

November 4, 2010

FEDERAL TRAVEL REGULATION
Amendment 2010-03

TO: Heads of Federal agencies

Subject: Amendment 2010-03, Federal Travel Regulation (FTR)
Case 2010-304, Relocation Expenses Test Programs

1. Purpose. This final rule updates the Federal Travel Regulation (FTR) to reflect statutory changes that extended the authority for relocation expenses test programs for Federal employees, made by the passage of Public Law 111-112 on November 30, 2009.

2. Effective date: September 24, 2010.

3. Background. On October 19, 1998, the President signed into law the Travel and Transportation Reform Act of 1998 (Public Law 105-264). Subsection 5(b) of Public Law 105-264, codified at 5 U.S.C. §5739, permits the Administrator of General Services to authorize Federal agencies to test new and innovative methods of reimbursing relocation expenses without seeking authorizing legislation or a waiver of regulations. This statutory provision is implemented in part 300-80 the Federal Travel Regulation (FTR) (41 CFR part 300-80), "Relocation Expenses Test Programs." Public Law 109-325 extended the test program authority through October 19, 2009. Public Law 111-112, enacted on November 30, 2009, extended the test program authority indefinitely.

This FTR rule was published in the *Federal Register* at 75 FR 58329, September 24, 2010.

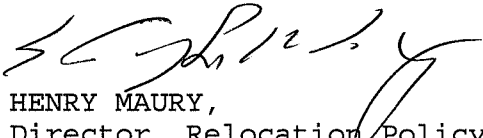
4. Explanation of changes. This final rule updates the Federal Travel Regulation (FTR) to reflect statutory changes that extended the authority for relocation expenses test programs for Federal employees, made by the passage of Public Law 111-112 on November 30, 2009. Public Law 111-112 extended GSA's authority to conduct test programs indefinitely. This new rule increases the total number of relocation expense test programs that may be running at one time from 10 to 12, doubles the maximum duration of test program extensions from 24 months to 4 years, adds instructions for agencies wishing to apply for a test program extensions, and clarifies current test program reporting requirements.

5. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

Chapter 300 TOC,
300-i and 300-ii

300-80-1 and 300-80-2


HENRY MAURY,
Director, Relocation Policy.

Insert pages

Chapter 300 TOC,
300-i and 300-ii

300-80-1 and 300-80-2

FEDERAL TRAVEL REGULATION

CHAPTER 300—GENERAL

Subchapter A—Introduction

Part 300-1—The Federal Travel Regulation (FTR)

§300-1.1—What is the FTR?

§300-1.20—What is the purpose of the FTR?

Part 300-2—How to Use the FTR

Subpart A—General

§300-2.1—What formats exist in the FTR?

Subpart B—Question & Answer Format

§300-2.20—What is the purpose of the question & answer format?

§300-2.21—How is the rule expressed in the question and answer format?

§300-2.22—Who is subject to the FTR?

§300-2.23—How is the user addressed in the FTR?

Subpart C—Title and Narrative Format

§300-2.70—How is the rule expressed in the title and narrative format?

Part 300-3—Glossary of Terms

§300-3.1—What do the following terms mean?

Subchapter B—Agency Requirements

Part 300-70—Agency Reporting Requirements

Subpart A—Requirement to Report Agency Payments for Employee Travel and Relocation

§300-70.1—What are the requirements for reporting payments for employee travel and relocation?

§300-70.2—What information must we report?

§300-70.3—How long will we have to respond to the travel survey?

§300-70.4—How do we respond to the travel survey if we have major suborganizations?

Subpart B—Requirement to Report Use of Other Than Coach-Class Transportation Accommodations

§300-70.100—Who must report use of other than coach-class transportation accommodations?

§300-70.101—Where can we find what information we are required to report?

§300-70.102—How often must we report the required information?

§300-70.103—Are there any exceptions to the reporting requirement?

Subpart C—[Reserved]

Part 300-80—Relocation Expenses Test Programs

§300-80.1—What is a relocation expenses test program?

§300-80.2—Who may authorize test programs?

§300-80.3—What must be done to apply for test program authority?

§300-80.4—How many test programs may be authorized by GSA throughout the government?

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- §300-80.8—What must we do to apply for a test program extension?
- §300-80.9—What reports are required for a test program?

PART 300-80—RELOCATION EXPENSES TEST PROGRAMS

Authority: 5 U.S.C. 5707, 5738, and 5739.

§300-80.1 What is a relocation expenses test program?

It is a program to permit agencies to test new and innovative methods of reimbursing relocation expenses without seeking a waiver of current rules or authorizing legislation.

§300-80.2 Who may authorize test programs?

The Administrator of General Services may authorize an agency to conduct tests when the Administrator determines tests to be in the interest of the Government.

§300-80.3 What must be done to apply for test program authority?

The head of the agency or designee must design the test program to enhance cost savings or other efficiencies to the Government and submit in writing to the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405:

- (a) An explanation of the test program;
- (b) If applicable, the specific provisions of the FTR from which the agency is deviating;
- (c) An analysis of the expected costs and benefits; and
- (d) A set of criteria for evaluating the effectiveness of the program.

§300-80.4 How many test programs may be authorized by GSA throughout the government?

No more than 12 relocation expense test programs may be conducted at the same time.

§300-80.5 What factors will GSA consider in approving a request for a relocation expenses test program?

The following factors will be considered:

- (a) Potential savings to the Government.
- (b) Application of results to other agencies.
- (c) Feasibility of successful implementation.
- (d) Number of tests, if any, already authorized to the same activity.
- (e) Whether the request meets the requirements of [§300-80.3](#).
- (f) Other agency requests under consideration at the time of submission.
- (g) Uniqueness of proposed test.

§300-80.6 What limits are there to test programs?

When authorized by the Administrator of General Services, the agency may pay any necessary relocation expenses

in lieu of payments authorized or required under 5 U.S.C. chapter 57, subchapter II.

§300-80.7 How long is the duration of test programs?

The duration of a test program is up to four years from the date of authorization unless terminated prior to that time by the Administrator of General Services. The agency conducting a test program may also terminate the test program at any time by providing written notice of the termination to the Administrator of General Services. The Administrator of General Services may grant test program extensions of up to an additional four years (see [§300-80.8](#)).

§300-80.8 What must we do to apply for a test program extension?

The head of the agency or designee must submit a request to extend the test program to the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405, not later than 120 days prior to the expiration of the test period. The request for extension must contain the test program results to that date and clearly enumerate the benefits, qualitatively or quantitatively or both, of granting a test program extension and must specify the duration of time for which an extension is requested.

§300-80.9 What reports are required for a test program?

(a) The Administrator of General Services must submit a copy of any test program approved or extended to Congress at least 30 days before the effective date of the authorized test program.

(b) The agency authorized to conduct the test program must submit the following reports:

(1) An annual report on the progress of the test, submitted to the General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management (Attention MTT), Washington, DC 20405. The Administrator or designee may terminate the test program approval for failure to comply with these reporting requirements; and

(2) A final report on the results of the test program must be submitted to the General Services Administration, Office of Governmentwide Policy, Office of Travel, Transportation and Asset Management (Attention MTT), Washington, DC 20405, and to the appropriate committees of Congress within 3 months after completion of the program.

(c) All reports must include quantitative or qualitative assessments, or both, clearly evaluating the results of the test program and enumerating benefits and costs.

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