

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

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)  
Chapter 302 - Relocation Allowances  
Part 302-4 - Travel to Seek Residence Quarters**

**Supplement:** 6509.33-1993-1

**Effective date:** March 31, 1993

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** F. Dale Robertson, Chief

**Date approved:**

**Responsible Staff:**

**Last Change:** Supplement 6509.33-1992-10 to Part 302-5

**Superseded Document(s):** Part 4 2-4.1 - 2-4.5

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

**302-4.1:** Recodes and replaces direction on travel to seek residence quarters formerly contained in Forest Service supplement 2 (5/83) to Part 302-4 of this Handbook. Also makes minor revisions to this section.

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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	Part	Section
301-	1.	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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### **302-4.1 - Applicability and general policy for authorizing travel to seek residence quarters**

Field officers may develop more specific instructions within these rules of this part when local conditions dictate.

(b) For transfers to the Washington, DC, area. It has been administratively determined that a round-trip to seek housing within the Washington, DC, metropolitan area is necessary in most cases. This determination is based on the area-wide shortage of apartments and rental houses and the average length of time required for closing when a house is purchased. These circumstances make it difficult to keep occupancy of temporary quarters within a 30-day limit unless a house-hunting trip is taken. Therefore, a round-trip for the maximum 10 days to seek residence quarters shall be authorized for all transfers to the Washington, DC, area unless one of the following applies:

- (1) One of the circumstances outlined in FTR 302-4.1(c) applies to the transfer.
- (2) The official who administratively approves the Form FS-6500-140, Individual's Request for Authorization, specifically states that such a trip should not be authorized.

Blanket determination for other locations where conditions warrant may be made by Regions and Stations by supplement to this section.