

TABLE OF CONTENTS

CHAPTER 5. RELOCATION ALLOWANCES

SECTION 1. ELIGIBILITY AND GENERAL RULES

5-0101. PURPOSE.....	5- 1
5-0102. ELIGIBILITY.....	5- 1
a. General.....	5- 1
b. Proximity Moves - Change of Station within Same City or Area.....	5- 2
c. New Appointees.....	5- 2
d. Two Family Members Employed.....	5- 2
e. Reassignment Following Notification of Involuntary Separation.....	5- 3
f. Reemployment After Separation.....	5- 3
5-0103. SERVICE AGREEMENT FOR TRANSPORTATION ENTITLEMENT.....	5- 3
a. General.....	5- 3
b. Employees for Whom Agreements are Required.....	5- 3
c. Loss of Entitlement Under an Agreement.....	5- 4
d. Acceptable Reasons for Release from Period-of-Service Requirements.....	5- 4
e. Documentation of Entitlement and Limitations.....	5- 5
5-0104. SHORTAGE-CATEGORY APPOINTEES, STUDENT TRAINEES, SENIOR EXECUTIVE SERVICE APPOINTEES, AND CERTAIN PRESIDENTIAL APPOINTEES.....	5- 5
a. First Duty Station Travel.....	5- 5
b. Procedural Requirements.....	5- 6
c. Allowable Expenses.....	5- 6
d. Expenses Not Allowable.....	5- 7
e. Alternate Origin and Destination.....	5- 7
f. Advance of Funds.....	5- 7
5-0105. OVERSEAS ASSIGNMENT AND RETURN.....	5- 7
a. Transferees.....	5- 7
b. New Appointees.....	5- 7
c. Actual Place of Residence Designation.....	5- 9
d. Return for Separation.....	5-11
e. Prior Return of Immediate Family.....	5-11
f. Return of Former Spouse and Dependents.....	5-12
g. Return of Family Member Over 21.....	5-13
h. Overseas Tour Renewal Agreement Travel.....	5-13

5-0106. USE OF FUNDS..... 5-20

 a. Advance of Funds..... 5-20

 b. Funding of Transfers Between Agencies
 (including Departmental activities)..... 5-21

5-0107. TIME LIMITS FOR TRAVEL AND TRANSPORTATION..... 5-22

5-0108. WITHHOLDING INCOME TAX ON REIMBURSEMENT AND
 ALLOWANCES FOR CERTAIN EXPENSES IN CONNECTION
 WITH A PERMANENT CHANGE OF STATION..... 5-22

 a. Federal Income Tax..... 5-22

 b. State Income Tax..... 5-23

5-0109. AGENCY RESPONSIBILITY..... 5-23

 a. Reasonable Advance Notice of
 Reassignment or Transfer..... 5-23

 b. Travel Authorization..... 5-24

 c. New Appointees..... 5-24

 d. All Employees..... 5-24

5-0110. APPLICABLE PROVISIONS FOR REIMBURSEMENT PURPOSES..... 5-24

SECTION 2. PER DIEM IN CONNECTION WITH PERMANENT
CHANGE OF STATION

5-0201. FOR THE EMPLOYEE..... 5-25

5-0202. FOR MEMBERS OF AN EMPLOYEE'S IMMEDIATE FAMILY..... 5-25

 a. Per Diem Allowance When En Route Between
 Employee's Old and New Official Stations..... 5-25

 b. Exclusions..... 5-26

5-0203. ADVANCE TRIP TO SEEK NEW RESIDENCE..... 5-26

5-0204. PER DIEM FOR PRIVATELY OWNED CONVEYANCE TRAVEL..... 5-27

SECTION 4. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

- 5-0401. APPLICABILITY. 5-39
- 5-0402. GENERAL LIMITATIONS. 5-39
 - a. Maximum Weight Allowance. 5-39
 - b. Professional Books, Papers, and Equipment. 5-39
 - c. Determining the Net Weight. 5-41
 - d. Temporary Storage Time Limit. 5-42
 - e. Origin and Destination. 5-43
 - f. Loss and Damage Liability. 5-43
- 5-0403. TRANSPORTATION WITHIN THE CONTINENTAL UNITED STATES. 5-44
 - a. The Commuted Rate System. 5-44
 - b. Government Bill of Lading (GBL) - Actual Expense Shipments. 5-45
 - c. Use of Commuted Rate or GBL Method. 5-46
- 5-0404. TRANSPORTATION OUTSIDE THE CONTINENTAL UNITED STATES. 5-49
 - a. Coverage. 5-49
 - b. Weight Limitation. 5-49
 - c. Allowable Costs. 5-50
 - d. Procedures Applicable. 5-50
 - e. Services in Excess of Those Authorized. 5-51
- 5-0405. TEMPORARY STORAGE. 5-51
 - a. Applicability. 5-51
 - b. Allowable Expenses. 5-51
- 5-0406. ADVANCE OF FUNDS (TEMPORARY STORAGE). 5-52
 - a. Commuted Rate System. 5-52
 - b. Overseas Shipments. 5-52
 - c. Procedures. 5-52
- 5-0407. STORAGE, OTHER THAN TEMPORARY, IN THE CONTINENTAL UNITED STATES. 5-53
 - a. Policy. 5-53
 - b. Isolated Official Stations - Criteria. 5-53
 - c. Isolated Official Stations - Designation. 5-53
 - d. Eligibility. 5-53

SECTION 6. ALLOWANCES FOR TRANSPORTATION AND
EMERGENCY STORAGE OF PRIVATELY OWNED VEHICLES

5-0601.	APPLICABILITY.....	5-63
	a. Privately Owned Motor Vehicles.....	5-63
	b. Transportation Under this Section.....	5-63
5-0602.	ELIGIBILITY.....	5-63
	a. Official Station Outside the Continental United States.....	5-63
	b. Compliance with General Conditions.....	5-64
	c. Administrative Determination Required.....	5-64
5-0603.	ALLOWABLE TRANSPORTATION.....	5-65
	a. To Official Station Upon Assignment.....	5-65
	b. Return From Official Station After Assignment.....	5-65
	c. Delayed Return.....	5-66
	d. Change in Conditions While at Official Station.....	5-67
	e. Replacement Vehicle.....	5-67
5-0604.	ALLOWABLE EXPENSES.....	5-68
	a. Authorized Destination Outside Continental United States.	5-68
	b. Alternate Origins and Destinations.....	5-68
	c. When it is Feasible to Drive a Vehicle.....	5-69
	d. Commercial Transportation and Incidental Charges.....	5-69
	e. Size Limit.....	5-69
	f. Limitations in Special Circumstances.....	5-69
	g. Government and Commercial Means.....	5-70
5-0605.	EMERGENCY STORAGE.....	5-70
	a. Conditions.....	5-70
	b. Place of Storage.....	5-71
	c. Allowable Expenses.....	5-71
5-0606.	ADVANCE OF FUNDS.....	5-71

SECTION 7. TRAVEL TO SEEK RESIDENCE QUARTERS

5-0701.	APPLICABILITY AND GENERAL POLICY.....	5-73
	a. Applicability.....	5-73
	b. Criteria for Consideration.....	5-73
5-0702.	DURATION OF TRIP.....	5-74

5-0703. PROCEDURAL REQUIREMENTS..... 5-75

- a. After Employee's Agreement to Transfer..... 5-75
- b. Eligibility..... 5-75
- c. Authorization Prior to Trip..... 5-75

5-0704. ADVANCE OF FUNDS..... 5-75

SECTION 8. SUBSISTENCE WHILE OCCUPYING TEMPORARY QUARTERS -

5-0801. POLICY..... 5-77

5-0802. CONDITIONS AND LIMITATIONS FOR ELIGIBILITY..... 5-77

- a. Length of Time Allowed and Location of
New Official Station..... 5-77
- b. Transfer to Foreign Area..... 5-79
- c. What Constitutes Temporary Quarters..... 5-79
- d. Temporary Quarters Located at Other than
Official Station..... 5-79
- e. Beginning of Eligibility Period..... 5-80
- f. Computation of Eligibility Period and
Termination..... 5-80
- g. Effect of Partial Days..... 5-80
- h. Allowance when Short Distance
Transfer is Involved..... 5-81
- i. Duplication of Other Allowances..... 5-81

5-0803. EXCLUSIONS..... 5-82

5-0804. ALLOWABLE AMOUNT..... 5-82

- a. Actual Expenses Allowed..... 5-82
- b. Itemization and Receipts..... 5-82
- c. Maximum Reimbursement..... 5-83

5-0805. ADVANCE OF FUNDS..... 5-85

SECTION 9. ALLOWANCE FOR EXPENSES INCURRED IN
CONNECTION WITH RESIDENCE TRANSACTIONS ✓

5-0901. CONDITIONS AND REQUIREMENTS UNDER WHICH
ALLOWANCES ARE PAYABLE..... 5-87

- a. Transfers Covered - Agreement Required..... 5-87
- b. Location and Type of Residence..... 5-87
- c. Title Requirements..... 5-87
- d. Occupancy Requirements..... 5-88
- e. Time Limitation..... 5-88
- f. Payment of Expenses by Employee -
Pro Rata Entitlement..... 5-89

5-0902.	REIMBURSABLE AND NONREIMBURSABLE EXPENSES.....	5- 89
a.	Broker's Fees and Real Estate Commissions.....	5- 89
b.	Other Advertising, Selling, and Appraisal Expenses.....	5- 89
c.	Legal and Related Expenses.....	5- 89
d.	Miscellaneous Expenses.....	5- 90
e.	Losses Due to Prices or Market Conditions at the Old and New Posts of Duty.....	5- 92
f.	Other Expenses of Sale and Purchase of Residences.	5- 92
g.	Overall Limitations.....	5- 92
h.	Settlement of an Unexpired Lease.....	5- 92
5-0903.	PROCEDURAL AND CONTROL REQUIREMENTS.....	5- 93
a.	Application for Reimbursement and Documentation of Expenses.....	5- 93
b.	Review and Administrative Approval of Sale and Purchase Expenses.....	5- 93
c.	Assistance Provided by Local Offices of the Department of Housing and Urban Development.....	5- 94
d.	Violation of Employment Agreement.....	5- 95
5-0904.	EXCLUSIONS.....	5- 95
5-0905.	ADVANCE OF FUNDS.....	5- 95

SECTION 10. ALLOWANCE FOR MISCELLANEOUS EXPENSES

5-1001.	APPLICABILITY.....	5- 97
a.	Purpose for Allowance.....	5- 97
b.	Types of Costs Covered.....	5- 97
c.	Types of Costs Not Covered.....	5- 98
5-1002.	ELIGIBILITY.....	5- 99
a.	Coverage.....	5- 99
b.	Mandatory Applicability.....	5- 99
c.	Exclusions.....	5-100
5-1003.	ALLOWABLE AMOUNT.....	5-100
5-1004.	ADVANCE OF FUNDS.....	5-100

SECTION 11. RELOCATION SERVICES PROGRAM

5-1101. PURPOSE.....	5- 101
5-1102. BACKGROUND.....	5- 101
5-1103. GENERAL POLICY.....	5- 101
5-1104. RELOCATION SERVICES COORDINATORS.....	5- 101
5-1105. EMPLOYEE RELOCATION GUIDE.....	5- 102
5-1106. DESCRIPTION OF RELOCATION SERVICES.....	5- 102
a. Homesale Service.....	5- 102
b. Marketing Assistance.....	5- 102
c. Homefinding Assistance for Buyers.....	5- 102
d. Homefinding for Renters.....	5- 103
e. Mortgage Counseling/Finding.....	5- 103
f. Pre-Transfer Counseling.....	5- 103
5-1107. AMENDED VALUE OFFERS AND ASSIGNED SALES.....	5- 103
a. Amended Value Transactions.....	5- 103
b. Assigned Sale Transactions.....	5- 104
5-1108. GENERAL CONDITIONS AND LIMITATIONS FOR ELIGIBILITY.....	5- 105
a. Services for Which Fees are Charged.....	5- 105
b. No Fee Services.....	5- 105
5-1109. PROCEDURAL REQUIREMENTS AND CONTROLS.....	5- 105
a. Service Agreements.....	5- 105
b. Requesting Services.....	5- 106
c. Employee Entitlement Period.....	5- 106
d. Optional Use of Services.....	5- 106
e. Dual Benefit Prohibited.....	5- 106
f. Cancellations.....	5- 106
g. Ineligible Individuals.....	5- 107
5-1110. RESPONSIBILITIES.....	5- 107
a. Heads of Operating Administrations and the Assistant Secretary for Administration.....	5- 107
b. Travel Authorizing Officials.....	5- 107
c. Employees.....	5- 108
d. Relocation Services Coordinators.....	5- 108

Vertical line denotes change.

e.	The Technical Officer (TO).....	5-	109
f.	Heads of Accounting Offices.....	5-	110
g.	Relocation Contractor.....	5-	110
5-1111.	ADMINISTRATIVE PROCEDURES.....	5-	110
a.	Funding.....	5-	110
b.	Travel Authorization.....	5-	111
c.	Delivery Orders.....	5-	111
5-1112.	CONTRACT REQUIREMENTS.....	5-	112
a.	Real Estate Losses.....	5-	112.1
b.	Mortgage Cost Differences.....	5-	112.1
c.	Home Purchases.....	5-	112.1
<u>SECTION 12. RELOCATION INCOME TAX ALLOWANCE</u>			
5-1201.	AUTHORITY.....	5-	113
5-1202.	COVERAGE.....	5-	113
a.	Eligible Employees.....	5-	113
b.	Individuals Not Covered.....	5-	113
5-1203.	LIMITATIONS ON MOVING EXPENSES OR ALLOWANCES COVERED.....	5-	113
a.	En Route Travel.....	5-	114
b.	Household Goods Shipment.....	5-	114
c.	Nontemporary Storage Expenses.....	5-	114
d.	Mobile Home Movement.....	5-	114
e.	Househunting Trip.....	5-	114
f.	Temporary Quarters.....	5-	114
g.	Real Estate Expenses.....	5-	114
h.	Miscellaneous Expense Allowance.....	5-	114
i.	Relocation Services.....	5-	115
5-1204.	EXCLUSIONS FROM COVERAGE.....	5-	115
5-1205.	DEFINITIONS AND DISCUSSION OF TERMS.....	5-	115
a.	State Income Tax.....	5-	115
b.	Local Income Tax.....	5-	116
c.	Covered Moving Expense Reimbursements or Covered Reimbursements.....	5-	116
d.	Covered Taxable Reimbursements.....	5-	116
e.	Year 1 or Reimbursement Year.....	5-	116
f.	Year 2.....	5-	117

Vertical line denotes change.

g. Federal Withholding Tax Rate (FWTR).....	5-	117
h. Earned Income.....	5-	117
i. Marginal Tax Rate (MTR).....	5-	117
j. Combined Marginal Tax Rate (CMTR).....	5-	118
k. Gross-up.....	5-	118
l. Gross-up Formulas.....	5-	118
m. RIT Allowance.....	5-	118
n. Withholding Tax Allowance (WTA).....	5-	118
5-1206. PROCEDURES IN GENERAL.....	5-	118
5-1207. DETERMINING THE WITHHOLDING TAX ALLOWANCE IN YEAR 1..	5-	119
a. General Rules.....	5-	119
b. Determination of Amount of Reimbursement Subject to Withholding.....	5-	120
c. Determination of Federal Withholding Tax Rate (FWTR).	5-	120
d. Calculation of Withholding Tax Allowance (WTA).....	5-	120
e. WTA Payment and Employee Agreement for Repayment.....	5-	120
f. Determination of Employee's Withholding Tax on the WTA.....	5-	121
g. End-of-Year Reporting.....	5-	121
5-1208. DETERMINING THE RIT ALLOWANCE IN YEAR 2.....	5-	121
a. Overview.....	5-	121
b. General Rules and Assumptions.....	5-	122
c. Determination of Covered Taxable Reimbursements.....	5-	123
d. Determination of Income Level and Filing Status.....	5-	125
e. Determination of the Combined Marginal Tax Rate.....	5-	126
f. Determination of the RIT Allowance.....	5-	131
g. Determination of the Net Payment Due Employee in Year 2.....	5-	133
h. Summary Example.....	5-	133
5-1209. RESPONSIBILITIES.....	5-	133
a. Agency.....	5-	133
b. Employee.....	5-	133
5-1210. CLAIMS FOR PAYMENT AND SUPPORTING DOCUMENTATION AND VERIFICATION.....	5-	134
a. Claims Forms.....	5-	134
b. Certification.....	5-	134
c. Supporting Documentation/Verification.....	5-	135
d. Fraudulent Claims.....	5-	136
5-1211. VIOLATION OF SERVICE AGREEMENT.....	5-	136

5-1212. ADVANCE OF FUNDS..... 5- 136

FIGURE 5-12a. EXAMPLE - COMPUTING COVERED TAXABLE
REIMBURSEMENTS..... 5- 137

FIGURE 5-12b. IRS FORM 4782, EMPLOYEE MOVING EXPENSE
INFORMATION..... 5- 139

FIGURE 5-12c. IRS FORM 3903, MOVING EXPENSE ADJUSTMENT..... 5- 140

FIGURE 5-12d. EXAMPLE - SUMMARY OF RIT ALLOWANCE PROCEDURES.. 5- 141

11/4/86

1500.14A SUP 5
(DOT 1500.6A)

FA SUPPLEMENTAL PAGE

5-0105b(2)-S1. ALLOWABLE EXPENSES-INCLUDABILITY IN TAXABLE INCOME. Employees making change-of-station moves to and from foreign areas are covered under the Foreign Service Act of 1946, and Title 26 of the Internal Revenue Code exempts payments under this act from taxation. Therefore, change of station allowable expenses paid for moves to and from foreign areas will not be included as taxable income on IRS Form W-2, Wage and Tax Statement.

FA SUPPLEMENTAL PAGE

5-0102-S1. ELIGIBILITY. It is neither cost effective nor efficient to frequently move an employee. The transferred employee shall be eligible for another voluntary PCS move at the Government's expense provided that the employee has worked at the new duty station for at least 12 months from the date the employee became fully qualified for the position at that location. This requirement is not intended to preclude an employee from accepting a position at another FAA location prior to becoming eligible for another PCS move, but it may cause the move to be at the employee's own expense. This 12-month requirement shall not apply when subsequent movement of the employee results from a reduction-in-force or other involuntary transfer. Associate/assistant/regional administrators and center directors may approve additional exceptions to this policy under circumstances in which the policy is unfair or may adversely impact the agency's mission. Requests for exception to the 12-month time requirement must be in writing and provide clear justification as to why an exception should be allowed. The authority to approve exceptions shall not be redelegated.

This supplement will not be applied to employees in the bargaining units represented by NATCA, NAATS, and PASS-Flight Standards until negotiations on their national collective bargaining agreements are completed and the new agreements become effective.

THE FRONT OF THIS SHEET INTENTIONALLY LEFT BLANK

CHAPTER 5. RELOCATION ALLOWANCES

SECTION 1. ELIGIBILITY AND GENERAL RULES

- 5-0101. PURPOSE. This chapter covers the regulations and procedures relating to relocation allowances for a permanent transfer from one official station to another. The basic statutory authority is 5 U.S.C. 5721-5733 as implemented through the Federal Travel Regulations (FPMR 101-7).
- 5-0102. ELIGIBILITY. Travel and relocation allowances may be authorized for any employee when it is in the interest of the Government to fill a position by movement of a current employee from one duty station to another at a different geographical location. This authority extends to reassignment from one Federal agency to another. With the exception of a separation because of a reduction in force or transfer of function, a change of station may not be authorized for an employee reemployed following a break in continuity of Government service. Similarly, a permanent change of station at Government expense will not be authorized when it is primarily for the benefit of the employee and at his/her request. If the movement is determined not to be in the interest of the Government, the employee will be informed prior to the reassignment as to his/her responsibility for payment of relocation allowances.
- a. General. Permanent change of station travel is authorized:
- (1) Employees upon permanent transfer from one official duty station to another.
 - (2) Employees, including new appointees, assigned to posts of duty outside the continental United States under tour agreements and upon their return to designated places of residence for the purpose of separation.
 - (3) New appointees to positions within the continental United States for which the Office of Personnel Management or the Department has determined that a personnel shortage exists; new appointees to the Senior Executive Service; and persons appointed by the President by and with the advice and consent of the Senate, to positions for which the rate of pay is equal to or higher than the minimum rate of pay prescribed for a GS-16.

1-2-85

b. Proximity Moves - Change of Station within Same City or Area. Travel, transportation and other related applicable allowances may be authorized incident to a permanent change of station even though the old and new stations are located within the same city or area provided:

- (1) The reassignment is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request.
- (2) The old and new duty stations are at least 10 miles apart.
- (3) Relocation of the residence is incident to the reassignment.

When all of the above conditions are met, the authorizing official must consider other factors before permitting the proximity move at Government expense. These factors include commuting time and distance between the employee's current residence (i.e.; at the time of notification of transfer) and the old and new posts of duty as well as the commuting time and distance between a proposed new residence and the new post of duty. Ordinarily, a relocation of residence shall not be considered as incident to a change of official station unless the one way commuting distance from the old residence to the new official station is at least 10 miles greater than from the old residence to the old official station. Even then, circumstances surrounding a particular case (e.g.; commuting time) may suggest that the move of residence was not incident to the change of official station.

- c. New Appointees. The proximity move considerations in subparagraph b are applicable also to eligible new appointees whose places of actual residence at the time of appointment are located in the same general local or metropolitan areas as their first duty stations.
- d. Two Family Members Employed. Except as provided in paragraph 5-0105h(3)(a), if two or more members of an immediate family are entitled to allowances under this Manual as Government employees incident to movements between official stations, their old and new stations, respectively, being located close together, the allowances authorized herein will apply only to one employee; the other is eligible as a family member only. The same limitations apply to new appointees, overseas employees returning to places of actual residence for separation and combinations of employees otherwise eligible.

- e. Reassignment Following Notification of Involuntary Separation. When an employee is assigned to a new official station after having been notified of involuntary separation not for cause but incident to the reduction, cessation, or transfer of the work at the station where previously employed, the transfer of the employee is deemed to be in the interest of the Government unless there is an affirmative administrative determination that the transfer is primarily for the employee's convenience or benefit.

- f. Reemployment After Separation. A former employee separated because of a reduction in force or transfer of function who is reemployed by the Government within one year of the date of separation may be authorized relocation allowances (excluding nontemporary storage when assigned to an isolated permanent duty station within the continental United States) in the same manner as though the employee had been transferred in the interest of the Government. The reemployment will be viewed as without a break in service, but it must involve a non-temporary appointment at a different permanent duty station from that where the separation occurred. The transfer is otherwise subject to the eligibility limitations as prescribed in this Manual.

5-0103. SERVICE AGREEMENT FOR TRANSPORTATION ENTITLEMENT.

- a. General. A service agreement is an understanding between the Government and an employee wherein the Government agrees to furnish transportation and other related allowances in consideration for which the employee agrees to remain in the service of the Government for:
 - (1) A period of 12 months following the effective date of transfer in connection with the transfer of the employee between official stations within the continental United States, and
 - (2) A period of not less than one nor more than three years as determined by the Head of the Operating Administration in connection with the transfer or appointment of employees to posts of duty outside the continental United States (including Alaska and Hawaii) as provided in 5 U.S.C. 5722.

- b. Employees for Whom Agreements are Required.
 - (1) New appointees, or student trainees on completion of college work, when assigned to personnel shortage positions as authorized in Chapter 571, Federal Personnel Manual;

1-2-85

- (2) Employees transferred or reassigned from one oversea post of duty to another oversea post of duty;
 - (3) New appointees recruited for overseas service at a geographical locality other than the locality in which the place of actual residence is located;
 - (4) Employees transferred to and within the continental United States;
 - (5) New appointees to the Senior Executive Service; and
 - (6) Persons appointed by the President by and with the advice and consent of the Senate to positions for which the rate of pay is equal to or higher than the minimum rate of pay prescribed for a GS-16.
- c. Loss of Entitlement Under an Agreement. Denial of transportation or indebtedness for transportation furnished may result if there is:
- (1) Failure, for reasons unacceptable to the employing activity, to meet or comply with conditions specified in an agreement;
 - (2) Failure to report for duty assignment;
 - (3) Failure to return to the country or geographical locality in which the place of actual residence is located upon separation or in connection with leave under a renewal agreement;
 - (4) Failure to accept earned entitlement or begin authorized transportation within a reasonable time;
 - (5) Duplication of entitlement under separate statutes.
- d. Acceptable Reasons for Release from Period-of-Service Requirements. Responsibility for the determination that reasons for release from service agreements are beyond the employee's control and are acceptable to the Agency rests primarily with the Departmental activity concerned. Acceptable reasons for release from period-of-service requirements in the continental United States or overseas may include, but are not limited to, the following:
- (1) Illness not induced by misconduct;
 - (2) Enlistment or call to active duty in the Armed Forces;

- (3) Exercise of statutory reemployment rights within a time limitation which precludes completion of a period of service;
- (4) Separation for the convenience of the Government, separation because of physical or mental limitations, or disqualification by lack of skill to perform duties for which recruited or for other duties assigned (Employees separated because of illness induced by or because of misconduct are not to be considered separated for the convenience of the Government.);
- (5) Separation as a result of reduction in force; or
- (6) Exercise of optional (voluntary) retirement upon meeting age and service requirements.

e. Documentation of Entitlement and Limitations. The employee's official personnel folder will contain the service agreement; records of transportation and storage entitlement; travel authorizations; and other information necessary to meet the requirements of these regulations. Record material will be removed when it is no longer applicable.

5-0104. SHORTAGE-CATEGORY APPOINTEES, STUDENT TRAINEES, SENIOR EXECUTIVE SERVICE APPOINTEES, AND CERTAIN PRESIDENTIAL APPOINTEES.

- a. First Duty Station Travel. Travel and transportation expenses may be allowed to first duty station only for the following persons:
- (1) An employee newly recruited in the continental United States for assignment at a first permanent duty station overseas and an employee newly recruited overseas for assignment to an overseas duty station in a different area, provided that the employee is one with whom an agreement is negotiated.
 - (2) A new appointee, or a student trainee on completion of college work, when assigned to a personnel shortage position. To the extent necessary to recruit qualified personnel, payment of travel and transportation expenses may be made to new appointees to personnel shortage positions for travel to first duty stations in the United States, excluding territories and possessions; except that no such payment may be made to student trainees who

received payment for travel when they were appointed as student trainees. For the purpose of this section, a new appointee is an individual who receives his first appointment in the Federal civil service; or is appointed after a break in service; or is reinstated under Office of Personnel Management regulations; or is newly appointed as a student trainee. A student trainee may be an employee who has been in a nonpay status while attending college and who, upon graduation, returns to his employing agency in a professional capacity.

- (3) A new appointee to the Senior Executive Service.
- (4) A person appointed by the President, by and with the advice and consent of the Senate, to a position for which the rate of pay is equal to or higher than the minimum rate of pay prescribed for a GS-16.

b. Procedural Requirements.

- (1) Agreement. No payment for otherwise allowable expenses or for an advance of funds shall be made unless the appointee or student trainee has signed the agreement appropriate in his/her case as provided in 5-0103.
- (2) Travel Before Appointment. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first official station is performed.

c. Allowable Expenses. Items of reimbursement listed below are payable under the conditions prescribed in the part of this regulation governing the allowance in question. Note particularly that not all of the listed items will be applicable in each situation covered by this part.

- (1) Travel expenses including per diem for the appointee or student trainee;
- (2) Transportation for immediate family of appointee or student trainee;
- (3) Mileage if privately owned vehicle is used in travel;
- (4) Transportation and temporary storage of household goods;

- (5) Nontemporary storage of household goods if appointed to a post at an isolated location; and
 - (6) Transportation of mobile home.
- d. Expenses Not Allowable. Items of expense not listed above, which are normally authorized for reimbursement in case of permanent change of station transfers under these regulations (for example, per diem for family, cost of house-hunting trip, subsistence while occupying temporary quarters, miscellaneous expense allowance, residence sale and purchase expenses, lease-breaking expenses) are NOT allowable to employees eligible under 5-0104a.
- e. Alternate Origin and Destination. The points between which travel and transportation expenses are authorized is the individual's place of residence at the time of selection or assignment and the official station to which appointed or assigned; however, travel and transportation expenses may be authorized from and/or to other locations if the new appointee or student trainee pays any excess cost involved in such alternate travel or transportation.
- f. Advance of Funds. An advance of funds for expenses allowable may be made to appointees and student trainees under the procedures prescribed in chapter 6 and the section governing the allowance being considered.

5-0105. OVERSEAS ASSIGNMENT AND RETURN.

- a. Transferees. Employees transferred to, from, and between official stations outside the continental United States are eligible for many of the benefits provided by these regulations, and employees transferred to such stations are eligible for return transportation under the conditions and limitations contained in 5-0105c through 5-0105g. Specific eligibility provisions and applicable limitations are contained in the parts of these regulations relating to the benefits provided.
- b. New Appointees.
- (1) Residence at Time of Appointment. A new appointee to a position outside the continental United States is eligible for certain travel and transportation benefits under these regulations if his/her residence at the time of appointment is in an area other than the area in which his/her official station is located. Under this rule "area" means a foreign country, the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or a territory or possession of the United States.

- (2) Allowable Expenses. Allowances and the parts of this regulation which apply are as follows:
- (a) Travel and per diem for appointees as set forth in sections 2 and 3 of this chapter;
 - (b) Travel for the appointee's immediate family but not per diem as set forth in sections 2 and 3 of this chapter;
 - (c) Mileage to the extent travel is performed by privately owned automobile as set forth in section 3 of this chapter;
 - (d) Transportation and temporary storage of household goods as set forth in section 4 of this chapter;
 - (e) Nontemporary storage of household goods as set forth in 5-0408;
 - (f) Transportation of mobile homes in limited circumstances as set forth in section 5 of this chapter; and
 - (g) Transportation of employee's personal automobile as set forth in section 6 of this chapter.
- (3) Expense Not Allowable. Items of expense not listed above which are authorized for reimbursement under these regulations in the case of transferees; for example, per diem for family, cost of house-hunting trip, subsistence while occupying temporary quarters, miscellaneous expense allowance, residence sale and purchase expenses and lease-breaking expenses, may NOT be authorized for appointees eligible under 5-0105b.
- (4) Alternate Origin or Destination. Travel and transportation benefits authorized are from the employee's residence at time of appointment to his/her official station. If alternate origins or destinations are involved, the cost which will be paid by the Government may not exceed the cost that would have been incurred for the travel or transportation in question between the residence and the official station.

- (5) Advance of Funds. An advance of funds for expenses allowable under 5-0105b(2) may be made to appointees under the procedures prescribed in 5-0106 and the part governing the allowances being considered.

c. Actual Place of Residence Designation.

- (1) Designation by Employee. When an employee is selected for transfer or appointment to a post of duty outside the continental United States, the place of actual residence shall be determined at the time of selection and designated in the written agreement to remain in the Government service for a minimum period of time. An employee hired locally at a location outside the continental United States who claims residence at another location in the United States or its possessions or in the Commonwealth of Puerto Rico at time of appointment, shall designate in writing the claimed place of actual residence for the consideration of the official issuing the travel authorization.
- (2) Determination by DOT Official. Determination of the place of actual residence shall be made by the official issuing the authorization on the basis of all the facts in the record. When there is doubt as to the place of actual residence, the employee is responsible for supplying any further information necessary to support the designation claimed.
- (3) Guidance in Determination of Residence. While it is not feasible to establish rigid standards for what constitutes a place of residence, the concept of residence represented in an existing statutory provision (8 U.S.C. 1101(33)) may be used as general guidance. This concept views residence as the place of general abode, meaning the principal, actual dwelling place in fact, without regard to intent. Determination of the place of actual residence is primarily an administrative responsibility and the place constituting the actual residence must be determined upon the factual circumstances in each case. Examples of factors which shall be considered, whenever applicable, by officials charged with this responsibility are:

- (a) The place of actual residence of a dependent student generally is presumed to be the same as that of the parents and, except in rare instances, this situation would not be changed by the student attending college in another place.
- (b) The place at which the employee physically resided at time of selection for appointment or transfer frequently constitutes the place of actual residence and shall be so regarded in the absence of circumstances reasonably indicating that another location may be designated as the place of actual residence.
- (c) Designation of a place of actual residence in an official document signed by the employee earlier in Government employment shall be regarded as originally intended to be a continuing designation, and the burden is upon the employee to establish clearly that the earlier designation was in error or that later circumstances entitle a different designation to be made. After an employee has been transferred or appointed to a post of duty outside the continental United States, the location of the place of actual residence incorporated in the official records of such employment shall be changed only to correct an error in the designation of residence.
- (d) Presence in the individual's work history of a representative amount of full-time employment at or in the immediate geographic area of the location designated as place of actual residence is a significant factor, but lack of such history does not preclude the designation of the location as place of actual residence.
- (e) The chronological record of individual or family association with a locality is usually significant only in conjunction with an analysis of other circumstances explaining the nature of such association. Frequent or extended visits to a locality must be evaluated in relation to the purpose of the visits and sometimes in relation to the nature of the area itself. For example, vacation visits to a vacation resort area, without the added support of other factors, should not be regarded as adequate to establish a place of actual residence.

- (f) Recognition and exercise by the employee of the privileges and duties of citizenship in a particular jurisdiction, such as voting and payment of taxes on income and personal property are factors for consideration, but application of standards about place of residence should not be such as to discourage employees from property ownership or participation in community affairs at a nonforeign location outside the continental United States.
- d. Return for Separation. When an employee is eligible for return travel and transportation to his/her place of actual residence upon separation after completion of the period of service specified in an agreement executed under 5-0103 or is separated for reasons beyond his/her control and acceptable to the agency concerned, he/she may receive travel and transportation to an alternate location, within or outside the United States, provided the cost to the Government shall not exceed the cost of travel and transportation to his/her residence at the time he/she was assigned to an overseas station. (See 63 Comp. Gen. 281.)
- e. Prior Return of Immediate Family.
- (1) When an Employee is Eligible for Return Transportation. When an employee has become eligible for return transportation by satisfactorily completing an agreed period of service at a post of duty outside the continental United States, the Government shall pay one way transportation expenses for returning the employee's immediate family and household goods prior to the employee's return to his/her place of actual residence in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, or the United States territories or possessions.
- (2) Return for Compassionate Reasons. One-way transportation expenses for the return of the employee's immediate family and his/her household goods also may be paid without regard to the employee's completion of an agreed period of service provided it has been determined by the head of the organization concerned that the public interest requires the return of the immediate family for compelling personal reasons of a humanitarian or compassionate nature, which may involve physical or mental health, death of a member of the immediate family, or obligations imposed by authority or circumstances over which the individual has no control.

1-2-85

- (3) Limited to One Return Trip. Expenses allowed as provided in 5-0105e(1) and (2) above shall be paid by the Government not more than one time during each agreed period of service.
 - (4) Part of Household Goods Retained Overseas. In connection with the prior return of his/her family the employee may elect to retain a portion of the household goods with him/her at the post of duty and ship the remainder to his/her place of actual residence. In such an instance, the Government will pay for shipment of both parts of the household goods, provided the aggregate weight of both shipments does not exceed the applicable weight limits.
 - (5) Alternate Destination. If the employee's immediate family and household goods are returned to a location in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, or to a United States territory or possession other than the place of actual residence therein, the allowable expenses shall not exceed those allowable for return over a usually traveled route between the post of duty and the place of actual residence.
 - (6) Prior Return at Employee's Expense - Reimbursement. There may be circumstances in which an employee elects to return his/her immediate family and the household goods or any part thereof at his/her own expense to any of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, or a United States territory or possession when he/she is not eligible for such transportation under 5-0105e. In such an instance, after the employee becomes eligible for transportation at Government expense, he/she may be reimbursed for the proper expenses which have been paid. The employee will be reimbursed in accordance with the applicable provisions of 5-0105e only for expenses which are supported by receipts or other appropriate documentation furnished to the Government in accordance with receipt requirements of this Manual. (See chapter 9.)
- f. Return of Former Spouse and Dependents. These provisions are also applicable to the spouse and dependents of an employee who have traveled to the employee's overseas post of duty as dependents at Government expense,

even if, because of divorce or annulment, such individuals will have ceased to be dependents as of the date the employee becomes eligible for return travel. Travel of such former dependents is authorized under the employee's next entitlement to return travel but not beyond the end of the employee's current agreed tour of duty.

- g. Return of Family Member Over 21. With respect to overseas travel, if a member of the immediate family reaches his/her twenty-first birthday while the employee is assigned to duty overseas, that person may be returned to the United States (or foreign location at which the actual residence is located) at Government expense, provided his/her last travel overseas was at Government expense as a member of the employee's immediate family. Return of that person is authorized by the employee's next entitlement to travel to the United States (or foreign location at which the actual residence is located) but not beyond the end of the employee's current agreed tour of duty.
- h. Overseas Tour Renewal Agreement Travel. Employees may be eligible to receive allowances for travel and transportation expenses for the purpose of returning home to take leave between tours of duty overseas as provided herein. These provisions are applicable to employees serving tours of duty at posts of duty outside the United States. These provisions are also applicable to employees serving tours of duty in Alaska or Hawaii but only under the conditions specified below. (Reference: Public Laws 97-253 of September 8, 1982, and 97-346 of October 15, 1982.)

(1) Eligibility. Employees may be eligible to receive allowances for travel and transportation expenses for returning home between tours of duty overseas under criteria set forth below:

(a) Eligibility Requirements for All Areas Outside the Continental United States. In order to be eligible for allowances under this paragraph, an employee prior to departure from the post of duty outside the continental United States must have:

- 1 Satisfactorily completed an agreed period of service or the prescribed tour of duty for return travel entitlement;

- 2 Entered into a new written agreement for another period of service at the same or another post of duty outside the continental United States. The agreement shall cover costs incident to the travel to the employee's place of actual residence or alternate location and return and any additional cost paid by the Government as a result of a transfer of the employee to another official station overseas at the time of the tour renewal agreement travel; but the agreement will be for 12 months with respect to the transfer costs; and
- 3 Qualified for eligibility status under the provisions of (b) and/or (c), below, if the post of duty involved is located in Alaska or Hawaii.

(b) Employees Stationed in Alaska or Hawaii on September 8, 1982. An employee whose status on September 8, 1982, was any one of the situations listed in 1, 2, or 3, below, involving a post of duty in Alaska or in Hawaii will continue to be eligible to receive allowances for travel and transportation expenses for tour renewal agreement travel provided that the employee continues to serve consecutive tours of duty at posts of duty within Alaska or at posts of duty within Hawaii. Transfers between a post of duty in Alaska and a post of duty in Hawaii will not constitute consecutive tours of duty for purposes of continuing eligibility under the provisions of this subparagraph. On September 8, 1982, the employee must have been:

- 1 Serving a current tour of duty in Alaska or Hawaii on that date;
- 2 En route to a post of duty in Alaska or Hawaii under a written agreement to serve a tour of duty; or
- 3 Engaged in tour renewal agreement travel and have entered into a new written agreement to serve another tour of duty in Alaska or in Hawaii.

(c) Employees Assigned, Appointed, or Transferred to a Post of Duty in Alaska or Hawaii After September 8, 1982.

1 Except for situations described in (b), above, the travel and transportation expenses allowable for tour renewal agreement travel may not otherwise be authorized for employees assigned, appointed, or transferred to a post of duty in Alaska or Hawaii after September 8, 1982, unless it is determined under criteria prescribed in the Departmental Personnel Manual (DPM) that payment of these expenses is necessary for the purpose of recruiting or retaining an employee for service of a tour of duty at a post of duty in Alaska or Hawaii. This authority must be used sparingly and only when required to fulfill staffing needs to accomplish the organization's mission. These provisions are intended to ensure the availability of well qualified employees or those employees with special skills and knowledge who are not available in the local area, and to fill positions in remote areas. The determination that it is necessary to pay the expenses of tour renewal agreement travel as a recruiting or retention incentive in order to fill a particular position in Alaska or Hawaii shall be reviewed periodically but not less than every five years.

2 The payment of travel and transportation expenses for tour renewal agreement travel for recruiting or retention purposes is limited to two round trips beginning within 5 years after the date the employee first begins any period of consecutive tours of duty in Alaska or Hawaii. Employees shall be advised in writing of this limitation.

(d) Affect on Other Allowances. The provisions of (b) and (c), above, do not affect the provisions governing overseas assignments and return for employees transferred or new appointees to posts of duty in Alaska and Hawaii.

(2) Allowable Travel and Transportation.

- (a) Destination. An eligible employee and his/her immediate family shall be allowed expenses for travel from the post of duty outside the continental United States to the place of actual residence at the time of assignment to a post of duty outside the continental United States. Those expenses shall also be allowed from the place of actual residence upon return to the same or another post of duty outside the continental United States; except with respect to Alaska and Hawaii, the return must be to a post of duty located within the same State (Alaska or Hawaii) as the post of duty at which the employee served immediately prior to tour renewal agreement travel.
- (b) Allowances. These allowances are payable in accordance with the provisions of chapters 3 and 4 and are limited to per diem and transportation costs for the employee and transportation costs (but not per diem) for the immediate family. If a transfer is also involved, family per diem may be paid as authorized by 5-0202 to the extent such per diem is payable incident to direct travel between posts of duty.
- (c) Alternate Destination. An employee and his/her family may travel to a location in the United States, its territories or possessions, or Puerto Rico as an alternate destination when the place of actual residence is in another country; however, an employee whose place of actual residence is in the United States must spend a substantial amount of time in the United States, its territories or possessions, or Puerto Rico incident to travel under 5-0105h to be entitled to the allowance authorized. The amount allowed for travel and transportation expenses when travel is to an alternate location shall not exceed the amount which would have been allowed for travel over a usually traveled route from the post of duty to the place of actual residence and for return to the same or a different post of duty outside the continental United States as the case may be.

(3) Limitations.

(a) Husband and Wife Both Employed. If a husband and wife are both employed in the immediate geographic area by the same or different agencies as employees under the terms of these regulations, the allowances authorized in 5-0105h shall apply to each employee separately, in which instance, neither of them is eligible for any allowances as the spouse; or to either of them, in which instance, one is considered the head of the household and the other is eligible for allowances as the spouse. In applying these alternatives, other members of the immediate family shall not receive duplicate allowances because of the fact that both husband and wife are employees. A determination as to which of the two alternatives is selected shall be made in writing and shall be signed by both husband and wife. A copy of this determination shall be filed with the agency in which each is employed.

(b) Local Hires Not Eligible.

1 Married Persons in Area with Spouse. An employee hired locally is not eligible for allowances under 5-0105h if married to a person who is in the immediate geographic area because of duty as a member of the Foreign Service or the uniformed services (as defined in title 37, U.S.C.) or in the area as a private individual (including persons employed by private individuals or non-Federal organizations.)

2 Minors in Area with Parents. An employee hired locally who is unmarried and under 21 years of age is not eligible for allowances under 5-0105h if a parent of the employee is in the immediate geographic area as a member of the Foreign Service, a member of the uniformed services (as defined in title 37 U.S.C.), a civilian employee under the terms of these regulations, a private individual, or an employee of a private individual or a non-Federal organization.

- 3 Denial of Allowance to Eligible Local Hires. Under regulations prescribed by the Head of the Operating Administration concerned, the Operating Administration may in its discretion refuse eligibility for allowances under this part to an employee who was hired locally and who did not sign a written agreement, provided that the Operating Administration notifies the employee of its intention before the employee has completed a period of service equal to the period generally applicable to their employees and serving at the post of duty concerned or in the same geographic area.
- (4) Liability of Employee - Noncompliance with New Agreement. An employee who for reasons not beyond his/her control and not acceptable to the Department fails to complete the period of service specified in a new service agreement is obligated for expenses and for allowances paid to him/her.
- (a) Failure to Complete Initial Year of Service. If the employee fails to complete one year of service under a new agreement, he/she is indebted to the Government for any amounts spent by the Government for (i) his/her transportation and per diem and transportation for his/her immediate family from the post of duty to his/her place of actual residence and from the place of actual residence to the last post of duty where he/she failed to complete a year of service, (ii) transportation for any member of the immediate family who traveled from the former to the last post of duty without going to the actual place of residence, (iii) transportation of his/her household goods from the former post of duty to the last post of duty (including amounts spent for packing, crating, drayage, unpacking, and temporary storage), and (iv) any other allowances paid under these regulations when a transfer of official station is involved. In addition, the employee must bear the expense of transportation for himself/herself, and the family and household goods from the last post of duty to the place of actual residence, and he/she is indebted to the Government for any amounts spent by the

Government for these purposes. In these circumstances, however, the employee is entitled to an allowance because of the fact that, prior to his/her current agreement which he/she did not complete, he/she completed an agreed period of service for which he/she did not receive all allowances to which he/she was entitled. For this reason, the employee in such an instance is entitled to allowances for the return of himself/herself, and the family and household goods (including costs of packing, crating, drayage, unpacking, and temporary storage) from the post of duty at which the former period of service was completed to the actual place of residence. Since he/she did not avail himself/herself of this entitlement, the costs that would have been incurred for that purpose may be applied as a setoff against the indebtedness described herein. If the amount of this setoff is less than the indebtedness, the difference is a debt due the United States. If the setoff is larger than the indebtedness, the difference will be applied to the costs, for which the employee is responsible, of moving the employee, the family and household goods from the post of duty where he/she failed to complete a year of service to the place of actual residence. If the amount available to be applied to these costs equals or exceeds the costs, the Government will procure and pay for such transportation in full. If the amount available is less than the costs, the Government may procure and pay for the transportation and obtain reimbursement from the employee for the difference between the total costs and the amount to be applied against the costs or allow the employee to pay the total costs and reimburse him/her for the applicable amounts upon submission of an appropriate voucher.

- (b) Failure to Complete Agreed Period After Initial Year. If the employee completes 1 year or more of service under a new agreement but does not complete the entire period of service specified in the agreement, he/she is not indebted to the Government for amounts spent by the Government for transportation and per diem for the employee and for transportation of his/her immediate family from the post

of duty at which he/she completed the previous tour of duty to his/her place of actual residence and from the place of actual residence to the post of duty at which he/she failed to complete the agreed upon tour of duty. Furthermore, if the post of duty where the employee failed to complete his/her agreement is not the same as the place where he/she did complete his/her previous assignment, he/she is not indebted for the costs of transporting any members of the immediate family who traveled from the former to the latter post of duty without going to the actual place of residence, nor for the costs of transporting his/her household goods between these two posts of duty, including any related costs of packing, crating, drayage, unpacking, and temporary storage or for other allowances paid under these regulations incident to the transfer of official station. However, under these circumstances, the employee must bear the costs of transportation for himself/herself and the immediate family and household goods from the post of duty at which he/she did not complete the agreed upon tour of duty under the new agreement to the place of actual residence. However, the employee shall be allowed credit for an amount equal to the costs of transporting from the post of duty at which the former period of service was completed to the place of actual residence the household goods and any members of the immediate family who did not accompany him/her when he/she returned to the place of actual residence incident to renewal agreement toward the costs of return to the actual residence. The amount allowable and the costs involved shall be computed in the same manner as provided in 5-0105h(4)(a) above.

5-0106. USE OF FUNDS.

a. Advance of Funds.

- (1) Basis. An employee may be advanced funds for use while traveling and for certain expenses which he/she may incur incident to a transfer based on his/her prospective entitlement to reimbursement for those expenses after they are incurred.

- (2) Rules. Advances and collection of advances by deduction from the employee's voucher are subject to chapter 6.
 - (3) Anticipated Entitlements Which May Justify an Advance. The expected entitlement of an employee to reimbursement for the expenses listed below will form the basis for payment of a travel advance. Specific authority with regard to each type of expense is contained in the parts of this Manual as indicated below:
 - (a) Per diem or actual subsistence expenses, mileage, and common carrier costs incident to his/her change of official station travel as set forth in sections 2 and 3 of this chapter;
 - (b) Authorized househunting trips as set forth in section 7 of this chapter;
 - (c) Subsistence while occupying temporary quarters as set forth in section 8 of this chapter;
 - (d) Transportation and temporary storage of household goods as set forth in section 4 of this chapter;
 - (e) Transportation of mobile homes as set forth in section 5 of this chapter; and
 - (f) Transportation and storage of employee's automobile as set forth in section 6 of this chapter.
- b. Funding of Transfers Between Agencies (including Departmental activities). In the case of transfer from one agency to another, allowable expenses shall be paid from the funds of the agency to which the employee is transferred. However, in transfers between agencies for reasons of reduction-in-force or transfer of functions, expenses allowable under these regulations (see exclusions below) may be paid in whole or in part by the agency from which the employee is transferred or by the agency to which he/she is transferred as may be agreed upon by the heads of the agencies concerned except as excluded in (1) and (2), below:
- (1) Nontemporary storage when assigned to an isolated permanent duty station within the continental United States; and

- (2) Transfers to, from, or between foreign countries except the areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979).

5-0107. TIME LIMITS FOR TRAVEL AND TRANSPORTATION. All travel not subject to the Foreign Affairs Manual, including that for the immediate family, and transportation, including that for household goods and personal effects allowed under this section, should be accomplished as soon as possible. The maximum time for beginning allowable travel and transportation shall not exceed two years from the effective date of the employee's transfer or appointment, except that:

- a. The two-year period is exclusive of the time spent on furlough for an employee who begins active military service before the expiration of such period and who is furloughed for the duration of the assignment to the post of duty for which transportation and travel expenses are allowed.
- b. The two-year period does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred or appointed to or from a post of duty outside the continental United States.
- c. The two-year period shall be extended for an additional period of time not to exceed one year, unless the two-year time limitation for completion of residence transactions is extended under paragraph 5-0901e(2).

5-0108. WITHHOLDING INCOME TAX ON REIMBURSEMENT AND ALLOWANCES FOR CERTAIN EXPENSES IN CONNECTION WITH A PERMANENT CHANGE OF STATION. The enactment of the Tax Reform Act of 1969 (Public Law 91-172, December 30, 1969), as amended by the Tax Reform Act of 1976 (Public Law 94-455, October 4, 1976), broadened the scope of moving expenses which may, for income tax purposes, be deducted by an employee from gross income and for which the related reimbursement or allowance is not subject to tax withholding.

- a. Federal Income Tax. Withhold Federal income tax at the rate of 20 percent on reimbursement of moving expenses within the following prescribed limitations:
 - (1) The aggregate amount reimbursed in excess of \$1,500 for a househunting trip (including per diem and the value of any transportation requests involved) and temporary quarters.

- (2) The aggregate amount reimbursed in excess of \$3,000 for the sale and/or purchase of a residence, or lease expense, reduced by the aggregate reimbursed (not in excess of \$1,500) for the househunting trip and temporary quarters. For example, if the employee is reimbursed \$1,200 for a househunting trip and temporary quarters, any amount reimbursed over \$1,800 for the sale and/or purchase of a residence or unexpired lease would be withheld (for Federal Income Tax purposes) at the 20 percent rate.
 - (3) Allowances for miscellaneous moving expenses.
- b. State Income Tax. It is not considered practical to withhold State income tax from reimbursements and allowances involving a permanent change of station. However, the gross amount paid will be included on the W-2, Wages and Tax Statement, furnished to the proper State in accordance with existing agreement between the State and the Treasury Department. The employee will make such adjustments in his gross income as provided by the State when he files his State tax return.

5-0109. AGENCY RESPONSIBILITY.

- a. Reasonable Advance Notice of Reassignment or Transfer. As provided in 5 U.S.C. 5724(j) (Public Law 98-151, November 14, 1983), ". . . the reassignment or transfer of any employee, for permanent duty, from one official station or agency to another which is outside the employee's commuting area shall take effect only after the employee has been given advance notice for a reasonable period. Emergency circumstances shall be taken into account in determining whether the period of advance notice is reasonable." Each employee shall be given as much advance notice as possible to enable them to begin the arrangements necessary when relocating family and residence. A reasonable period of advance notice should not be less than 30 days except when: (1) The employee and both the losing and gaining agencies agree on a lesser period; (2) other statutory authority and implementing regulations stipulate a lesser period (see Office of Personnel Management regulations for specified timeframes); or (3) emergency circumstances prevail.

- b. Travel Authorization. When it is determined that a relocation will be authorized at Government expense, a written travel authorization shall be issued to the employee prior to the employee's relocation to the new official station. The employee, or individual selected for appointment should be advised not to incur relocation expenses in anticipation of a relocation until he/she has received written notification. The travel authorization shall indicate the specific allowances which are authorized as provided in these regulations. The guidelines in chapter 2 on issuance of travel authorizations shall be followed.
- c. New Appointees. Because new appointees usually lack experience in Government procedures, each Operating Administration and the Office of the Secretary shall adopt measures to provide full information to new appointees concerning the benefits which may be available to them for travel and transportation involved in reporting to their official stations. Special care shall be taken to inform appointees of the limitations on available benefits and to prevent any misinformation from being given to appointees who are not eligible for payment of travel and transportation costs.
- d. All Employees. The Employee Change of Station Information and Questionnaire form (DOT F 1500.10) should be used in connection with each employee change of station. Copies of the form can be obtained through usual forms supply sources.

5-0110. APPLICABLE PROVISIONS FOR REIMBURSEMENT PURPOSES. Because of successive changes to the provisions of these regulations governing relocation allowances and the extended period of time that employees retain eligibility for certain allowances, the reimbursement maximums or limitations applicable to certain allowances will not be the same for all employees even though claims may be filed within the same timeframe. The provisions of these regulations in effect on the employee's or new appointee's effective date of transfer or appointment shall be used for payment or reimbursement purposes. A summary of the allowance levels in effect on specific dates is provided in Appendix E for reference purposes.

SECTION 2. PER DIEM IN CONNECTION WITH PERMANENT
CHANGE OF STATION

5-0201. FOR THE EMPLOYEE. Per diem in lieu of subsistence expenses shall be allowed in accordance with the provisions of this chapter; however, the 10-hour limitation proviso with respect to travel of 24 hours or less shall not be applied in computing the amount of per diem allowance. This part applies to travel of transferred employees, new appointees, and employees assigned to posts of duty outside the continental United States in connection with overseas tour renewal agreement travel and return travel to places of residence for the purpose of separation.

5-0202. FOR MEMBERS OF AN EMPLOYEE'S IMMEDIATE FAMILY.

a. Per Diem Allowance When En Route Between Employee's Old and New Official Stations. When an employee is transferred, an allowance shall be paid for per diem in lieu of subsistence expenses incurred by the employee's immediate family while traveling between the old and new official stations regardless of where the old and new stations are located. If the actual travel involves departure or destination points other than the old or new official stations, the per diem allowance shall not exceed the amount to which members of the immediate family would have been entitled if they had traveled by the usually traveled route between the old and new official stations. In computing the per diem allowance under provisions of this chapter, the 10-hour limitation proviso with respect to travel of 24 hours or less shall not be applied. The maximum allowable per diem rates are as follows:

(1) For the Spouse.

(a) When Accompanying the Employee. When the spouse accompanies the employee, the spouse is authorized three-fourths of the per diem rate to which the employee is entitled. However, under this provision, the minimum per diem rate shall be \$6 unless the employee receives a per diem rate of less than \$6 and, in that instance, the spouse will receive the same rate as the employee.

(b) When Not Accompanying the Employee. When the spouse is not accompanying the employee, the spouse is authorized the per diem rate to which the employee is entitled. In such instance the travel time of the employee and the amount of per diem allowance paid the employee are not factors in computing the amount of per diem

1-2-85

allowance for travel of the spouse. (When more than one privately owned automobile is used, the spouse shall be considered to have been accompanied by the employee if travel is performed on the same days along the same general route.)

- (2) For Each Other Member of the Employee's Immediate Family. Three-fourths of the per diem rate to which the employee is entitled is authorized for each other member age 12 or older, and one-half of the per diem rate to which the employee is entitled is authorized for each child under 12 years of age. However, under this provision the minimum per diem rate shall be \$6 unless the employee received a per diem rate of less than \$6 and, in that instance, the member shall receive the same rate as the employee.

b. Exclusions. These provisions do not authorize payment of per diem allowance for members of the immediate families of:

- (1) New appointees, including shortage category personnel;
- (2) Employees assigned to posts of duty outside the continental United States traveling in connection with overseas tour renewal agreement travel;
- (3) Employees assigned to posts of duty outside the continental United States returning to places of actual residence for separation; or
- (4) Employees assigned under the Government Employees Training Act (5 U.S.C. 4109).

5-0203. ADVANCE TRIP TO SEEK NEW RESIDENCE. An employee transferring within the continental United States may be authorized per diem for a round trip between the old and new stations for the purpose of finding a residence at the new station. The advance trip may be authorized in accordance with section 7 of this chapter. Per diem shall be paid at the rates authorized in this section for change of station en route travel for employee and spouse.

5-0204. PER DIEM FOR PRIVATELY OWNED CONVEYANCE TRAVEL. Per diem for change of station travel by privately owned conveyance will be computed using the per diem computation rules in this chapter for the actual travel time not to exceed one day's per diem for each 350 miles driven. For less than a full day's travel, when the actual travel is less than 350 miles a day, one quarter of the rate will be payable for each quarter of 350 miles (1-88, 89-175, 176-263, 264-350) applicable to that day.

SECTION 3. CHANGE OF STATION TRAVEL

- 5-0301. FOR THE EMPLOYEE. This part applies to travel of transferred employees, new appointees, and employees assigned to posts of duty outside the continental United States in connection with overseas tour renewal agreement travel and upon return to places of residence for the purpose of separation.
- 5-0302. FOR MEMBERS OF AN EMPLOYEE'S IMMEDIATE FAMILY. Travel and transportation expenses of dependents (see definition in Appendix A) at Government expense may be authorized or approved in connection with permanent change of station travel both within and outside the continental United States. Travel and transportation expenses of dependents are based upon the entitlement of the employee concerned. The conditions and restrictions on travel and transportation entitlements for dependents of employees traveling overseas under the provisions of the Foreign Service Act of 1980, as amended, are governed by Volume 6 of the State Department Foreign Affairs Manual. Other dependents of employees traveling within the continental United States and to or from locations outside the continental United States which are not considered foreign posts under the Foreign Service Act, (Alaska, Hawaii and other U.S. possessions and territories) are subject to the provisions of this Manual. For situations under which per diem will be allowed for dependents see section 2 of this chapter. Except as otherwise provided, transportation and/or per diem for dependents is limited to that allowable for uninterrupted travel by the authorized mode over a usually traveled route between the old and new duty stations. There is no entitlement to any additional transportation or per diem for dependents who accompany the employee on temporary duty assignments.
- 5-0303. TRAVEL AND TRANSPORTATION TO AND WITHIN THE CONTINENTAL UNITED STATES.
- a. When Authorized. Travel and transportation expenses of dependents may be authorized in connection with an employee's permanent change of station from one duty station to another. For a househunting trip for the spouse incident to an employee's transfer, see section 7 of this chapter. Transportation expenses of dependents may be authorized in connection with travel to first duty stations of appointees to shortage category positions.
 - b. Origin and Destination. Transportation of dependents may originate at the employee's old permanent duty station or at some other point, or partially at both. The destination may be the new permanent duty station, some other point selected by the employee, or both. The cost to the Government, however, will not exceed the cost of transportation by a usually traveled route between the

old permanent duty station and the new permanent duty station. When the travel is to the first duty station, the cost to the Government will not exceed the cost of transportation from the place of actual residence at the time of appointment to the permanent duty station by a usually traveled route.

- c. Mode and Routing of Transportation. Mode and routing of transportation authorized for dependents will be in accordance with chapter 3. Dependents may accompany an employee by common carrier or by privately owned conveyance, or they may travel unaccompanied.
- d. Transportation Expenses Allowable. Reimbursable transportation expenses which may be allowed include, but are not necessarily limited to, the following:
 - (1) Cost of purchased commercial transportation not covered by transportation requests.
 - (2) Necessary and reasonable taxi fares to, from, and between transportation terminals.
 - (3) Charges for transfer and storage of baggage under certain conditions (33 Comp. Gen. 610 and B-144916 dated June 19, 1964).
 - (4) Mileage allowance for travel by privately owned conveyance subject to the reimbursement conditions and limitations as stated in 5-0310.

5-0304. TIME LIMITATION.

- a. All travel authorized for dependents must begin within 2 years from the effective date of the employee's transfer or appointment. Every possible effort should be made to commence travel at the earliest practicable date. If an employee enters upon active military duty at any time prior to the expiration of such period, the two-year period will be exclusive of the time spent in military service. For movement of dependents which has been delayed incident to successive permanent change-of-station assignments see paragraph 5-0305.
- b. Transportation of dependents from overseas will begin as soon as practicable after the effective date of the employee's change of permanent duty station or return for separation. If practicable dependents will travel concurrently with the employee, or as soon thereafter as appropriate transportation is available.

- c. When the employee is being returned for separation, transportation of employee and dependents must be accomplished within a reasonable time after separation or the transportation entitlement is forfeited. The authorizing official may authorize delayed travel for a reasonable period not to exceed 90 calendar days from date of separation. Under unusual extenuating circumstances which, in the opinion of the authorizing official concerned, warrant a longer period of delay, such transportation may be delayed up to two years from the date of separation.
- d. The two-year period shall be extended for an additional period of time not to exceed one year when the two-year limitation for completion of residence transactions is extended under section 9 of this chapter.

NOTE: Time limitations pertaining to residence transactions are in chapter 5, section 9, and those pertaining to beginning occupancy of temporary quarters are in chapter 5, section 8.

- e. To calculate the two-year period for beginning travel, the first day of the transfer is excluded and the last day of the two-year period is included (Comptroller General decision B-185726, August 12, 1976).

5-0305. SUCCESSIVE PERMANENT CHANGE-OF-STATION ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HOUSEHOLD GOODS TO LAST DUTY STATION.

- a. Entitlement Limitation. When there are successive permanent changes of station and movement of dependents and/or household goods is delayed until transfer to the latest station, movement is allowed by the usual direct route between the first and last official stations, provided the two-year limitation under the authorization for the first transfer has not expired. If the two-year limitation has expired with regard to the transfer from the first duty station, entitlement is limited to that from a subsequent duty station, where the two-year limitation has not expired, to the last duty station.
- b. Overseas Employees. Upon an overseas employee's execution of a new employment agreement at a different location or upon execution of a renewal agreement without a change of station, the transportation of a dependent, who remained at the employee's place of residence in the U.S., may be authorized from the employee's place of residence in the U.S. to the overseas duty station irrespective of the expiration of the two-year limitation which ran from the effective date of the original transfer overseas. Where an

employee performs home leave or renewal agreement travel, the employee's dependents may travel separately, but within two years from the date the employee enters on duty under the new employment agreement (Comp. Gen. decision B-137605, March 17, 1961).

5-0306. DEPENDENTS' ENTITLEMENT UPON ASSIGNMENT, REASSIGNMENT OR TRANSFER OF A CURRENT EMPLOYEE TO OR BETWEEN STATIONS OUTSIDE CONUS (PUERTO RICO, THE CANAL ZONE AND OTHER POSSESSIONS AND TERRITORIES OF THE U.S.).

- a. When a current employee is assigned to a duty station outside the continental United States (CONUS) or is reassigned or transferred between permanent duty stations at different locations outside CONUS not covered by the Foreign Affairs Manual, transportation entitlement for dependents will be from the old permanent duty station to the new permanent duty station. When the employee has earned entitlement for return transportation to his/her place of actual residence in the United States or other country of residence, he/she may elect to have his/her dependents return to such place of actual residence.
- b. When a person recruited in the continental United States is initially appointed for assignment to a permanent duty station outside CONUS, transportation entitlement for dependents will be from the place of the employee's actual residence at the time of appointment to the permanent duty station.
- c. When a person recruited outside the continental United States is initially appointed for assignment to a permanent duty station outside CONUS in a different geographical locality from that in which the place of actual residence is located, transportation entitlement for dependents will be from the place of actual residence to the permanent duty station, unless otherwise authorized.

5-0307. ENTITLEMENT TO RETURN TRANSPORTATION. When an employee permanently stationed at a post of duty outside the continental limits of the United States has earned return rights in accordance with his/her agreement, the Department will pay, in addition to other allowable expenses, the one-way transportation expenses for returning the employee's immediate family to his/her place of actual residence in the 50 States, District of Columbia, Puerto Rico, or United States possessions or territories.

- a. A dependent who reached his/her majority (21 years of age) while in the overseas area, may be returned to the United States at Government expense provided his/her last travel overseas was at Government expense as a member of the employee's immediate family.

- b. If dependents elect to remain in an overseas area after the employee returns, the employee may not be paid the constructive cost of their transportation in lieu of their return.
- c. If an employee violates his/her agreement or is otherwise ineligible for return transportation, his/her immediate family is likewise ineligible for return transportation at Government expense.

5-0308. EARLY RETURN OF DEPENDENTS. The DOT will pay one-way return expenses for an employee's immediate family or will reimburse the employee for such expenses under specified circumstances.

- a. The DOT will pay the one-way transportation expenses if the employee has not yet completed his/her agreed period of service, provided the head of the office (or official acting in that capacity) determines, in writing, that the public interest requires the return of the immediate family for compelling personal reasons of a humanitarian or compassionate nature, such as may involve:
 - (1) Physical or mental health,
 - (2) Death of a member of the immediate family, or
 - (3) Obligations imposed by authority under circumstances over which the individual has no control.
- b. When one or more of an employee's dependents return other than for reasons in the public interest as provided in subparagraph a, transportation will be at the personal expense of the employee. In such cases, the employee will be reimbursed for the expenses incurred when he/she becomes eligible for return at Government expense. Receipts or other appropriate documentation will be required in accordance with receipt requirements of this Manual.

5-0309. LIMIT ON RETURN TRANSPORTATION EXPENSES. The return transportation expenses provided in paragraphs 5-0307 and 5-0308 may be paid to the place of actual residence or to such other location in the 50 States, District of Columbia, Puerto Rico, or United States territory or possession as the employee may elect, provided the allowable expenses shall not exceed those allowable for return over a usually traveled route between the post of duty and the place of actual residence. The expenses allowed will be paid not more than one time during each agreed upon period of service.

5-0310. USE OF PRIVATELY OWNED VEHICLE.a. Applicability.

- (1) When an employee, with or without an immediate family, who is eligible for transportation expenses in connection with a change of station elects to use a privately owned vehicle for such travel, such use is automatically deemed to be advantageous to the Government. This determination also applies to:
 - (a) Employees returning from posts of duty outside to places within the continental United States for separation.
 - (b) New appointees, including persons appointed to positions in the 50 States and the District of Columbia for which the Office of Personnel Management determines there is a personnel shortage, persons appointed to positions in the Senior Executive Service and persons appointed to positions with minimum pay equal to GS-16 level by the President with the consent of the Senate. Student trainees who are assigned to shortage positions upon completion of college work are also eligible, provided they previously did not receive the entitlement when appointed as student trainees.
- (2) The provisions of this paragraph do not apply to round trip travel of employees for leave purposes between tours of duty in connection with assignment to posts of duty outside the continental United States. Likewise, they do not apply to employees traveling under the provisions of the Foreign Service Act of 1980.

b. Standard Daily Mileage Requirements.

- (1) Minimum Distance. An employee traveling by automobile as advantageous to the Government is expected to travel a minimum distance of 350 miles a day on both workdays and nonworkdays.
- (2) Leave Charges. Any excess travel time occurring during normal duty hours will be charged to annual leave, unless failure to maintain the standard is justified and administratively approved on the voucher. Justifiable conditions include, but are not limited to: age and/or physical condition of travelers; unusual road conditions due to weather or detours; unusual terrain, such as mountain roads

1-2-85

or Alcan Highway; or conditions requiring speed reduction, such as hauling a trailer, carrying baggage or household goods (not a trailer transporting a boat).

- (3) Per Diem. Per diem will be computed on the basis of actual driving time but will not exceed an amount computed on the basis of reasonable driving distances as stated in subparagraph (1). In addition, for partial mileage situations one-fourth of the per diem rate will be payable for each one fourth of the prescribed daily minimum distance of 350 miles (1-88, 89-175, 176-263, 264-350).

c. Mileage Rates.

- (1) Standard Rates. The mileage rates for employees for their travel and the travel of the immediate families are prescribed in rates 8 through 11, Appendix C.
- (2) Higher Rates in Special Circumstances. Officials, who have been delegated the authority to authorize travel, may IN ADVANCE OF ACTUAL TRAVEL specify in the travel authorization higher mileage rates, not in excess of rate 11, Appendix C, for individual transfers of employees or for transfers of groups of employees when:
- (a) Employees are expected to use privately owned vehicles on official business while assigned to the new duty stations.
- (b) The constructive cost of common carrier facilities provided between the old and new stations, the related constructive taxicab fares to and from terminals and the per diem allowance prescribed justify a higher mileage rate as advantageous to the Government.
- (c) The cost of driving a privately owned automobile to and from official stations located outside the continental United States justifies a higher mileage rate as advantageous to the Government.

d. Use of More Than One Privately Owned Vehicle.

- (1) Normally the use of only one privately owned vehicle may be authorized as being advantageous to the Government in connection with official change of station moves. However, more than one vehicle may be authorized as advantageous to the Government when justified under the following special circumstances:
- (a) If there are more members of the immediate family than reasonably can be transported, together with baggage, in one automobile.
 - (b) If because of age or physical condition of a family member special accommodations are necessary in transporting the member of the immediate family in one vehicle, and a second automobile is required for travel of other members of the immediate family.
 - (c) If an employee must report to a new official station in advance of travel by members of the immediate family who delay travel for acceptable reasons such as:
 - 1 Completion of school term,
 - 2 Sale of property,
 - 3 Settlement of personal business affairs,
 - 4 Disposal or shipment of household goods and personal effects, or
 - 5 Temporary unavailability of adequate housing at the new duty station.
 - (d) If, in advance of the employee's reporting date, his/her immediate family must travel to the new official station for an acceptable reason, such as to enroll children in school at the beginning of the school term.
 - (e) If a member of the family performs unaccompanied travel between authorized points other than those for the employee's travel.

- (2) In all instances where more than one automobile is used, justification acceptable to the authorizing or approving official must be included in the travel authorization or travel voucher for allowances (mileage rates and per diem, if any) to be applied for each automobile and the occupants thereof. If the justification is not acceptable, the allowances shall be computed as if all persons involved traveled in one automobile.
- e. Travel to Seek Residence Quarters. When authorized, use of privately owned automobile in connection with round trip travel to seek residence quarters will be considered advantageous to the Government and the mileage allowances are those prescribed for change of station travel in Appendix C.
 - f. Parking Fees, Tolls, and Related Expenses. Parking fees; road, bridge and tunnel tolls; and ferry fares, may be reimbursable in connection with change of station travel.
 - g. Use of Ocean Ferries for Change of Station Travel.
 - (1) An employee will be authorized reimbursement for privately owned vehicle change of station travel involving use of ocean-going car ferry. Reimbursement is limited to instances in which transportation of the vehicle would otherwise have been authorized for an equal or greater distance.
 - (2) Change of station mileage in accordance with Appendix C is payable for the distance from the allowable origin to the car ferry port of embarkation and from the car ferry port of debarkation to the allowable destination. (If more than one car ferry is used, mileage will be allowed for the official distance overland from each port of debarkation of one car-ferry leg of the journey to the port of embarkation of the next car-ferry leg of the journey.) In addition, a transportation request or reimbursement for the cost of personal transportation is authorized for the employee and immediate family by the mode of transportation authorized in the employee's travel authorization between the points that driving the privately owned vehicle was not required.
 - (3) Travel authorizations must specifically authorize the use of ocean going car ferries. Where foreign flag ocean car ferries are used, the statement concerning nonavailability of United States registered carriers required by paragraph 3-0204c must be attached to the reimbursement voucher.

SECTION 4. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

- 5-0401. APPLICABILITY. Employees having met the general employment requirements, as contained in this Manual, are eligible for transportation and temporary storage of their household goods, subject to the provisions of this section, when they are transferred, regardless of whether they have official stations within or outside the continental United States; when they are appointed to positions in which Government transportation to the first official station is allowable; or when they are separated after completion of a period of service overseas.
- 5-0402. GENERAL LIMITATIONS.
- a. Maximum Weight Allowance. The maximum weight of household goods which may be transported, or stored in connection therewith, at Government expense is limited to 18,000 pounds net weight for all employees whose effective date of transfer or appointment was on or after November 14, 1983. For employees whose effective date of transfer was October 1, 1982 through November 13, 1983, the maximum net weight allowance is 11,000 pounds. For those employees whose effective date of transfer was on or before September 30, 1982, the maximum net weight allowance is 11,000 pounds for employees with immediate families and 7,500 pounds for employees without immediate families. The 7,500 pound limit may be extended up to 11,000 pounds provided that (1) the employee acquired all or a substantial portion of the property because he/she had been the head of or a member of a large household and (2) it is determined by travel authorizing or approving official that a hardship would result from application of the 7,500 pound limit. (Note: The above maximum weights are applicable to the total of the weight of household goods transported plus the weight of household goods stored.)
- b. Professional Books, Papers, and Equipment.
- (1) The term "professional books, papers, and equipment" includes those specialized items and materials which are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures; e.g., book-cases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

1-2-85

- (2) There is no statutory authority to transport personally owned professional books, papers, and equipment in addition to the maximum weight allowance established by law for transportation of an employee's household goods and personal effects. However, there may be instances in which the weight of the professional books, papers, and equipment would cause an employee's household goods shipment to be in excess of the maximum weight allowance. In such instances, the personally owned professional books, papers, and equipment may be transported to the new permanent duty station as an administrative expense of the Department not chargeable to travel. Shipment of these items as an administrative expense would be instead of shipment as an allowance of the employee. (Comp. Gen. decision B-171677, May 13, 1971.)
- (3) Authority to transport professional books, papers, and equipment as an administrative expense shall be subject to the following guidelines:
 - (a) The employee shall furnish an itemized inventory of professional books, papers, and equipment for review by an appropriate authorizing official at the new permanent duty station. In addition, the employee shall furnish appropriate evidence (as determined by the authorizing official) that transporting the itemized materials as part of the employee's household goods would result in an excess of the employee's maximum weight allowance.
 - (b) The authorizing official at the new permanent duty station shall review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new duty station. A copy of this certification will accompany the travel voucher.

- (c) When professional books, papers, and equipment are certified as provided in (b), above, and shipped for the employee as an administrative expense of an agency, shipment shall be by the GBL method; the commuted rate method shall not be used. When shipped in the same lot with the employee's household goods and other personal effects under the GBL method, the professional books, papers, and equipment shall be packed and weighed separately; the weight thereof and the administrative appropriation chargeable shall be stated as separate items on the Government bill of lading. In unusual instances in which it is impractical or impossible to obtain separate weights, a constructive weight of seven pounds per cubic foot may be used.

c. Determining the Net Weight.

- (1) Uncrated Shipments. When household goods are shipped uncrated as in a household mover's van or similar conveyance, the net weight shall be that shown on the bill of lading or on the weight certificate attached thereto, which, under Interstate Commerce Commission regulations, includes the weight of barrels, boxes, cartons and similar materials used in packing, but does not include pads, chains, dollies and other equipment needed to load and secure the shipment. When a noncommercial means of shipment is involved (see paragraph 5-0403) the above provisions of the ICC regulations shall apply for the purpose of determining the net weight. When an employee's claim is based on constructive weight as authorized in paragraph 5-0402c(4) the net weight shall be the weight as determined under that provision.
- (2) Crated Shipments. When property is transported crated, the net weight shall not include the weight of the crating material; therefore, the net weight shall be computed as being 60 percent of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60 percent of the gross weight.

- (3) Containerized Shipments. When special containers designed normally for repeated use, such as lift vans, CONEX transporters, and household goods shipping boxes are used and the known tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, the net weight of the household goods shall be 85 percent of the gross weight less the weight of the container. If the known tare weight includes interior bracing and padding materials so that the net weight is the same as it would be for uncrated shipments in interstate commerce, the net weight shall not be subject to the above reduction. If gross weight of the container cannot be obtained, net weight shall be determined from cubic measurement on the basis of seven pounds per cubic foot of properly loaded container space.
- (4) Constructive Weight. If no adequate scale is available at point of origin, or any point en route, or at destination, a constructive weight, based on seven pounds per cubic foot of properly loaded van space, may be used. Such constructive weight also may be used (a) for a part-load when its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle, or (b) when the household goods are not weighed because the carrier's charges for a local or metropolitan area move are properly computed on a basis other than the weight or volume of the shipment (as when payment is based on an hourly rate and the distance involved). However, in such cases the employee should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment. See also 5-0403a(3) with respect to proof of entitlement to a commuted rate payment when net weight cannot be shown.
- d. Temporary Storage Time Limit. The time allowable for temporary storage in connection with an authorized shipment of household goods shall not exceed a period of 90 days. This time period also applies when an employee returns to his/her place of actual residence for leave before serving a new tour of duty outside the continental United States either at a different post of duty or at the same post of duty if the storage is provided instead of furnished quarters or a quarters allowance. However, upon an employee's written request, the initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions if approved by the travel authorizing official. Justification for an additional storage period may include but is not limited to the following reasons:

- (1) An intervening temporary duty or long-term training assignment;
- (2) Nonavailability of suitable housing;
- (3) Completion of residence under construction;
- (4) Serious illness of employee or illness or death of a dependent; or
- (5) Strikes, acts of God, or other circumstances beyond the control of the employee.

- e. Origin and Destination. Cost of transportation of household goods may be paid by the Government whether the shipment originates at the employee's last official station or place of residence or at some other point, or if part of the shipment originates at the last official station and the remainder at one or more other points. Similarly, these expenses are allowable whether the point of destination is the new official station or some other point selected by the employee, or if the destination for part of the property is the new official station and the remainder is shipped to one or more other points. However, the total amount which may be paid or reimbursed by the Government shall not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee (or the place of actual residence of the new appointee at time of appointment) to the new official station. No property acquired by the employee en route between old and new official stations shall be eligible for transportation under this section.
- f. Loss and Damage Liability. Limitations on the Government's liability for loss or damage of an employee's household goods shipped, are contained in the Military Personnel and Civilian Employees' Claims Act of 1964 (31 U.S.C. 3721) and in the DOT Employee Claims Manual, Order DOT 2770.9A, issued under authority thereof. Each transferee should be advised of the applicability and restrictions on claims against the Government for loss and damage as related to the transportation circumstances involved. Employees also may need advice as to the liability of the carrier for loss and damage of transported household goods in the transportation circumstances involved so that they will be able to evaluate the need for insurance and the advisability of incurring a valuation charge. (For interstate shipments by motor carrier on commercial bills of lading, see C.F.R. 1056 and 1307.201.)

5-0403. TRANSPORTATION WITHIN THE CONTINENTAL UNITED STATES.a. The Commuted Rate System.

- (1) Description. Under the commuted rate system an employee makes his/her own arrangements for transporting household goods between points within the continental United States. He/she selects and pays the carrier or transports his/her goods by noncommercial means and is reimbursed by the Government in accordance with schedules of commuted rates which are contained in GSA Bulletin FPMR A-2, Commuted Rate Schedule for Transportation of Household Goods. The schedules of commuted rates are developed from tariffs which the carriers have filed with the Interstate Commerce Commission, and they consist of tables to be applied to the particular transportation involved. The commuted rate includes costs of line-haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, but it does not include storage costs which are subject to reimbursement under paragraphs 5-0405 and 5-0407, as applicable.
- (2) Reimbursement. When the commuted rate system is used, the amount to be paid to the employee for transportation and related services is computed by multiplying the number of hundreds of pounds shipped (within the maximum weight allowances stated in paragraph 5-0402) by the applicable rate per hundred pounds for the distance shipped as shown in the commuted rate schedule. The distance shall be determined in accordance with household goods mileage guides filed with the Interstate Commerce Commission. If the rate is not shown in the commuted rate schedule for the exact mileage, the rate shown for the next greater distance applies. If an employee is charged a minimum weight above the actual weight of his/her household goods under the applicable tariff (other than one based on expedited or special services) the reimbursement shall be based on the minimum weight as charged instead of the actual weight of the goods.

- (3) Documentation. Claims for reimbursement under the commuted rate system shall be supported by a receipted copy of the bill of lading including any attached weight certificate copies if such a bill was issued. If no bill of lading was involved other evidence showing points of origin and destination and the weight of the goods must be submitted. Employees who transport their own household goods are cautioned to establish the weight of such goods by obtaining proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone) if it is at all possible because compliance with the requirements for payment at commuted rates on the basis of constructive weight as contained in paragraph 5-0402c(4) may not be possible.

b. Government Bill of Lading (GBL) - Actual Expense Shipments.

- (1) Description. Under the GBL method, the Government assumes responsibility for awarding contracts and for other negotiations with carriers. The property is shipped on a GBL and the Government therefore pays the carriers. The household goods are shipped by the Government, not by the employee.
- (2) Agency Responsibility. Selection of the carrier, arranging for carrier services and for packing and crating, preparing the GBL, paying charges incurred and processing any loss and damage claims are the direct responsibility of the Department.
- (3) Allowable Charges. The actual costs of transportation of household goods within the authorized weight limits will be allowed at Government expense. Also, within that weight limit, the actual costs for packing, crating, unpacking, drayage incident to transportation, and necessary accessorial services will be allowed.
- (4) Multiple Shipment Procedures. When the GBL method is used in shipping household goods belonging to two or more employees between the same two points, the weight of the household goods of each employee is to be identified for the purpose of applying the maximum weight limitations. If no adequate scale is available at point of origin, at any point en route, or at destination, a constructive weight based on seven pounds per cubic foot of properly loaded van space may be used.

1-2-85

- (5) Excess Weight Procedures. When the weight of an employee's household goods exceeds the maximum weight limitation, the total quantity may be shipped on a GBL, but the employee shall reimburse the Government for the cost of transportation and other charges applicable to the excess weight, computed from the total charges according to the ratio of excess weight to the total weight of the shipment.
- c. Use of Commuted Rate or GBL Method.
- (1) Considerations. When the commuted rate system is used, the Government is relieved of the responsibility and administrative expense of selecting and dealing with carriers and making other arrangements for transporting employees' household goods; however, the Government cannot take advantage of special discounts which may be offered. On the other hand, when the GBL method is used, the Government incurs the additional expenses of selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising the packing of household goods, handling employee loss and damage claims, and other incidentals.
- (2) Estimating Costs. Under the commuted rate system an accurate estimate of cost depends upon the accuracy of the estimate of weight. However, under the GBL method the cost to the Government will usually depend not only on the weight involved but also on the accessorial services required, the quality of packing and the quantity of individual cartons, boxes, barrels, and wardrobes used by the carrier in packing. When the commuted rate system is used, the packing and accessorial charges are authorized and paid for by the employee from the amounts allowed for those charges under that system. Under the GBL method the accessorial and packing charges are paid by the Government, and if those charges are high, they may more than offset any discount in the line-haul rate which may be available for shipments by GBL. A proper comparison of costs must take into account the line-haul transportation charge, the administrative costs as indicated in (1) above, and the expected accessorial and packing charges.

- (3) Policy. The general policy is that commuted rates shall be used for transportation of employees' household goods when individual transfers are involved, and that appropriate action, depending on the amount of goods to be transported, shall be taken to estimate and compare GBL method costs with commuted rate costs when groups of employees are transferred between the same official stations at approximately the same time so that the method resulting in less cost to the Government may be used. Specific procedures to be followed are contained below.
- (4) Criteria for Use of the GBL Method.
 - (a) Individual Transfers. Experience with the GBL method has shown that shipment by Government bill of lading does not result in savings simply because a line-haul discount is available. Therefore, the commuted rate system shall be used for individual transfers without consideration being given the GBL method, except that the GBL method may be used if the actual costs to be incurred by the Government for packing and other accessorial services are predetermined (at least as to price per 100 pounds) and if that method is expected to result in a real savings to the Government of \$100 or more. (For intrastate transfers, see subparagraph (d), below; see subparagraph (e) on obtaining cost comparisons.)
 - (b) Multiple Transfers. Under general rate tenders arranged by GSA and the Department of Defense (DOD), participating carriers agree to transport the household goods of Government employees at rates below commercial rates for specific periods of time. DOT activities shall evaluate the use of such rates when, because of the transfer of several employees, they have a large volume of household goods to be moved between the same places at the same time even though no mass move is involved; however, the added costs for use of the GBL method and the uncertainty as to total cost for packing and accessorial services shall be taken into consideration, and the GBL method shall be selected only if it is considered likely that a real savings to the Government will result from the use of that method.

- (c) Mass Moves. Whenever an entire facility is being relocated or whenever it is anticipated that 10 or more shipments of household goods are to be transported between the same two points at approximately the same time, the DOT element involved shall notify the appropriate regional office of the General Services Administration (GSA) (for DOT activities without specialized transportation personnel) of the forthcoming move so that an analysis can be made of existing available rates for use under the GBL method. The notification shall be accompanied by all pertinent information concerning points of origin and destination, estimated weights of property, the number of persons or different families involved, and dates or periods of time when each person or family is expected to move. When appropriate, the GSA shall attempt to arrange with carriers for worthwhile reduced rates and shall advise the authorizing official concerned of the results of such efforts. If these efforts show that a saving will result considering all direct and indirect costs involved, the GBL method shall be used. Otherwise, the commuted rate system shall be used.
- (d) Unusual Circumstances. The commuted rates do not take into account intrastate rates that in some instances may be substantially higher than the interstate rates that form the basis for the commuted rates. In order to avoid the necessity of prescribing commuted rates for such circumstances, the method may be used when it is administratively determined that the commuted rate system would cause a hardship for an employee transferring between official stations within a State. This authority shall not be used indiscriminately, and all instances of its use shall be carefully documented and justified.
- (e) Obtaining Cost Comparisons. Under GSA's centralized household goods traffic management program (see 41 C.F.R. 101-40.2), required cost comparisons will be obtained from the appropriate GSA Regional Office listed in Appendix F. Requests for cost comparisons should be made as far in advance of the moving date as possible (GSA prefers at least 30 calendar days) and should contain the following information:

- 1 Name of employee to be moved;
 - 2 Origin city, county and State;
 - 3 Destination city, county, and State;
 - 4 Anticipated or actual date household goods are to be picked up;
 - 5 Estimated weight of shipment;
 - 6 Number of days storage-in-transit is required (if applicable); and
 - 7 Any other pertinent data.
- (f) Forms for Cost Comparisons. Requests for cost comparisons should be on GSA Form 2485, Cost Comparison for Shipping Household Goods (Commuted Rate System vs. GBL method). In case of an emergency or an immediate moving date, the information may be transmitted to GSA by phone. Copies of GSA Form 2485 may be obtained from the applicable GSA office listed in Appendix F.
- (g) Evidence of Cost Comparison. When the GBL method is used for reasons of cost savings, a copy of the cost comparison will be attached to the accounting office copy of the Government bill of lading.

5-0404. TRANSPORTATION OUTSIDE THE CONTINENTAL UNITED STATES.

- a. Coverage. This paragraph contains the special rules which are applicable to the transportation of household goods at Government expense to, from, and between points outside the continental United States.
- b. Weight Limitation. The maximum weights specified in paragraph 5-0402a are applicable; however, where furnished or partly furnished quarters are to be provided outside the continental United States (in the case of a transfer to such a station) or have been provided (in the case of a return to the continental United States), an appropriate reduction in the weight of household goods which may be authorized for shipment at Government expense should be made.

c. Allowable Costs.

- (1) Actual Expense Basis. Transportation on an actual expense basis includes costs of transportation of household goods, packing and crating (including packing and crating materials and temporary containers), unpacking and other necessary accessorial charges within applicable limits.
- (2) Drayage. In case door-to-door common carrier rates are not applicable, allowable costs include the actual costs of drayage to and from the common carrier for goods not in excess of the authorized weight.
- (3) Lift Vans. Charges allowable for packing and crating and for transportation include expenses incurred in hiring, transporting, and packing lift vans when shipments are made in whole or in part by water, but do not include charges in connection with any shipment or storage of empty lift vans or import duties on lift vans.
- (4) Valuation. The valuation of property as declared for shipping or storage purposes will not exceed that to which the lowest freight rates will apply except as provided in paragraph 5-0404e(3).

d. Procedures Applicable.

- (1) Transportation and Related Services. The allowable transportation and related services may be obtained from any available commercial carrier, except that all shipments of property by water will be made on ships registered under the laws of the United States whenever such ships are available.
- (2) Use of Government Bill of Lading. Commercial shipments will be made on Government bills of lading or purchase orders whenever possible; otherwise reimbursement will be made to the employee for transportation expenses actually and necessarily incurred within the limitations prescribed by these regulations.
- (3) Itemization of Charges. In case the services rendered cover, in addition to transportation, other services such as packing, crating, drayage, unpacking, and temporary storage, the total charge for the services will show the charge for each service.

e. Services in Excess of Those Authorized.

- (1) Means Other Than Selected. An employee may elect to have his/her household goods moved by some means other than the means selected by the Government except as noted in subparagraph d(1) relating to transportation by foreign flag vessels on the condition that he/she will pay the amount, if any, by which the charges for the means of transportation selected by him/her exceed the charges for the means of transportation selected by the Government.
- (2) Excess Weight. If household goods in excess of the weight allowable under these regulations are shipped on a Government bill of lading or purchase order, the employee will promptly upon completion of the shipment pay to the proper accounting office an amount equal to the charge for the transportation of such excess computed from the total charges according to the ratio of excess weight to the total weight of the shipment.
- (3) Excess Valuation or Insurance. An employee may declare a valuation above the minimum permitted if he/she assumes all additional expenses resulting therefrom, including the cost of insurance needed to protect the higher valuation.

5-0405. TEMPORARY STORAGE.

- a. Applicability. Temporary storage of household goods at Government expense may be allowed only when such storage is incident to transportation of the household goods at Government expense.
- b. Allowable Expenses.
 - (1) Commuted Rate System. In connection with transportation within the continental United States under the commuted rate system, the cost of temporary storage, within the applicable weight limit will be reimbursed to the employee in the amount of his/her costs for storage including in and out charges and necessary drayage, not to exceed the commuted rates for storage as determined in GSA Bulletin FPMR A-2. A receipted copy of the warehouse or other bill for storage costs will be required to support reimbursement.

- (2) GBL Method. In connection with transportation within or outside the United States when the GBL method is used, the Government will normally arrange for necessary temporary storage and pay the cost thereof directly. If an employee must arrange for temporary storage in connection with transportation by the GBL method, he/she may be reimbursed for reasonable costs incurred for storage including in and out charges and necessary drayage within the applicable limitations. Charges for excess weight, valuation above minimum amount, and services obtained by the employee at a higher cost will be the responsibility of the employee in the same manner as he/she is responsible for excess costs incident to transportation. The following formula should be used for computation of excess weight cost:

$$\frac{\text{Excess weight}}{\text{Total weight}} = \text{Ratio to be applied}$$

$$\text{Ratio} \times \text{Total charges} = \text{Employee's cost}$$

5-0406. ADVANCE OF FUNDS (TEMPORARY STORAGE).

- a. Commuted Rate System. Advances of funds may be made to employees up to the estimated amount of the commuted payment for the cost of authorized transportation and temporary storage of their household goods under the procedures prescribed in this Manual.
- b. Overseas Shipments. For overseas shipment, advance of funds may be made for the estimated cost of transportation and temporary storage only if the cost of authorized transportation and temporary storage will not be paid direct by the Government as is the case when a Government bill of lading or purchase order is used.
- c. Procedures. In requesting an advance of funds, the employee shall submit a written statement designating (1) the points of origin and destination, (2) the estimated weight of household goods to be shipped, and (3) any anticipated temporary storage not to exceed 90 days at Government expense. The estimate of weight required in support of an advance of funds shall consist of a statement of the estimated weight signed by the carrier selected to handle the shipment if it is available. If it is not available, evidence of actual weight or a reasonable estimate thereof acceptable to the applicable official shall be furnished.

5-0407. STORAGE, OTHER THAN TEMPORARY, IN THE CONTINENTAL UNITED STATES.

- a. Policy. Nontemporary storage of household goods belonging to an employee transferred or a new appointee assigned to an official station at an isolated location in the continental United States will be allowed only when clearly justified under the conditions prescribed herein and not primarily for the convenience or at the request of the employee or a new appointee.
- b. Isolated Official Stations - Criteria. An official station at an isolated location is a place of permanent duty assignment in the continental United States at which an employee has no alternative except to live where he/she is unable to use his/her household goods because:
 - (1) The type of quarters he/she is required to occupy at the isolated permanent duty station will not accommodate his/her household goods, or
 - (2) Residence quarters which would accommodate his/her household goods are not available within reasonable daily commuting distance of the official station. However, the designation of an official station as isolated will not preclude a determination in individual cases that adequate housing is available for some employees stationed there based on housing which may be available within daily commuting distance and the size and other characteristics of each employee's immediate family. In such cases the station will not be considered isolated with regard to those employees for whom adequate family housing is determined to be available.
- c. Isolated Official Stations - Designation. The Assistant Secretary for Administration for OST, and Heads of Operating Administrations concerned, will be responsible for designating the isolated official stations at which conditions exist for allowing nontemporary storage of household goods at Government expense for some or all employees.
- d. Eligibility. Eligibility for nontemporary storage of household goods and personal effects applies to the following:

- (1) An employee stationed at an isolated official station who performed permanent change of station travel, or travel as a new appointee, to such duty station under travel orders issued on or after May 22, 1966, or
 - (2) An employee or new appointee whose effective date of transfer or appointment to an isolated official station in the continental United States was on or after July 21, 1966.
- e. Authorization. The authorization for nontemporary storage should be contained in the travel authorization or other document authorizing transfer or appointment at an isolated official station. However, storage may be approved subsequently where the employee or new appointee is otherwise eligible.
- f. Allowable Storage.
- (1) Place of Storage. Property may be stored either in available Government-owned storage space or in suitable commercial or privately owned space obtained by the Government if Government-owned space is not available or if commercial or privately owned space is more economical or suitable because of location, difference of transportation costs, or for other reasons.
 - (2) Allowable Costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.
 - (3) Partial Storage. An eligible employee or new appointee may be authorized to have a portion of his/her household goods transported to the isolated official station and to have the remainder stored at Government expense. However, the weight of the goods stored plus the weight of the goods transported shall not exceed the maximum applicable weight allowance for which the employee is eligible.
 - (4) Changes in Type of Storage. Authority may be granted for the conversion of household goods from temporary to nontemporary storage and from storage at personal expense to nontemporary storage at Government expense.

- g. Time Limitations. Nontemporary storage should be authorized for periods of time not exceeding one year and extended as necessary in accordance with the length of an employee's assignment at an isolated official station. Appropriate periodic review will be made to determine whether current conditions at the isolated locality, with regard to availability of housing, warrant continuation of the authority for nontemporary storage. Eligibility for nontemporary storage at Government expense will terminate on the employee's last day of active duty at the isolated official station. When an employee ceases to be eligible, nontemporary storage at Government expense may continue until the beginning of the second month after the month in which his eligibility terminates. However, the total period of nontemporary storage may not exceed three years.

5-0408. NONTEMPORARY STORAGE DURING ASSIGNMENT OUTSIDE THE CONTINENTAL UNITED STATES.

- a. Eligibility. An employee stationed at, or an employee or new appointee transferred or appointed to, an official station other than one located in the continental United States may be allowed nontemporary storage of household goods while so assigned if:
- (1) The official station is one to which he/she is not authorized to take, or at which he/she is unable to use, his/her household goods, or
 - (2) The storage is authorized in the public interest, or
 - (3) The estimated cost of storage would be less than the cost of round trip transportation (including temporary storage) of the household goods to the new official station.
- b. Authorization. Normally the authorization for nontemporary storage should be contained in the travel authorization or other document authorizing the employee's change of station or authorizing a new appointee to report to his/her official station. However, storage may be approved subsequently where the employee or new appointee would otherwise be eligible.

c. Allowable Storage.

- (1) Place of Storage. The property may be stored either in available Government-owned storage space or in suitable commercial or privately owned space if Government-owned space is not available or if commercial or privately owned space obtained by the Government is more economical or suitable because of location, difference of transportation costs, or for other reasons.
- (2) Allowable Costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.
- (3) Partial Storage. The employee or new appointee may be authorized to have a portion of his/her goods transported to the official station unless it is a station to which he/she is not authorized to take, or at which he/she is unable to use, any of the goods. However, the weight of the goods stored plus the weight of the goods transported shall not exceed the maximum applicable weight allowance for which the employee is eligible.
- (4) Change in Type of Storage. Authority may also be granted for the conversion of household goods from temporary to nontemporary storage at Government expense, and from storage at personal expense to nontemporary storage at Government expense, where the employee or new appointee is otherwise eligible.

- d. Time Limitations. Nontemporary storage at Government expense may be authorized for a period of not to exceed the length of the employee's tour of duty at the overseas station plus one month prior to the time the tour begins. The storage period may be extended for subsequent services or tours of duty at the same or other overseas stations. When an employee ceases to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which his/her eligibility terminates, unless to avoid inequity the agency extends the period. Eligibility shall be deemed to terminate on the last day of active duty at the overseas station.

5-0409. ADVANCE OF FUNDS (NONTEMPORARY STORAGE). Advances of funds are not authorized in connection with storage allowances covered in paragraphs 5-0407 and 5-0408.

SECTION 5. TRANSPORTATION OF MOBILE HOMES

5-0501. ELIGIBILITY AND LIMITATIONS.

- a. Eligibility. An employee entitled to transportation of his/her household goods and personal effects under these regulations shall, instead of such transportation, be entitled to an allowance, as provided in this section, for the transportation of a mobile home for use as a residence. In order to be eligible for the allowance, the employee should request that authorization be included in the travel authorization and certify on the travel voucher that the mobile home is for use as a residence for the employee and immediate family at the destination. However, even if an employee is not eligible to receive an allowance for movement of a mobile home, he/she may be eligible to receive an allowance for transportation of household goods and personal effects as provided in section 4 of this chapter.
- b. Geographical Limitations. Allowances for transportation of mobile homes may be made only for transportation within the continental United States, within Alaska, and through Canada en route between Alaska and the continental United States. Allowances for transportation within the limits prescribed may be paid even though the transportation involved originates, terminates, or passes through locations not covered, provided that the amount of the allowance shall be computed on the basis of that part of the transportation which is within the continental United States, within Alaska, or through Canada en route between Alaska and the continental United States.
- c. Relationship to Other Allowances. Allowances for transportation of mobile homes (including mileage when towed by employee) are in addition to payment of per diem, mileage, and transportation expenses. However, the fact that a mobile home may be moved at Government expense only if the employee certifies that it is to be used as a residence at the destination should be considered in determining the extent of other allowances to be paid.

5-0502. COMPUTATION OF DISTANCES

- a. Standard Highway Mileage. Where points of origin and destination are within the continental United States and Alaska, the allowable distance between these points shall be that shown in the standard highway mileage guides or actual miles driven as determined by odometer

1-2-85

readings. (Actual odometer readings need not be shown on the travel voucher.) Any substantial deviation from distances shown in the standard highway mileage guides shall be explained.

- b. Islands Involved. In addition to mileage, if the point of origin or destination is an island within the boundaries of one of the continental United States or Alaska and a ferry is used in transportation of a mobile home, the statute mileage between the island and the usual place of arrival or departure on the mainland shall be allowed, except that when such mileage is included in the standard highway mileage guides the mileage therein shall be used.
- c. Unauthorized Transportation Involved. Where point of origin or destination, or both, are not in the continental United States or Alaska, the allowable distance shall be limited to the distance which the mobile home is transported within or between any of the continental United States and Alaska (and through Canada en route between Alaska and the continental United States). In such instances, the mileage shall be computed as provided in a above.

5-0503. COMPUTATION OF ALLOWANCES.

- a. Transportation by a Commercial Carrier.
 - (1) Tariff Rates. The allowance shall include the carrier's charges for actual transportation of the mobile home in an amount not exceeding the applicable tariff as approved by the Interstate Commerce Commission (or appropriate State regulatory body for intrastate movements) for transportation of a mobile home of the size and type involved for the distance involved, provided any substantial deviation from mileage shown in the standard highway mileage guides shall be explained.
 - (2) Fees, Tolls and Charges. The allowance will also include ferry fares and bridge, road, and tunnel tolls; taxes and charges or fees fixed by a State or other government authority for permits to transport mobile homes in or through its jurisdiction; and carriers' service charges for obtaining necessary permits.

(3) Charges Excluded. Transportation allowances shall not include costs of preparing mobile homes for movement, maintenance, repairs, storage, insurance for valuation of mobile homes above carriers' maximum liability, nor charges designated in the tariffs as "special service."

- b. Transportation by Private Means. Where a mobile home is transported by means other than a commercial carrier, such as when it is towed by privately owned conveyance, an allowance at rate 12, Appendix C, shall be made as reimbursement for all transportation costs including ferry fares; bridge, road and tunnel tolls; and similar charges. No other allowance shall be made for transportation of the mobile home under this section, but payment of the mileage allowance for use of a privately owned conveyance may be made as provided under these regulations in addition to the mobile home allowance.
- c. Mixed Method of Transportation. When a mobile home is transported partly by commercial trailer and partly by other means, the allowances described in a and b above apply to the respective portions of the transportation.
- d. Optional Use of Government Bill of Lading. In lieu of the allowances to the employee for shipment of a mobile home, the Department may, when it determines such action to be in the Government's interest, assume direct responsibility for transportation of an employee's mobile home, issuing necessary bills of lading and paying the costs involved. In such instances, the employee shall be charged for any costs paid by the Government in excess of those allowed under this paragraph.

5-0504. LIMITATION ON ALLOWANCES. The total amount allowable for shipment of a mobile home shall not exceed the maximum amount which would be allowable for transportation and 90 days' temporary storage of an employee's household goods if, instead of moving a mobile home, the maximum quantity of household goods allowable were moved.

5-0505. USE OF BOAT AS A MOBILE HOME.

- a. Comptroller General Decision. The Comptroller General has determined (62 Comp. Gen. 292) that a boat may qualify as a "mobile home dwelling." This decision related to transfer entitlements of military personnel contained in title 37 of the United States Code. In 62 Comp. Gen. 289, the Comptroller General stated that, because of the similarity of 5 U.S.C. 5724(b) relating

to civilian employees, the General Services Administration was being authorized to clarify the Federal Travel Regulations (FTR) to provide specifically for paying appropriate costs connected with the transportation of a boat when it will be used as a residence at the employee's new duty station.

- b. Policy. Pending a formal change to the FTR, when a boat will be used as a residence at the employee's new duty station, it will be treated as a "mobile home" and will be subject to the entitlements under this section.

5-0506. ADVANCE OF FUNDS. An advance of funds may be allowed an employee for the transportation of a mobile home. The amount of advance shall not exceed either (a) the estimated amount allowable or (b) the constructive cost as authorized in this section. Such advances shall be subject to the general conditions provided in chapter 6.

SECTION 6. ALLOWANCES FOR TRANSPORTATION AND EMERGENCY
STORAGE OF PRIVATELY OWNED VEHICLES

5-0601. APPLICABILITY.

a. Privately Owned Motor Vehicles.

- (1) Definitions. For purposes of this section, the terms "privately owned motor vehicle" and "privately owned vehicle" mean a motor vehicle not owned by the Government and not of a type excluded below, which is in the possession of and used by the employee or his/her immediate family for the primary purpose of providing personal transportation.
 - (2) Restriction on Vehicle Types. Vehicles that may be transported under this part include passenger automobiles, station wagons and certain small trucks or other similar vehicles which may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use. In addition, an employee must pay all costs which result from shipment of a vehicle which exceeds the size limits prescribed in 5-0604e. Each vehicle must be approved by the Department as appropriate for use in the area of the overseas station, and the vehicle must be primarily for use as personal transportation contributing to the employee's effectiveness on the job.
- b. Transportation Under this Section. Any references to a vehicle "transported under this section" shall include a vehicle which was driven to the employee's official station by the employee or a member of his/her immediate family but could have been transported at Government expense under the authority of this section had circumstances not permitted driving.

5-0602. ELIGIBILITY.

- a. Official Station Outside the Continental United States. Transportation of privately owned vehicles may be authorized in connection with a transfer or assignment to an official station outside of the continental United States, including a transfer between such stations. No authority exists to transport the POV of an employee at Government expense between duty stations in the continental United States. A privately owned vehicle

transported to such a station under this section may be transported to the United States when its use is no longer required at a station outside the continental United States under the provisions of 5-0603b and c.

- b. Compliance with General Conditions. The provisions of 5-0102 and 5-0103 with regard to service agreements and transfers for the benefit of the Government, not the employee, are applicable. However, if transportation of a privately owned vehicle is authorized after assignment or transfer on the basis of changed conditions under 5-0603d, those requirements are satisfied if they were met when the employee was transferred or assigned to the official station to which the privately owned vehicle will be transported.
- c. Administrative Determination Required. The cost of transporting a privately owned vehicle shall not be authorized unless it has been determined by the Head of the Operating Administration concerned or his/her designee (for OST, the travel authorizing official determines) that it is in the interest of the Government for the employee to have the use of his/her privately owned vehicle at his/her post outside the continental United States. Such a determination may be made only if all of the following conditions are present:
- (1) Use of the privately owned vehicle will not be primarily for the convenience of the employee and his/her immediate family;
 - (2) Local conditions at the official station where the privately owned vehicle is to be used make it desirable from the Government's viewpoint for the employee to have the use of a privately owned vehicle;
 - (3) Use of a privately owned vehicle by the employee will contribute to his/her effectiveness in his/her job;
 - (4) Use of a privately owned vehicle of the type involved will be suitable under local conditions at the official station;
 - (5) The cost of transporting the privately owned vehicle to and from the official station involved will not be excessive considering the time the employee has agreed to serve at that official station; and

- (6) The privately owned vehicle is of United States manufacture unless (i) the authorizing official determines that only vehicles of foreign manufacture may be used effectively at the official station concerned, (ii) the privately owned vehicle to be transported was purchased by the employee before he/she was aware that he/she would be assigned to duty at an official station to which the transportation of a privately owned vehicle would be authorized or, (iii) for other reasons (and taking into consideration the current United States balance of payments situation) it is determined that the employee should be allowed to ship a vehicle of foreign manufacture.

5-0603. ALLOWABLE TRANSPORTATION.

- a. To Official Station Upon Assignment. When the new official station outside the continental United States is one to which an employee is authorized to transport a privately owned vehicle under the conditions prescribed above, one privately owned vehicle may be transported for the employee incident to his/her transfer from the old official station or place of actual residence at the time of appointment to the new official station. However, if an employee is transferred from an official station outside the continental United States at which he/she has no privately owned vehicle, he/she may be authorized to transport a privately owned vehicle from an appropriate point within the United States to his/her new official station.
- b. Return From Official Station After Assignment. An employee whose privately owned vehicle was transported to his/her official station under the authority of this section may have that vehicle returned to the United States at Government expense not to exceed the cost for transportation to his/her actual residence at the time of appointment or assignment to duty outside the continental United States incident to:
 - (1) A transfer to the continental United States or to an official station outside the continental United States to which he/she is not authorized to transport a privately owned vehicle, or

- (2) Separation after completion of an agreed period of service at an official station outside the continental United States, to which the vehicle was transported under this section, or separation prior to completion of such period if the separation is for reasons beyond his/her control and acceptable to the Operating Administration.

c. Delayed Return.

- (1) Interim Transportation at Personal Expense. When an employee is transferred from an official station to which a privately owned vehicle was transported under this section to another official station outside the continental United States to which transportation of a privately owned vehicle is not authorized and he/she chooses to transport a privately owned vehicle to the new official station at his/her own expense, that vehicle may later be returned to the continental United States in connection with a subsequent transfer or separation provided the cost to the Government shall not exceed the cost of transportation from the former official station to which the privately owned vehicle was shipped at Government expense to the employee's actual residence in the United States at the time of appointment or assignment.
- (2) Failure to Complete Tour. An employee who has transported his/her privately owned vehicle to an official station under the authority of this section but fails to complete an agreed tour of duty at that official station for a reason other than one which is beyond his/her control and acceptable to the Operating Administration concerned may have the vehicle transported at Government expense only on the basis that he/she had previously completed a tour at that or a previous official station outside the continental United States after a privately owned vehicle had been transported there under the authority of this section and had not returned that vehicle to the United States at Government expense under the authority of this section. In such instances, the Government shall not pay more than the cost of transporting the privately owned vehicle from the official station where the employee did complete an agreed period of service to the employee's actual residence at time of appointment or assignment.

d. Change in Conditions While at Official Station.

- (1) When Privately Owned Vehicle Becomes Necessary.
If, after an employee is assigned to an official station outside the continental United States without an authorization to transport a privately owned vehicle under this section, it becomes desirable that he/she have a privately owned vehicle at that official station and if the conditions of 5-0602 are met, a vehicle may be transported from an appropriate point in the continental United States to the official station. In authorizing such transportation, approving officials shall place particular emphasis upon the determination required in 5-0602c(5) involving the time the employee has agreed to serve at the overseas location.
- (2) When Privately Owned Vehicle Becomes Unnecessary.
If it is determined that the conditions which supported the authorization for transportation of a privately owned vehicle to an official station no longer exist, the approving official concerned may authorize the return of a vehicle which has been transported to that official station under the authority of this section even though the employee concerned would not otherwise be eligible for such transportation at that time. An employee who retains a privately owned vehicle at the official station after such change in conditions may be eligible for return or further transportation of the privately owned vehicle at a later date as provided in this section.

e. Replacement Vehicle.

- (1) Emergency Replacements. An emergency replacement vehicle may be transported at Government expense to an employee's post of duty if (a) the employee had a privately owned vehicle at an official station outside the continental United States and it was determined to be in the Government's interest for him/her to have the vehicle; (b) the vehicle is stolen, seriously damaged or destroyed, deteriorated due to severe conditions at the post of duty, or is required to be replaced for other reasons beyond the employee's control; and (c) the authorizing official determines in advance of authorization that a replacement vehicle is necessary and in the interest of the Government. Not more than one such emergency replacement may be authorized for an

employee during any 4-year period during which the employee was stationed permanently and continuously at one or more post of duty outside the continental United States where use of a privately owned vehicle by the employee was determined to be in the interest of the Government.

- (2) Other Replacements. A privately owned vehicle may be shipped to an employee at Government expense at a post of duty outside the continental United States to replace another privately owned vehicle if (a) it was determined that it was in the Government's interest for the employee to have the vehicle being replaced and that it will continue to be in the Government's interest for the employee to have such a vehicle, (b) more than 4 years have elapsed since the date when the vehicle being replaced was transported, and (c) the employee has been stationed continuously during the 4-year period at posts of duty located outside the continental United States.

5-0604. ALLOWABLE EXPENSES.

- a. Authorized Destination Outside Continental United States. When an employee is authorized to transport a privately owned vehicle at Government expense to an official station outside the continental United States, the destination of the vehicle must be the employee's official station.
- b. Alternate Origins and Destinations. Transportation at Government expense may be for all or part of the distance between origin and the official station not to exceed the cost of transportation between the authorized place of origin (the former official station, residence at time of appointment, or a point in the United States as the case may be) and the official station to the extent that the employee is not expected to drive as prescribed in subparagraph c. When an employee is authorized to return the privately owned vehicle from an official station to which it was transported under this section, that vehicle may be transported from the official station or some other point where it was driven or otherwise transported by the employee to the destination specified by the employee provided the cost does not exceed the cost of transportation from the official station to the authorized destination (new official station, actual residence, or United States port) to the extent the employee is not expected to drive the privately owned vehicle.

- c. When it is Feasible to Drive a Vehicle. When a privately owned vehicle may be driven on hard-surfaced, all-weather highways, using ferries as necessary, for all or part of the distance between the allowable origin and destination, the travel authorizing official may determine that it is reasonable to expect the employee or a member of his/her family to drive the privately owned vehicle for that distance. In case of such a determination, the Government will pay transportation charges to the extent driving the privately owned vehicle was not required. For the distance the privately owned vehicle is driven, the allowance provided in 5-0310c applies; however, if the employee makes a separate trip to a port to deliver or pick up his/her privately owned vehicle, per diem is not allowable but one-way travel costs and the one-way mileage cost for operating the privately owned vehicle may be allowed provided the total does not exceed the cost of shipping the privately owned vehicle to or from the port involved.
- d. Commercial Transportation and Incidental Charges. All necessary and customary expenses directly related to the transportation of a privately owned vehicle may be allowed, including crating and packing expenses, shipping charges, and port charges for readying the vehicle for shipment at port of embarkation and for use at port of debarkation.
- e. Size Limit. Transportation at Government expense is limited to vehicles having a gross size for shipping purposes of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at Government expense under this section must pay all costs which result from the excess size of the vehicle.
- f. Limitations in Special Circumstances.
- (1) Shipment of Assembled New Vehicle. Subject to the size limitation, if an assembled motor vehicle is purchased new from the manufacturer or manufacturer's agent, the costs set forth in subparagraph d are allowable if shipment is made f.o.b. shipping point consigned to the employee, a member of his/her immediate family, or his/her agent, but are not allowable if ownership of the vehicle is vested in the manufacturer's agent during the shipment.

(2) Shipment of Unassembled New Vehicle. Subject to the limitation contained in (3), if a new motor vehicle is purchased from a manufacturer or manufacturer's agent, freight on shipment of unassembled parts from factory to assembly point and costs of onward transportation of the assembled vehicle consigned to the employee, a member of his/her immediate family, or his/her agent may be allowed if this method is more economical than shipment of the assembled vehicle from the manufacturer. A comparative statement of costs is required before shipment at Government expense may be approved in these instances, except when shipment of the unassembled parts is made from the factory to an assembly plant both of which are located in the continental United States.

(3) When Shipment From Factory is Authorized. If a new motor vehicle is purchased and shipped in connection with an employee's transfer or a new appointee's assignment to a post of duty outside the continental United States, the allowable transportation expenses shall not exceed the lesser of (a) the cost of transportation from the employee's old post of duty or new appointee's place of actual residence to the new post of duty, or (b) the expenses authorized in (1) above. However, if an employee is stationed at a post of duty outside the continental United States and subsequently is authorized to transport a privately owned vehicle, the allowable transportation expenses in connection with the purchase of a new motor vehicle shall not exceed those authorized in (1) or (2) above, whichever is applicable.

g. Government and Commercial Means. The Heads of Operating Administrations concerned or their designees may authorize the transportation of the employee's privately owned motor vehicle by commercial means if available at reasonable rates and under reasonable conditions, or by Government means on a space-available basis.

5-0605. EMERGENCY STORAGE.

a. Conditions. Emergency storage of a privately owned vehicle may be allowed at Government expense under the following conditions:

(1) The vehicle was transported or authorized to be transported at Government expense as provided in this section.

(2) The employee is stationed at a post of duty at which the use of the vehicle has been determined to be in the interest of the Government, and while the employee is stationed there, the responsible official concerned designates the post of duty as being within a zone from which the employee's immediate family and household goods should be evacuated for any of the reasons specified in 5 U.S.C. 5725.

- b. Place of Storage. Storage may be allowed at the place to which the employee's immediate family and household goods are evacuated or at another suitable place not more distant from the evacuation area. If the vehicle is being shipped to the employee at time evacuation is ordered, the vehicle may be diverted to storage at a suitable place en route.
- c. Allowable Expenses. Allowable expenses for storage include necessary expenses for (1) readying a vehicle for storage, (2) local transportation to point of storage, (3) storage, (4) readying a vehicle for use after storage, (5) local transportation from point of storage, and (6) other necessary expenses relating to the storage and transportation. However, insurance on the vehicle other than that which may be included in the allowable expenses described above is at the expense of the employee.

5-0606. ADVANCE OF FUNDS. An advance of funds may be allowed the employee, not to exceed the estimated amount of the expenses authorized under this section which he/she may incur for transportation and/or storage of a privately owned vehicle. Such advances shall be subject to the general conditions provided in chapter 6..