



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Guidance on Entitlements for
Separating Personnel

Date:

From: Manager, Human Resource Management Division,
AAL-10

Reply to
Attn. of:

To: Separating Employees

1. Under Public Law 79-600 (1946), as amended, (Return to Residence), you are entitled to:

a. A mileage allowance for driving your POV, or Government Transportation Request for air travel for you and your dependents if you elect not to drive, to your home of record or alternate destination. If you select an alternate destination, reimbursement is limited to a distance not greater than the distance to the home of record. The pertinent rate(s) must be specified in your travel order to effect entitlement.

b. Per diem for yourself, but not for your family, for the normal time required to travel to the authorized destination.

c. Shipment of your POV at Government expense (if you elect not to drive) to Seattle, Washington.

d. The use of two POV's, under certain circumstances, may be authorized (see FAA Order 1500.14).

e. Shipment of household goods and personal effects not to exceed your authorized weight allowance.

f. Ninety-days temporary storage at either end of the journey or a combination of both. An additional 90 days extension may be approved for unusual circumstances.

2. You are not entitled to an allowance for temporary quarters and subsistence, real estate expenses, or miscellaneous moving expense.

3. Travel should commence within 90 days of your separation, however, you must begin travel prior the expiration of the 18th month following your separation. You must notify your Manager/Supervisor of your travel plans IAW AL 3300.15B, Appendix 2.

4. Annual leave may not be granted immediately prior to separation when it is known in advance that an employee will terminate his/her Federal service upon the expiration of leave (see current Order 3600.4, change 17, paragraph 10c).
5. Your last paycheck will not include your lump sum leave payment. Your lump sum leave will be paid approximately 4 weeks after your last check.
6. To be safe, have us send your last check to your bank. Otherwise, it could be delayed or lost in the mail.
7. Be sure you complete the Employee Clearance Record (AL Form 3370-2) before your last day of work. It is important that you follow the instructions on the form; otherwise, your final paycheck may be delayed. If you have any questions, please contact _____, at 271-_____.

Erniestine Fleece

4/21/04

APPENDIX 1. SAMPLE SF-50

AL 3300.15B
APPENDIX 1

**THIS FORM CAN BE FOUND ON THE FEDERAL ELECTRONIC DOCUMENT
SYSTEM (FEDS), faa.feds.gov**

ELIGIBLE FOR PL 79-600 (1946), AS AMENDED, TO LOCATION.

NOTE: The effective date of the separation appears in Block 14.

APPENDIX 2. EMPLOYEE'S STATEMENT OF INTENT

STATEMENT OF INTENT

TO: Manager, (Division/Staff Office)

I _____ I DO NOT PLAN TO EXERCISE MY ENTITLEMENT UNDER PL 79-600 (1946), AS AMENDED, AND HEREBY FORFEIT ENTITLEMENT TO RETURN TRANSPORTATION AND SHIPMENT OF HHG's UNDER PL 79-600.

II. _____ I DO PLAN TO EXERCISE MY ENTITLEMENT UNDER PL 79-600 (1946), AS AMENDED. I PLAN TO BEGIN TRAVEL WITHIN THE NEXT 180 DAYS. TRAVEL ORDERS SHOULD BE PREPARED ACCORDING TO THE INFORMATION LISTED ON THE ATTACHED QUESTIONNAIRE.

III. _____ I DO PLAN TO EXERCISE MY ENTITLEMENT UNDER PL 79-600 (1946), AS AMENDED. I DO NOT PLAN TO TRAVEL WITHIN THE NEXT 180 DAYS. I WILL REQUEST TRAVEL ORDERS BE PREPARED WITHIN 45 DAYS OF MY INTENDED DEPARTURE.

I UNDERSTAND THAT TRAVEL MUST BE ACCOMPLISHED WITHIN 18 MONTHS OF MY SEPARATION. I UNDERSTAND THAT ACOMPLISHMENT OF MY TRAVEL CANNOT BE DELAYED BEYOND THE 18TH MONTH FOLLOWING MY SEPARATION.

SIGNATURE _____ DATE _____