

FEDERAL AVIATION ADMINISTRATION
July 8, 1999

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
AMENDMENT 5

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

SUBJECT: Federal Aviation Administration Travel Policy (FAATP); Revisions to the Method of Paying Subsistence Expenses.

1. **What is the purpose of this document?** This amendment transmits revisions to the 1998 Edition of the Federal Aviation Administration Travel Policy (FAATP) to allow payment of home marketing incentive payments for employees who transfer to a post of duty in a nonforeign area outside CONUS.
2. **When are these revisions effective?** The revisions are effective January 1, 1999.
3. **Who should we contact for further information?** Sandra Cavanaugh, (202) 267-9595.
4. **Background.**
 - a. The FAATP did not originally offer a home marketing incentive payment or a property management services incentive payment to an employee who performed a permanent change of station (PCS) to a nonforeign area outside the Continental United States (CONUS). The incentive payments are intended to encourage employees to reduce relocation costs by sharing the savings with the employees. An employee who performs a PCS to a nonforeign post of duty outside CONUS is eligible for the FAA homesale program and property management services. Thus, an employee who performs a PCS to nonforeign post of duty outside CONUS has the same options, and is able to make the same choices as an employee who performs a PCS to an official station within CONUS. Consequently, this amendment authorizes the payment of an incentive payment for an employee who performs a PCS to a nonforeign post of duty outside CONUS.
 - b. Previously, the Federal Travel Regulation (FTR) allowed agencies to authorize househunting trips only for a PCS between official stations within the United States. FTR Amendment 84 (64 FR 29162, May 28, 1999) allows agencies to authorize househunting trips for a PCS to all nonforeign areas. The FTR continues the policy that househunting trips are allowed at agency discretion (i.e., they are not mandatory). This amendment changes the FAATP to conform with FTR Amendment 84.
 - c. FAATP Part 302-3 previously categorized relocation allowances based on whether the PCS was wholly within CONUS or the PCS was to or from a post of duty outside CONUS. Based on the changes in this amendment, relocation allowances are now more appropriately classified in three categories based on whether the employee's PCS is

between official stations in nonforeign areas, to a foreign area, or from a foreign area. This amendment makes those changes. This change in classification does not modify the allowances for which a transferring employee is eligible, except as noted above.

- d. FAATP Amendment 1 authorized transportation of a mobile home in connection with a temporary change of station. Amendment 1, however, did not remove a prohibition on transportation of a mobile home contained in FAATP § 302-4.102(b). This amendment corrects that oversight.

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

- a. Subpart A of part 302-3 by adding a new undesignated heading and §§ 302-3.80 through 302-3.84 to read as follows:

Designated Place of Residence for a Transfer to a Post of Duty

§ 302-3.80	What is my “designated place of residence”?	The “designated place of residence” is the place where an employee is entitled to return to upon completion of an assignment at a post of duty.
§ 302-3.81	Who determines what is my designated place of residence?	FAA determines your designated place of residence. However, you may request FAA to consider a specific site as your designated place of residence in writing. Generally, your designated place of residence will be your old official station.
§ 302-3.82	Under what circumstances must FAA determine a “designated place of residence” for me?	FAA must assign you a “designated place of residence” if you transfer to a post of duty. FAA will not assign you a “designated place of residence” if you transfer to an official station within CONUS.
§ 302-3.83	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.
§ 302-3.84	May I change my designated place of residence after I am transferred to my new post of duty?	No, unless there is an administrative error..

- b. Part 302-3 by revising the title of Subpart B to read as follows;

SUBPART B—TRANSFER BETWEEN OFFICIAL STATIONS IN NONFOREIGN AREAS

- c. Part 302-3 by revising Subpart C to read as follows:

SUBPART C—TRANSFER TO A FOREIGN AREA POST OF DUTY

- § 302-3.200 **Who must authorize my transfer at Government expense to a new foreign area post of duty?** The Office of Policy, Planning, and International Aviation (API) must authorize your transfer.
- § 302-3.201 **What expenses must FAA pay when I transfer to a foreign area post of duty?** FAA must pay:
- (a) Transportation and subsistence expenses for you and your immediate family en route to your new official station as provided in part 302-20 of this chapter;
 - (b) 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);
 - (a) A miscellaneous expense allowance as provided in part 302-60 of this chapter.
- § 302-3.202 **What expenses may FAA pay when I transfer to a foreign area post of duty?** FAA may pay:
- (a) Nontemporary storage of household goods as provided in part 302-42 of this chapter;
 - (b) Transportation of a privately-owned automobile as provided in part 302-43 of this chapter; and/or
 - (c) Property management services expenses, as provided in part 302-51 of this chapter.

§ 302-3.203

**What expenses will
FAA not pay when I
transfer to a foreign
area post of duty?**

FAA will not pay:

- (a) Househunting trip expenses;
- (b) Temporary quarters subsistence expenses;
- (c) Expenses related to the sale of your residence at the old official station;
- (d) Termination of your lease at the old official station;
- (e) Purchase of a residence at your new official station;
- (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.

d. Part 302-3 by adding subpart D to read as follows:

**SUBPART D—TRANSFER FROM A FOREIGN AREA POST OF DUTY TO A
NONFOREIGN AREA OFFICIAL STATION**

§ 302-3.300

**Who must authorize
my transfer at
Government expense
to a new official
station within CONUS
from a foreign area
post of duty?**

The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel. They may redelegate the authority to authorize your transfer 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.

- § 302-3.301** **What expenses must FAA pay when I transfer from a foreign area post of duty to any nonforeign area official station?**
- FAA must pay:
- (a) Transportation and subsistence expenses for you and your immediate family en route to your new official station as provided in part 302-20 of this chapter;
 - (b) 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);
 - (c) A miscellaneous expense allowance as provided in part 302-60 of this chapter; and
 - (d) A relocation income tax allowance as provided in part 302-61 of this chapter.
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- § 302-3.302** **What expenses must FAA pay when I transfer from a foreign area post of duty to a nonforeign area official station which is different from the nonforeign area official station I transferred from when I began my assignment(s) in a foreign area(s)?**
- FAA must pay:
- (a) Expenses related to the sale of your residence as provided in part 302-50 of this chapter, or termination of your lease as provided in part 302-52 of this chapter, at your previous nonforeign area official station and purchase of a residence at your new official station as provided in part 302-50 of this chapter (although you will not receive this payment if you elect to use a third-party homesale program, as provided in 302-70 of this chapter, or property management services as provided in part 302-51 of this chapter instead of direct reimbursement of these expenses);
 - (b) A home marketing incentive payment as provided in part 302-53 of this chapter (although you will not receive this payment if you elect to use property management services as provided in part 302-51 of this chapter).
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- § 302-3.303** **What expenses may FAA pay when I transfer from a foreign area post of duty to any nonforeign area official station?**
- FAA may pay:
- (a) Temporary quarters subsistence expenses as provided in part 302-22 of this chapter;
 - (b) Nontemporary storage of household goods as provided in part 302-42 of this chapter; and/or
 - (c) Transportation of a privately-owned automobile as provided in part 302-43 of this chapter.

§ 302-3.304 **What expenses may FAA pay when I transfer from a foreign area post of duty to a nonforeign area official station which is different from the nonforeign area official station I transferred from when I began my assignment(s) in a foreign area(s)?**

FAA may pay:

- (a) Property management services expenses as provided in part 302-51 of this chapter;
- (b) A property management services incentive payment as provided in part 302-54 of this chapter; and/or
- (c) Expenses related to the use of relocation services as provided in part 302-70 of this chapter.

§ 302-3.305 **What expenses will FAA not pay when I transfer from a foreign area post of duty to a nonforeign area?**

FAA will not pay:

- (a) Househunting trip expenses;
- (b) Expenses related to the sale of your residence at the old official station, except as provided in § 302-3.302;
- (c) Termination of your lease at the old official station, except as provided in § 302-3.302;
- (d) Purchase of a residence at your new official station, except as provided in § 302-3.302;
- (e) Property management services, except as provided in § 302-3.304;
- (f) A home marketing incentive payment, except as provided in § 302-3.302;
- (g) A property management services incentive payment, except as provided in § 302-3.304; or
- (h) Expenses related to the use of relocation services, except as provided in § 302-3.304.

- e. Section 302-4.102 by removing paragraph (b), by redesignating paragraphs (c) through (e) as paragraphs (b) through (d), respectively, and by removing the phrase “, or termination of your lease,” in new paragraph (b).
- f. Section 302-6.15 by removing the reference “302-3.205”, and by adding in its place, the reference “302-3.81”.
- g. Section 302-21.2(a) is amended by removing the phrase “located within the United States”, and by adding in its place, the phrase “located within a nonforeign area”.
- h. Section 302-21.3(a) is amended by removing the phrase “a post of duty outside the United States”, and by adding in its place, the phrase “a foreign area post of duty”.

- i. Section 302-53.2 is revised by removing the phrase “within CONUS”, and by adding in its place, the phrase “in a nonforeign area”.
- j. Section 302-53.3(a) is revised by removing the phrase “outside CONUS”, and by adding in its place, the phrase “in a foreign area”.
- k. Section 302-54.2 is revised by removing the phrase “within CONUS”, and by adding in its place, the phrase “in a nonforeign area”.
- l. Section 302-54.3(a) is revised by removing the phrase “outside CONUS”, and by adding in its place, the phrase “in a foreign area”.

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

- a. Subpart A of part 302-3 is amended to add sections previously contained in old subpart C of part 302-3. This is an editorial change to support other changes in the amendment.
- b. Part 302-3 is amended by clarifying the title of subpart B.
- c. Part 302-3 is amended by revising subpart C to establish the allowances for employees transferring to a foreign area post of duty.
- d. Part 302-3 is amended by adding subparts D to establish the relocation allowances for employees transferring from a foreign area post of duty to a nonforeign area official station. Transfers from a foreign area post of duty to a foreign area post of duty are covered in subpart C of Part 302-3
- e. Section 302-4.102 is amended by removing paragraph (b) to allow shipment of a mobile home in connection with a temporary change of station.
- f. Section 302-6.15 is amended to conform with other changes in this amendment.
- g. Section 302-21.2(a) is amended to reflect that FAA will pay for a househunting trip for employees transferring to or from a nonforeign area outside the United States.
- h. Section 302-21.3(a) is amended to remove the prohibition on paying for a househunting trip for employees transferring to or from a nonforeign area outside the United States.
- i. Section 302-53.2 is amended to authorize payment of a home marketing incentive payment for transfers to all nonforeign area posts of duty.
- j. Section 302-53.3 is amended to remove the prohibition on payment of a home marketing incentive payment for transfers to a nonforeign area post of duty.

- k. Section 302-54.2 is amended to authorize payment of a property management services incentive payment for transfers to all nonforeign area posts of duty.
- l. Section 302-53.3 is amended to remove the prohibition on payment of a property management services incentive payment for transfers to a nonforeign area post of duty.

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

You must remove:

Part 302-3;

Pages 4-5 through 4-6 of Part 302-4;

Page 6-5 of Part 302-6;

Pages 22-1 through 22-2 of Part 302-22;

Pages 53-1 through 53-2 of Part 302-53;

Pages 54-1 through 54-2 of Part 302-54;

And replace with:

Part 302-3.

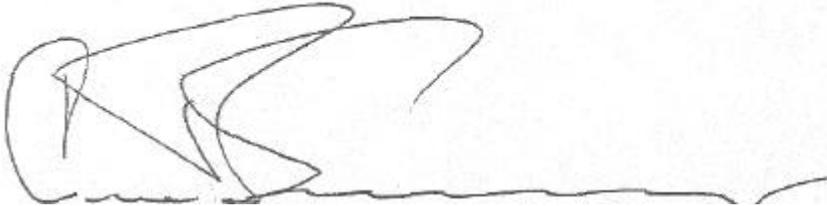
Pages 4-5 through 4-6 of Part 302-4.

Page 6-5 of Part 302-6.

Pages 22-1 through 22-2 of Part 302-22.

Pages 53-1 through 53-2 of Part 302-53.

Pages 54-1 through 54-2 of Part 302-54.



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