

FEDERAL AVIATION ADMINISTRATION
February 19, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 1

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

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Technical and Editorial Revisions to Temporary Duty and Relocation Travel.

1. **What is the purpose of this document?** This amendment transmits technical and editorial revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP).
2. **When are these revisions effective?** The revisions are effective:
 - a. September 15, 1998, for members of the NATCA bargaining unit; and
 - b. October 15, 1998, for all other FAA employees, except members of the PASS(AF), PASS(FS) NAATS, and NATCA(AF) bargaining units.
2. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
3. **Background.** On October 6, 1998, the Administrator signed the Federal Aviation Administration Travel Policy (FAATP). The FAATP governs travel and relocation. The FAATP was effective for members of the NATCA bargaining unit on September 15, 1998, and for all other FAA employees, except members of the PASS(AF), PASS(FS) NAATS, and NATCA(AF) bargaining units, on October 15, 1998.
4. **What are the revisions in this document?** This document amends the FAATP as follows:
 - a. Section 300-1.6 is amended by removing the term "ABU-110" and adding in its place "AFM-330".
 - b. Section 300-3.9(f)(3) is amended by adding a period after the word "impairment".
 - c. Section 300-3.10(b) is amended by removing the phrase "15 class days" and by adding in its place "16 class days".
 - d. Section 300-3.22 is amended by removing the term "the several states", and by adding in its place "the United States".
 - e. Part 300-3 is amended by redesignating old §§300-3.31 through 300-3.34 as new §§ 300-3.32 through 300-3.35 respectively, and adding a new §§ 300-3.31 to read as follows:

§300-3.31

What is “total elapsed time”?

Total elapsed time is the number of scheduled hours from point of origin to destination and includes stopovers.

f. Section 301-2.5 is amended by adding the phrase “for each trip” after the phrase “written specific authorization” and before “(except as provided in § 301-2.6 of this section)” in the second sentence of the section.

g. Section 301-2.6(c) is revised to read as follows:

“(c) The Associate and Assistant Administrators, although each Associate or Assistant Administrator may redelegate this authority to:

- (1) His/her deputy;
- (2) Heads of offices and services;
- (3) Division managers;
- (4) In the case of the Aviation Standards National Field Office (AVN) to branch managers, and managers of field offices reporting to AVN; and/or
- (5) In the case of the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads;”

h. Section 301-2.8 is amended by removing the phrase “As follows:” and by adding in its place “As follows:”.

i. Section 301-2.8 is amended by removing the word “special” every place it appears in the section and by adding in its place the word “specific”.

j. Section 301-2.8 is amended by removing the row in the chart starting “Use of premium class service on common carrier transportation;” and by adding in its place the following:

Use of first-class service on common carrier transportation;	The Administrator or Deputy Administrator. This authority may not be redelegated.
Use of premium-class other than first-class service on common carrier transportation;	The Administrator or Deputy Administrator, (or for employees stationed in a foreign area, Directors of API’s International Area Offices or the Office Director for the employee’s office). This authority may not be redelegated.

- k. Section 301-10.6 is amended by removing “§ 301-11.73” and by adding in its place “§ 301-11.74”.
- l. Section 301-10.120 is amended by removing “§ 301-10.115” and adding in its place “§ 301-10.132”.
- m. Section 301-10.123 is amended by removing “requires” and adding in its place “require”.
- n. Section 301-10.142(c)(2) is amended by removing “Your” and adding in its place “You”.
- o. Section 301-10.190(d) is amended by removing the reference “301-10.25”, and by adding in its place the reference “301-10.24”.
- p. Section 301-10.200(a) is amended by removing the reference “301-222”, and by adding in its place the reference “301-10.221”.
- q. Section 301-10.200(b) is amended by removing the reference “301-10.264”, and by adding in its place the reference “301-10.265”.
- r. Section 301-10.300 is amended by removing “§ 301-10.33” and by adding in its place “§ 301-10.313”.
- s. Section 301-10.400(a) is amended by removing the reference “301-10.421”, and by adding in its place the reference “301-10.422”.
- t. Section 301-10.400(b) is amended by removing the reference “301-10.453”, and by adding in its place the reference “301-10.455”.
- u. Section 301-11.5(c)(3) is amended by removing the reference “302-10” and by adding in its place the reference “301-10”.
- v. Section 301-11.8(b) is amended by removing the period at the end of the sentence and by adding in its place “; and”.
- w. Section 301-11.48(c) is amended by removing “§ 302-11.200(a)” and by adding in its place “§ 301-11.200(a)”.
- x. Section 301-11.200(b)(1) is amended by removing the phrase “30 calendar days” and by adding in its place “31 calendar days”.
- y. Section 301-11.200(b)(2) is amended by removing the phrase “15 class days” and by adding in its place “16 class days”.
- z. Section 301-11.210 is amended by removing the reference “subpart C”, and by adding in its place the reference “subpart D”.

- aa. Section 301-51.1 is amended by adding the following language before subsection (a), “You may use the following sources of funds, as provided in § 301-51.2:”.
- bb. Section 301-51.102 is amended by removing the reference “301-10.132”, and by adding in its place the reference “301-10.155”.
- cc. Section 301-53.5(a) is amended by removing the reference “301-10.128”, and by adding in its place the reference “301-10.143(g)”.
- dd. Section 302-1.21 is amended by removing the reference “302-22.16”, and by adding in its place the reference “302-22.17”.
- ee. Section 302-4.1 is amended by removing “charge” and adding in its place “change”.
- ff. Section 302-4.100 is amended by redesignating paragraphs (d) and (e) as paragraphs (e) and (f), and by adding new paragraph (d) to read as follows:
 - “(d) Transportation of a mobile home instead of transportation of your household goods as provided in part 302-45 of this chapter;”
- gg. Section 302-4.101 is amended by removing paragraph (a) and redesignating old paragraphs (b) and (c) as new paragraphs (a) and (b) respectively.
- hh. Section 302-4.102 is amended by redesignating old paragraphs (a) through (d) as new paragraphs (b) through (e) respectively, and by adding new paragraph (a) to read as follows:
 - “(a) Househunting trip expenses;”
- ii. Section 302-4.200(a) is amended by adding the phrase “(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))” after the phrase “part 302-42 of this chapter” and before the semicolon (;).
- jj. Section 302-4.200(b), by removing the phrase “(although you will not receive payment of property management services if you elect payment for the expenses of breaking a lease as provided in § 302-4.100 (d))”, and by adding in its place, the phrase “(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))”.
- kk. Subpart A of part 302-22 is amended by redesignating old §§ 302-22.14 through 302-22.16 as §§ 302-22.15 through 302-22.17, and by adding new § 302-22.14 to read as follows:

§ 302-22.14 **Are there any other rules which govern payment of my TQSE allowance?** Yes, the rules in part 301-11 govern payment of your TQSE allowance, except as specifically provided in this part.

ll. Section 302-22.102 is amended by removing the reference “§ 301-7.3”, and by adding in its place, the reference “§ 301-11.20”.

mm. Section 302-23.7 is amended by removing the reference “§ 302-3.501”, and by adding in its place, the reference “§ 302-2.101”.

nn. Subpart B of part 302-40 is amended by redesignating old § 302-40.106 as new § 302-40.107, and by adding new § 302-40.106 to read as follows:

§ 302-40.106 **Will FAA pay me a wage, salary, fee or other charge for my labor if I or a member of my immediate family pack my household goods and/or transport my household goods?** No. FAA will not pay you a wage, salary, fee or other charge for your labor or your immediate family’s labor in packing your household goods and/or transporting your household goods. If you are on leave, however, you will continue to receive your normal salary or wage. FAA will pay the labor costs of professional packers.

oo. Section 302-45.2 is amended by redesignating old paragraphs (a) (2) and (3) as new paragraphs (a) (3) and (4) respectively, by removing the phrase “or” at the end of new paragraph (a)(4), and by adding the following new paragraph (a)(2):

“(2) An employee authorized relocation benefits for a temporary change of station under part 302-4 of this chapter;”.

pp. Section 302-45.3(c) is amended by adding the phrase “to a temporary official station located outside CONUS and Alaska” after the phrase “temporary change of station” in paragraph (c).

qq. Section 302-45.6 is revised to read as follows:

§ 302-45.6 **Where must transportation of my mobile home begin and end?**

If you are...	Your transportation must begin at...	Your transportation must end at...
A transferee relocated under part 302-3,	Your old official station,	Your new official station.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station,	Your temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station.	Your old official station.
A new appointee or student trainee relocated under part 302-5,	Your place of actual residence,	Your new official station.
An individual performing return travel under part 302-6,	Your old official station,	Your designated place of residence.

- rr. Section 302-50.154 is amended by removing the reference “§ 302-50.154” from the question, and by adding in its place, the reference “§ 302-50.153”.
- ss. Section 302-50.155 is amended by removing the reference “§ 302-50.154” from the question, and by adding in its place, the reference “§ 302-50.153”.
- tt. Section 302-53.3 is amended by removing the phrase “property management services” and adding in its place “home marketing”.
- uu. Section 302-70.106 is amended by removing the phrase “30 days before you can accept the contractor’s appraised value offer.”, and by adding in its place the phrase “30 days from the date of the contractor’s offer before you can accept the contractor’s appraised value offer.”
- vv. Section 302-70.109 is amended by removing the reference “§ 302-50.158”, and by adding in its place, the reference “§ 302-50.157”.

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

- a. Section 300-1.6 is amended to reflect the reorganization of the Office of Financial Services.
- b. Section 300-3.9(f)(3) is amended to make an editorial correction.
- c. The Travel Reform Initiative Policies (TRIP) 302 defined an extended stay travel as exceeding 15 class days. When drafting the FAATP, we inadvertently defined extended travel in § 300-3.10(b) as 15 or more class days. This amendment corrects the reference to 16 or more travel days.

- d. This amendment revises § 300-3.22 to clarify that the several States includes all States within the United States.
- e. We added the definition of total elapsed time to part 300-3 of the FAATP for clarity.
- f. This amendment revises § 302-2.5 to clarify that specific authorizations must be authorized on a trip-by-trip basis.
- g. The heads of offices and services and the Office of Communications, Navigation, and Surveillance Systems (AND) to Integrated Product Team Leads and Product Leads previously had authority to authorize travel. The FAATP inadvertently left out this authority. This amendment revises § 301-2.6(c) to allow those individuals to retain their current authority to authorize travel.
- h. Section 301-2.8 is amended to make an editorial correction;
- i. Section 301-2.8 uses the term “special authorization” instead of “specific authorization” which is used throughout the rest of Chapter 301. This amendment changes § 301-2.8 to consistently use the term “specific authorization”.
- j. Directors of API’s international area offices and the office directors of other organizations for employees posted in foreign areas previously had the authority to authorize premium class other than first class travel for such employees. The FAATP inadvertently eliminated this authority. This amendment amends § 302-2.8 to allow these officials to authorize premium class other than first class travel.
- k. Section 301-10.6 is amended to correct an incorrect cross reference.
- l. Section 301-10.120 is amended to correct an incorrect cross reference.
- m. Section 301-10.123 is amended to make an editorial correction.
- n. Section 301-10.142(c)(2) is amended to make an editorial correction.
- o. Section 301-10.190(c) is amended to correct an incorrect cross reference.
- p. Section 301-10.200(a) is amended to correct an incorrect cross reference.
- q. Section 301-10.200(b) is amended to correct an incorrect cross reference.
- r. Section 301-10.300 is amended to correct an incorrect cross reference.
- s. Section 301-10.400(a) is amended to correct an incorrect cross reference.
- t. Section 301-10.400(b) is amended to correct an incorrect cross reference.

- u. Section 301-11.5(c)(3) is amended to correct an incorrect cross reference.
- v. Section 301-11.8(b) is amended to make an editorial correction.
- w. Section 301-11.48(c) is amended to correct an incorrect cross reference.
- x. TRIP 302 authorized payment of a special flat rate per diem for extended temporary duty travel which exceeds 30 travel days. When drafting the FAATP, we inadvertently authorized the special flat rate per diem for extended travel as 30 or more travel days. This amendment corrects the reference to 31 or more travel days.
- y. TRIP 302 authorized payment of a special flat rate per diem for extended temporary duty travel which exceeds 15 class days. When drafting the FAATP, we inadvertently authorized the special flat rate per diem for extended travel as 15 or more class days. This amendment corrects the reference to 16 or more class days.
- z. Section 301-11.210 is amended to correct an incorrect cross reference.
- aa. Section 301-51.1 was intended to be a list of all sources of funds for travel, but not to authorize their use in all situations. Section 301-51.2 is where the FAATP provides the rules governing how an employee may use the sources of funds listed in § 301-51.1. The amendment clarifies that the source available to employees in § 301-51.1 must be used as provided in the rules in § 301-51.2.
- bb. Section 301-51.102 is amended to correct an incorrect cross reference.
- cc. Section 301-53.5 is amended to correct an incorrect cross reference.
- dd. Section 302-1.21 is amended to modify a cross reference to be consistent with other revisions in this amendment.
- ee. Section 302-4.1 is amended to make an editorial correction.
- ff. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station (TCS). This amendment corrects that oversight. Section 302-4.100 is amended to allow an employee the option of transporting his/her mobile home instead of transporting and storing his/her household goods.
- gg. The TRIP did not provide for payment of a househunting trip when an employee performs a TCS. The FAATP inadvertently authorized a househunting trip. This amendment revises § 302-4.101 to remove the authorization for a househunting trip for TCS.

- hh. The TRIP did not provide for payment of a househunting trip when an employee performs a TCS. The FAATP inadvertently authorized a househunting trip. This amendment revises § 302-4.101 to state FAA will not pay for a househunting trip during a TCS.
- ii. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station. This amendment corrects that oversight. Section 302-4.200(a) is amended to clarify that an employee who elects the option of transporting his/her mobile home instead of transporting and storing his/her household goods does not receive nontemporary storage of household goods during the duration of his/her assignment.
- jj. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station. This amendment corrects that oversight. Section 302-4.200(b) is amended to clarify that an employee who elects the option of transporting his/her mobile home instead of transporting and storing his/her household goods does not receive or property rental management during the duration of his/her assignment.
- kk. It is a longstanding policy that the rules governing the payment of subsistence expenses for temporary duty travel also govern temporary quarters subsistence expenses except as specifically provided. The FAATP did not clearly state that policy. Subpart A of part 302-22 is amended by adding § 302-22.14 to clearly state the policy.
- ll. Section 302-22.102 is amended to correct an incorrect cross reference.
- mm. Section 302-23.7 is amended to correct an incorrect cross reference.
- nn. Subpart B of part 302-40 is amended by adding new § 302-40.106 to clarify that an employee and/or members of the employee's immediate family cannot be paid for packing and/or transporting the employee's household goods.
- oo. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station. This amendment corrects that oversight. Section 302-4.100 is amended to allow an employee the option of transporting his/her mobile home instead of transporting and storing his/her household goods.
- pp. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station. This amendment corrects that oversight. Section 302-4.100 is amended to allow an employee

the option of transporting his/her mobile home instead of transporting and storing his/her household goods.

- qq. Under previous policy, an employee had the ability to elect to transport his/her mobile home instead of transporting and storing his/her household goods. The FAATP failed to provide this option for employees performing a temporary change of station. This amendment corrects that oversight. Section 302-4.100 is amended to allow an employee the option of transporting his/her mobile home instead of transporting and storing his/her household goods..
- rr. Section 302-50.154 is amended to correct an incorrect cross reference.
- ss. Section 302-50.155 is amended to correct an incorrect cross reference.
- tt. Section 302-53.3 is amended to make an editorial correction.
- uu. Previous policy and the current relocation services contract states that an employee must market his residence for 30 days from the date of the contractor's offer before you can accept the contractor's appraised value offer. The FAATP did not clearly state the time to begin the 30 day period. This amendment modifies § 302-10.106 to reflect the previous policy and current contract requirements.
- vv. Section 302-70.109 is amended to correct an incorrect cross reference.

for 
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Financial Services/
Chief Financial Officer