixed relocation payment.
- f. Finally, the amendment prohibits payment of a fixed relocation payment to an employee who establishes a new residence, and subsequently, reestablishes a residence at the old residence after receiving payment of a fixed relocation payment.

5. **What are the revisions in this document?** This document amends the FAATP as follows:

- a. Subpart B of Part 302-2 is revised to read as follows:

**SUBPART B—RELOCATIONS INVOLVING TWO OR MORE EMPLOYEES IN
THE SAME IMMEDIATE FAMILY**

- § 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.

§ 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?	<p>Yes, but you will be paid according to the following four rules:</p> <ul style="list-style-type: none"> (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?	<p>You may elect either:</p> <ul style="list-style-type: none"> (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?	<p>You will be paid according to the following rules:</p> <ul style="list-style-type: none"> (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.

§ 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"> (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. (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. (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"> (a) Specifies which of the options described in § 302-2.104 you and members of your immediate family select; (b) Is signed by you and all employees in your immediate family; and (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.

§ 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.

b. Part 302-8 is revised by redesignating old §§ 302-8.5 through 302-8.10 as new §§ 302-8.9 through 302-8.14, respectively; by redesignating old § 302-8.11 as new § 302-8.17; and by adding new §§ 302-8.5 through 302-8.8 and new §§ 302-8.15 and 302-8.16 to read as follows:

§ 302-8.5 **Must I establish a residence at the new official station to be eligible to receive fixed relocation payment?** Yes. If you do not establish a residence at the new official station, you are not eligible for a fixed relocation payment.

§ 302-8.6 **Am I eligible for a fixed relocation payment if I reestablish my old residence after establishing a new residence?** No. If you return to your old residence and reestablish that home as your residence, you are not eligible for a fixed relocation payment.

§ 302-8.7 **Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and the employee member of my immediate family is authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter?**

Yes, if you elect separate benefits as provided in § 302-2.104 of Part 302-2 of this chapter; however, your fixed relocation payment will be limited to 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. If you elect separate benefits, you cannot be treated as a member of the immediate family of the employee member(s) who are authorized payment for relocation expenses under Part 302-3 through 302-7 of this subchapter.

§ 302-8.8 **Do I retain my eligibility for a fixed relocation payment if an employee member of my immediate family and I are transferred to the same location and we are both authorized a fixed relocation payment?**

Yes, however, only one employee member of your immediate family may receive 100% of the fixed relocation payment authorized in the vacancy announcement or offer letter. All other employee members of your immediate family will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. Therefore, your family must select which employee member will receive 100 percent of the fixed relocation payment as provided in Subpart B of Part 302-2 of this chapter.

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§ 302-8.15 **Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and do not establish a new residence as provided in § 302-8.5?**

Yes, if FAA pays you a fixed relocation payment and you do not establish a residence at the new official station, FAA will collect from you the fixed relocation payment.

§ 302-8.16 **Will FAA collect back the fixed relocation payment if I receive a fixed relocation payment and reestablish my old residence as my current residence after establishing a new residence as provided in § 302-8.6?**

Yes, if FAA pays you a fixed relocation payment and you reestablish your old residence as your current residence, FAA will collect from you the fixed relocation payment.

- c. Section 302-20.103(c) is revised by inserting a “(4)” paragraph mark before the phrase “Your immediate family must dispose of, or prepare shipment of, your household goods;” at the end of subsection (d) of the section, and indenting the phrase to reflect its designation.
- d. Section 302-23.6 is revised by adding a “(e)” subsection designation before the final phrase “You meet any additional conditions your line of business, staff office, or the Office of Chief Counsel has established” of the section, and indenting the phrase to reflect its designation.
- e. Section 302-23.7 is revised by removing the reference “§ 302-2.101”, and by adding in its place, the reference “§ 302-2.104”.
- f. Section 302-41.11 is revised by adding a “(d)” subsection designation before the final phrase “Sudden illness, injury, or death of employee or immediate family member” at the end of the section, and indenting the phrase to reflect its designation.
- g. Section 302-43.205 is amended by removing the reference “§ 302-172” in the question, and by adding in its place, the reference “§ 302-43.172”.

6. **Why did we make the revisions in this document?** As follows:

- a. Subpart B of Part 302-2 is amended as follows:
 - i. Section 302-2.100 is amended to clarify that the fixed relocation payment is not covered by the policy contained in the section. The language does continue the policy that employees who are eligible for a permanent change of station (PCS), a temporary change of station, relocation of a new appointee, return rights, or “last move home” benefits can elect to receive separate benefits from their employee family members.
 - ii. Section 302-2.101 is added to reflect that if all employee member(s) of the immediate family are eligible for a fixed relocation payment, then only one member of the immediate family will receive 100 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter, and that the other employee member(s) are eligible for only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter.
 - iii. Section 302-2.102 is added to reflect that if an employee is eligible for actual expense reimbursement of relocation expenses and other employee member(s) of the immediate family are eligible for a fixed relocation payment, then the employee member(s) of the immediate family who are eligible for a fixed relocation payment will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. If the employee member(s) of the immediate family elect to take the fixed relocation

payment, they cannot be treated as a member of the immediate family of the employee who is authorized actual expense reimbursement of relocation expenses. This language, however, allows them to elect joint reimbursement, in which case, the employee member(s) will not receive a fixed relocation payment, but can be treated as a member of the immediate family of the employee who receives actual expense reimbursement of relocation expenses.

- iv. Section 302-2.103 is added to reflect that if an employee is eligible for actual expense reimbursement of relocation expenses and any other employee member(s) of the immediate family is eligible for a fixed relocation payment, then the employee member(s) of the immediate family who are eligible for a fixed relocation payment will receive only 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. If the employee member(s) of the immediate family elect to take the fixed relocation payment, they cannot be treated as a member of the immediate family of the employee who is being receiving actual expense reimbursement of relocation expenses. This language, however, allows them to elect joint reimbursement, in which case, the employee member(s) will not receive a fixed relocation payment, but can be treated as a member of the immediate family of the employee who receives actual expense reimbursement of relocation expenses.
 - v. Old §§ 302-2.101 through 302-2.106 are redesignated as new §§ 302-2.104 through 302-2.109 respectively.
 - vi. Section 302-2.110 is added to clarify that the provisions of Part 302-2 related to two or more employee members of the immediate family transferring to the same location does not apply if the employees are not transferring from the same location.
 - vii. Section 302-2.111 is added to clarify that the provisions of Part 302-2 related to two or more employee members of the immediate family transferring to the same location does not apply if the employees are not transferring to the same location.
 - viii. Section 302-2.112 is added to clearly define the meaning of the same location.
- b. Part 302-8 is amended as follows:
- i. Section 302-8.4 is added to clarify that an employee must establish a residence at the new official station (i.e. must relocate) to be eligible for a fixed relocation payment.
 - ii. Section 302-8.5 is added to clarify that an employee is not eligible for a fixed relocation payment if the employee reestablishes a residence at the old residence.

- iii. Section 302-8.6 is added to clarify if one employee is eligible for an actual expense reimbursement of relocation expenses and other employee member(s) of the immediate family are eligible for a fixed relocation payment, that the employees eligible for a fixed relocation payment will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. It reminds them that if the employee member(s) of the immediate family elects to take separate benefits and receive the fixed relocation payment, then the employee member(s) receiving the fixed relocation payment will not be treated as a member of the immediate family of the employee receiving actual expense reimbursement of relocation expenses.
- iv. Section 302-8.7 is added to clarify that if all employee members of the immediate family are authorized a fixed relocation payment, then only one member will receive 100 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter, and all other employee members will receive 12.5 percent of the fixed relocation payment authorized in the vacancy announcement or offer letter. The section stresses that the family must designate in writing which employee is eligible for 100 percent of the fixed relocation payment.
- v. Old §§ 302-8.5 through 302-8.10 are redesignated as new §§ 302-8.9 through 302-8.14 to reflect the addition of new §§ 302-8.5 through 302-8.8.
- vi. Section 302-8.15 is added to clarify that an employee who does not establish a new residence at the new official station will be required to repay the fixed relocation payment.
- vii. Section 302-8.16 is added to clarify that an employee who establishes a new residence, and subsequently reestablishes a residence at his/her old residence will be required to repay a fixed relocation payment.
- viii. Old § 302-8.11 is redesignated as new § 302-8.17 to reflect the addition of new §§ 302-8.5 through 302-8.8 and new §§ 302-8.15 through 302-8.16.
- c. Section 302-20.103(c) is revised to make an editorial correction. The undesignated text at the end of the subsection was intended to be designated paragraph (4) of the subsection. This change makes that editorial change.
- d. Section 302-23.6 is revised to make an editorial correction. The undesignated text at the end of the section was intended to be designated subsection (e) of the section. This change makes that editorial change.
- e. Section 302-23.7 is revised to change a cross reference to conform with the changes made in Part 302-2.

- f. Section 302-41.11 is revised to make an editorial correction. The undesignated text at the end of the section was intended to be designated subsection (d) of the section. This change makes that editorial change.
- g. Section 302-43.205 is revised to correct a cross reference.

7. What pages must I change in my looseleaf FAATP?

You must remove:	And replace with:
Part 302-2,	Part 302-2.
Part 302-8	Part 302-8.
Pages 20-5 through 20-6 of Part 302-20;	Pages 20-5 through 20-6 of Part 302-20.
Pages 23-3 through 23-4 of Part 302-23;	Pages 23-3 through 23-4 of Part 302-23.
Pages 41-3 through 41-4 of Part 302-41;	Pages 41-3 through 41-4 of Part 302-41.
Pages 43-1 through 43-2 of Part Pages 302-43;	Pages 43-1 through 43-2 of Part 302-43.
Pages 43-9 through 43-10 of Part Pages 302-43;	Pages 43-9 through 43-10 of Part 302-43.



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