

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 303 - Payment of Expenses Connected With the Death of Certain Employees
Part 303-1 - General**

Supplement: 6509.33-1992-1

Effective date: April 24, 1992

Duration: This amendment is effective until superseded or removed.

Approved by: F. Dale Robertson, Chief

Date approved:

Responsible Staff:

Last Change: Supplement 6509.33-1991-3

Superseded Document(s): 3-1.1 - 3-1.4

Digest: Following is an explanation of the changes throughout the directive by section.

Revises and recodes direction on expenses connected with the death of certain employees, formerly in Forest Service Supplement 2 (5/83), and moves the direction to Part 303-1 of this Handbook (sec. 303-1.2 and 303-1.4).

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STANDARD POSTING INSTRUCTIONS
FOR THE FEDERAL TRAVEL REGULATION, FSH 6509.33

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

ORGANIZATION. The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs.

The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter 301 Part 1. Section 1.

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered 2-3. Individual pages are identified by chapter in the running header.

TRANSMITTALS. Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the Handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

SUPPLEMENTS AND INTERIM DIRECTIVES. Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office ID's (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area ID's (pink pages);
- Forest Supplements (green pages); and
- Forest ID's (pink pages).

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303-1.1 - Authority

(FSM Supplement 990-1 and FSM 6181.56).

303-1.2 - Responsibility

The head of the unit concerned shall immediately notify the Region, Station, Area, or Washington Office Fiscal Officer of any death case that appears to come within the provisions of this chapter. The Fiscal Officer is responsible for determining the extent to which the benefits of Title 5, United States Code, section 5742 (5 U.S.C. 5742) apply and shall supervise the issuance of the necessary authorization and arrangements for preparation and transportation of the body, as well as for other transportation entitlements and payments. Maintain close coordination with the personnel officer and any other concerned officers.

303-1.4 - Method of Payment

Charge the allowable expenses to the appropriation or fund available for the activity in which the employee was engaged with allowable expenses.