

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

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 302 - Relocation Allowances
Part 302-1 - Applicability, General Rules, and Eligibility Conditions**

Supplement: 6509.33-2001-1

Effective date: February 22, 2001

Duration: This amendment is effective until superseded or removed.

Approved by: Hank Kashdan for Vincette L. Goerl, Chief Financial Officer

Date approved: February 6, 2001

Responsible Staff:

Last Change: 6509.33-1993-1

Superseded Document(s): 6509.33,302-5, supplement 6509.33-92-10; 2-10.2 - 2-10.2c(8)(d),
supp 2

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

302-1.204: Sets forth direction on when a temporary change of station may be authorized.

302-1.210: Sets forth direction on the minimum distance needed between an official station and a long-term assignment location for employees to qualify for a temporary change of station (TCS).

302-1.301: Sets forth direction on establishing policies for agency TCS program.

302-2.1: Sets forth direction on travel to seek residence quarters.

302-5.7: Revises direction on circumstances regarding temporary quarters subsistence expenses (TQSE) (formerly set forth in section 302-5.2, paragraph (c)(3)).

302-5.11: Sets forth direction on when to reimburse for TQSE.

302-5.12: Revises direction on documenting temporary quarters subsistence expense (TQSE) for reimbursement (formerly set forth in section 302-5.2, paragraph (c)(4)).

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302-5.104: Revises direction on relocation allowances (formerly set forth in section 302-5.2, paragraphs (1) and (2)).

302-5.301: Sets forth direction on establishing policies for the TQSE allowance.

302-10.302: Sets forth direction on when POV's may be transported.

302-12.12: Sets forth direction on maximum home value, under a home sale program.

302-14.6: Sets forth direction on a home marketing incentive amount.

302-14.101: Sets forth direction on when a home marketing incentive may be authorized.

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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).

Subpart C - Employee's Temporary Change of Station

SECTION	QUESTION	ANSWER
§ 302-1.204	Must my agency authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?	<p>The agency may determine if a TCS can be authorized. Upon determination that a TCS could be authorized, the approving official (employee responsible for authorizing the expenditure of travel funds) can authorize a TCS when it is shown to be in the best interest of the Government and the employee.</p> <ol style="list-style-type: none">1. Approving officials are the Regional, Station, Area, Institute, and Forest Product Laboratory Directors of Financial Management or employees in equivalent positions, who are responsible for authorizing the related travel funds.2. A cost analysis shall be completed by the approving official that compares expected cost to the Government according to the two methods of reimbursement (per diem and actual). The cost analysis prepared should consider the general rules set forth in FTR 301-11, including but not limited to, expenses such as per diem (usually a reduced rate), mileage, or transportation expenses to and from the temporary official duty station, mileage or transportation expenses at the site, and miscellaneous expenses such as authorized phone calls. The cost analysis should consider the direction set forth in FTR 302-1 including expenses allowable if processed as a TCS.3. The cost analysis and other justifying documentation should be presented to the approving official to support the method of reimbursement approved.

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SECTION	QUESTION	ANSWER
§ 302-1.210	Is there any required minimum distance between an official station and a long-term assignment location that must be met for me to qualify for a TCS?	Yes. A distance greater than 35 miles is required before a TCS may be authorized except, in those cases, when the approving official determines it is beneficial to permit a distance less than 35 miles.

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Subpart D - Agency Responsibilities for Temporary
Change of Station

SECTION	QUESTION	ANSWER
§ 302-1.301	What governing policies must we establish for our TCS program?	<p>The agency has established the following policy for the TCS program:</p> <p>(a) A distance greater than 35 miles between an employee's official duty station and a long-term assignment location must exist before a TCS may be authorized. Exceptions to the greater than the 35-mile requirement may be determined by approving officials when it is in the best interest of the Government and the employee.</p> <p>(b) TCS determinations shall be made by the employee's gaining project manager and the approving official.</p>