

**Functional Series 500 - Management Services
ADS 524 - Entitlements for Domestic Relocation**

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ADS 524 - Entitlements for Domestic Relocation

524.1 OVERVIEW

This chapter details the policy and procedures regulating the payment of travel and transportation expenses incident to Agency employees and their eligible family members being relocated from points within the United States. This chapter is applicable to new employees that the Agency hires in the United States and to Foreign Service Officers who are retiring from the United States.

524.2 PRIMARY RESPONSIBILITIES

- a. The traveler is responsible for the correct performance of official travel and for the payment of any charges incurred through failure to comply with the governing regulations, regardless of who may have assisted the traveler in making the travel arrangements. It is also the traveler's responsibility to promptly file a travel claim with the appropriate paying office within five business days of the completion of a trip or every 30 calendar days of an extended trip
- b. The Bureau for Management, Office of Administrative Services, Division of Travel and Transportation (**M/AS/TT**) is responsible for reviewing travel authorizations for domestic relocation travel to ensure conformity to laws, governing regulations, policies, and procedures related to the travel and transportation of employees, their eligible family members, and their effects in the United States for the purpose of domestic relocation travel. M/AS/TT is also responsible for processing and obligating travel orders that initiate travel and transportation.
- c. The Bureau for Management, Office of Human Resources (**M/HR**) is responsible for determining specific entitlements with respect to domestic relocation travel, and approving travel and the transportation of effects.

524.3 POLICY AND PROCEDURES

524.3.1 Issuance of Travel Authorization

- a. **Retirement travel:** When an employee is eligible to retire or decides to separate from the Agency in the Continental United States (CONUS), M/HR must approve domestic relocation travel in accordance with [Chapter 302 of the Federal Travel Regulations](#) (FTR). After approval, M/HR issues a written travel authorization to the employee.
- b. **New employees:** Before a new employee reports for duty in USAID/Washington (USAID/W), M/HR must advise him or her not to incur any relocation expenses until he or she receives an "Enter On Duty (EOD)" letter from the Agency. After issuance of the EOD letter, M/HR prepares a travel authorization for the new employee.

If the new appointee will ultimately be assigned overseas after an initial assignment in USAID/W, he or she may ship household effects in an amount not to exceed 18,000 lb net weight to USAID/W upon receiving a travel authorization from M/HR that authorizes the shipment of effects to USAID/W. If M/HR determines that household effects are not to be shipped to USAID/W at the time of appointment, the effects may be stored at a commercial moving and storage company, where they are located at government expense until the employee either receives travel orders for an overseas assignment or separates from the Agency.

c. Specific allowances: The travel authorization must indicate the specific allowances that are authorized incident to the employee's relocation in the Continental United States in accordance with [6 FAM 148](#), Baggage; [6 FAM 176](#), Temporary Storage; [6 FAM 176.3](#), Storage in Transit; and [FTR Chapter 302](#), Relocation Allowances.

524.3.2 Travel Costs

Employees and their eligible family members (EFM) traveling under official travel authorizations must use the most direct and expeditious routes consistent with economy and reasonable comfort and safety. Employees must exercise good judgement in the costs they incur for all official transportation expenses as if they were personally liable for payments.

***524.3.3 Travel Claim Submission**

The traveler must promptly file a travel claim with the appropriate paying office within five business days of the completion of a trip or every 30 calendar days of an extended trip.

524.3.4 Travel Regulations and Allowances

The Agency must adhere to the policies and procedures governing domestic relocation travel and allowances outlined in Chapter 302 of the FTR. For information on specific policies and procedures governing domestic relocation travel and allowances, see the applicable FTR sections cited in the following list:

- See [FTR 302-2](#) for Allowances for Subsistence and Transportation.
- See [FTR 302-3](#) for Allowance for Miscellaneous Expenses.
- See [FTR 302-4](#) for Allowance for Househunting Trip Expenses.
- See [FTR 302-5](#) for Allowance for Temporary Quarters Subsistence Expenses.

- See [FTR 302-6](#) for Allowance for Expenses Incurred in Connection With Residence Transactions.
- See [FTR 302-7](#) for Transportation of Mobile Homes.
- See [FTR 302-8](#) for Transportation and Temporary Storage of Household Goods and Professional Books, Papers, and Equipment.
- See [FTR 302-9](#) for Allowances for Nontemporary Storage of Household Goods.
- See [FTR 302-10](#) for Allowances for Transportation and Emergency Storage of Privately Owned Vehicles.
- See [FTR 302-11](#) for Relocation Income Tax (RIT) Allowance.
- See [FTR 302-12](#) for Use of a Relocation Services Company.

524.4 MANDATORY REFERENCES

524.4.1 External Mandatory References

- a. [6 FAM 148, Baggage](#)
- b. [6 FAM 176, Temporary Storage](#)
- c. [Federal Travel Regulations Chapter 302, Relocation Allowances](#)
- d. [Foreign Assistance Act of 1961, as amended](#)
- e. [Foreign Service Act of 1980, as amended](#)
- f. [5 U.S.C. 5724\(a\), Travel and Transportation Expenses of Employees Transferred; Advancement of Funds; Reimbursement on Commuted Basis](#)

524.4.2 Internal Mandatory References

524.5 ADDITIONAL HELP

*524.6 DEFINITIONS

The terms and definitions listed below have been included into the ADS Glossary. See the **ADS Glossary** [Word](#) | [PDF](#) | [HTML](#) for all ADS terms and definitions.

*An asterisk next to a definition indicates that either the term is new or the definition has been revised.

Agency

The United States Information Agency or the Agency for International Development and its participating agencies, as appropriate. (6 FAM-111.3) (Chapters 522, 523, 524, and 525)

Continental United States (CONUS)

The contiguous 48 states and the District of Columbia. See also United States below. (Chapters 443, 522, 523, 524, and 525)

***eligible family members (EFM)**

(replaces the term “family/authorized dependents”)

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;

(2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 686.1);

(3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 686.1); and

(4) Spouse. (6 FAM-111.3) (Chapters 522, 523, 524, and 525)

non-temporary storage/continuous storage

Allowable expenses for continuous storage of household goods belonging to Agency employees. (Chapters 523, 524, 525)

***United States**

The several states, the District of Columbia, and any area or jurisdiction over which the United States exercises sovereignty. (Chapters 522, 523, 524, 525)

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