Relocation Allowances

§ 302–3.313 May I have my household goods transported from more than one location?

Yes, you may have your household goods transported from more than one location. However, you will only receive reimbursement based on the cost of shipment from your official station, in one lot by the most economical route to the location where you elect to return. You will have to pay for any cost above what is authorized.

§ 302–3.314 Is there a time limit when I must begin my travel and transportation upon separation?

Yes, all travel and transportation of household goods must begin no later than six months after:
(a) Your date of separation; or
(b) The date of death of the employee who died before separation.

§ 302–3.315 May I be granted an extension to the time limit for beginning my separation travel?

Yes, your agency may grant you or your immediate family member(s) (in case of your death) an extension to the time limit for beginning your separation travel, for up to two years from your effective date of separation or death, if death occurs before separation.

§ 302–3.400 What is a “temporary change of station (TCS)”?

A TCS means the relocation to a new official station for a temporary period while performing a long-term assignment, and subsequent return to the previous official station upon completion of that assignment.

§ 302–3.401 What is the purpose of a TCS?

A TCS provides agencies an alternative to a long-term temporary duty travel assignment which will increase your satisfaction and enhance morale, reduce your income tax liability, and save the Government money.

§ 302–3.402 When am I eligible for a TCS?

You are eligible for a TCS when you are directed to perform a TCS at a long-term duty location, and you otherwise would be eligible for payment of temporary duty travel allowances authorized under chapter 301 of this title. For exceptions, see § 302–3.403.

§ 302–3.403 Who is not eligible for a TCS?

The following individuals are not eligible for a TCS:
(a) A new appointee;
(b) An employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. 3372 et seq.);
(c) An individual employed intermittently in the Government service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
(d) An individual serving without pay or at $1 a year; or

§ 302–3.404 Under what circumstances will my agency authorize a TCS?

Your agency will authorize a TCS when:
(a) It is necessary to accomplish the mission of the agency effectively and economically, and
(b) You are directed to perform a long-term assignment at another official station; or
(c) Your agency otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under chapter 301 of this title for the long-term assignment; or
(d) Your agency determines it would be more advantageous, cost and other factors considered, to authorize a long-term assignment; and
(e) You meet any additional conditions your agency has established.

§ 302–3.405 If my agency authorizes a TCS, do I have the option of electing payment of per diem expenses under part 301–11 of this title?

No, you do not have the option of electing payment of per diem expenses.
§ 302–3.406 How long must my assignment be for me to qualify for a TCS?

To qualify for a TCS, your assignment must be not less than 6 months, nor more than 30 months.

§ 302–3.407 What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?

Your agency may authorize a TCS only when a TCS is expected to last 6 months or more. If your assignment is cut short for reasons other than separation from Government service, you will be paid TCS expenses.

§ 302–3.408 What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?

If your assignment exceeds 30 months, your agency:

(a) Must permanently assign you to your temporary official station or return you to your previous official station;

(b) May not pay for extended storage or property management services incurred after the last day of the thirtieth month; and

(c) Must pay the expenses of returning you and your immediate family and household goods to your previous official station unless you are permanently assigned to your temporary official station.

§ 302–3.409 Is there any required minimum distance between an official station and a TCS location that must be met for me to qualify for a TCS?

No, there is no required minimum distance between an official station and a TCS location that must be met for you to qualify for a TCS. However, your agency may establish the area within which it will not authorize a TCS.

§ 302–3.410 Must I sign a service agreement to qualify for a TCS?

No, you do not need to sign a service agreement to qualify for a TCS.

§ 302–3.411 What is my official station during my TCS?

Your official station during your TCS is the location of your TCS.

EXPENSES PAID UPON ASSIGNMENT

§ 302–3.412 What expenses must my agency pay?

Your agency must pay:

(a) Travel, including per diem, for you and your immediate family under part 302–4 of this chapter;

(b) Transportation and temporary storage of your household goods under part 302–7 of this chapter;

(c) Extended storage when it is necessary as approved by your agency under part 302–8 of this chapter;

(d) Transportation of a mobile home instead of transportation of household goods under part 302–10 of this chapter;

(e) A miscellaneous expenses allowance under part 302–16 of this chapter;

(f) Transportation of a privately owned vehicle(s) under part 302–9 of this chapter; and

(g) A relocation income tax allowance under part 302–17 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section for your relocation expenses.

§ 302–3.413 Are there other expenses that my agency may pay?

Yes, your agency may pay:

(a) Househunting trip expenses under part 302–5 of this chapter;

(b) Temporary quarters subsistence expenses under part 302–6 of this chapter;

(c) Reimbursement for Property Management Services under part 302–15 of this chapter; and

(d) Reimbursement for the cost of storing, or providing for the storage without charge, of one POV when assigned a TCS in support of a contingency operation as defined in 10 U.S.C. 1482a(c)(2) and under part 302–9 of this chapter.