

RELOCATIONS THAT ARE CONSIDERED SHORT DISTANCE MOVES

1. Distance

	Computation	Distance
A	Old Residence to Old Duty Station	
B	Old Residence to New Duty Station	
C	New/Proposed New Residence to New Duty Station	

Note: The difference between A and B must be 10 miles greater to consider relocation.

2. Househunting Trip

A househunting trip may be authorized when the map distance between the old and new stations is more than 75 miles.

Example: distance between GTN and FORS is approximately 35 miles; therefore, a househunting trip would not be authorized.

3. Temporary Quarters

Temporary quarters may be authorized when the distance between the new station and the old residence is more than 40 miles greater than the distance between the old residence and the old station.

Example: B>A from above by at least 40 miles.

NOTE:

New appointees would be entitled to travel in, shipment of household goods and temporary storage once they have met the requirements above. Since the new appointee does not have an old duty station, the mileage from his/her former employer could be substituted.

Transfers would be entitled to travel in, househunting trip, real estate, misc., temporary quarters, shipment of household goods, and temporary storage once they have met the requirements above.



TRAVEL MANAGEMENT POLICY

Complete Table of Contents

302-1.7 Short distance involved.

(a) **Transfers.** When the change of official station involves a short distance (at least 10 miles between stations as provided in [§ 302-1.3\(a\)\(1\)](#)) within the same general local or metropolitan area, the travel and transportation expenses and applicable allowances in connection with the employee's relocation of his/her residence shall be authorized only when the agency determines that the relocation was incident to the change of official station. Such determination shall take into consideration such factors as commuting time and distance between the employee's residence at the time of notification of transfer and his/her old and new posts of duty as well as the commuting time and distance between a proposed new residence and the new post of duty. Ordinarily, a relocation of residence shall not be considered as incident to a change of official station unless the one-way commuting distance from the old residence to the new official station is at least 10 miles greater than from the old residence to the old official station. Even then, circumstances surrounding a particular case (e.g., relative commuting time) may suggest that the move of residence was not incident to the change of official station. (See also specific distance limitations applicable to individual allowances; i.e., househunting trips in [§ 302-4.3\(c\)](#) and eligibility for temporary quarters subsistence expenses in [§ 302-5.4\(b\)](#).)

(b) **Appointments.** For new appointees, whose place of actual residence at the time of selection for appointment and first duty station are located in the same general local or metropolitan area and who relocate their places of residence as a result of the appointment, the travel and transportation expenses as provided in [§ 302-1.10](#) shall be authorized only when the agency determines that the relocation of residence was incident to the appointment. To the extent applicable, the principles prescribed for transferred employees shall be considered in making this determination.