



**PER DIEM, TRAVEL, AND TRANSPORTATION  
ALLOWANCE COMMITTEE**  
4800 MARK CENTER DRIVE, SUITE 04J25-01  
ALEXANDRIA, VA 22350-9000

July 11, 2022

MEMORANDUM FOR: CIVILIAN ADVISORY PANEL

SUBJECT: CTD for CAP 55-22(I), "Extension of GSA COVID-19 FTR Waiver Authority"

1. Purpose: This item rescinds Federal Travel Regulation (FTR) Bulletin 22-04, "Waiver of Certain FTR Provisions During the COVID-19 Pandemic" and replaces it with FTR Bulletin 22-07, re-establishing the authority to waive certain FTR requirements for extension of the 1-year time limit for using all PCS allowances, renewal agreement travel (RAT), household good shipments, storage in transit (SIT), and house hunting trip (HHT). FTR Bulletin 22-07 will expire December 31, 2022.
2. This revision is forwarded for information purposes. No coordination is required.
3. Staff initiated this revision.
4. This revision is effective June 30, 2022.
5. Action Officer: Debbie Wells (debbie.l.wells.civ@mail.mil).

X

Donna K. Haddix

Donna K. Haddix  
Acting Chief, Policy and Regulations Division

Attachments:  
Joint Travel Regulations Revisions  
FTR Bulletin 22-07

cc:  
Civilian Board of Contract Appeals  
Defense Travel Management Office  
General Services Administration



Office of Government-wide Policy  
June 30, 2022

Federal Travel Regulation  
GSA Bulletin FTR 22-07

TO: Heads of Federal Agencies

SUBJECT: Relocation Allowances – Extended waiver of certain Federal Travel Regulation (FTR) provisions during the coronavirus disease 2019 (COVID-19) pandemic.

1. What is the purpose of this bulletin? This bulletin informs agencies that certain provisions of the FTR governing official relocation travel and renewal agreement travel (RAT) may continue to be temporarily waived for individuals during the COVID-19 pandemic.

This bulletin rescinds GSA Bulletin FTR 22-04 (86 FR 73279 December 27, 2021), which is set to expire on June 30, 2022, and re-establishes the information therein by issuance of this new FTR bulletin with a later expiration date. GSA Bulletin FTR 20-06 (85 FR 23029 April 24, 2020), FTR 21-02 (85 FR 59311 September 21, 2020), and FTR 21-04 (86 FR 14326 March 15, 2021) remain rescinded.

2. What is the background of this bulletin? Federal agencies authorize relocation entitlements to those individuals listed at FTR §302-1.1 and those assigned under the Government Employees Training Act (GETA) (5 U.S.C. Chapter 41).

As a result of the Presidential national emergency proclamation issued March 13, 2020 concerning COVID-19, GSA allowed agencies to determine whether to implement waivers of time limits established by the FTR for completion of all aspects of relocation, temporary storage of household goods (HHG) shipments, house hunting trips (HHT), and time remaining in a second tour of duty upon return from RAT, as set forth in GSA Bulletin FTR 22-04.

The COVID-19 outbreak has continued to produce uncertainty and create difficulties for individuals attempting to complete their relocation within one year or complete their RAT entitlements. For example, added restrictions are delaying employees' HHG shipments which may mean they require more days of temporary storage than are permitted in the FTR. Employees are also having difficulties finding a suitable permanent residence and completing real estate selling/purchasing transactions because of state and local COVID restrictions. In addition, employees on HHT or RAT are encountering last minute airline flight cancellations due to the volatility of the airline industry, various travel advisories issued by U.S. agencies and foreign countries, and required COVID testing and vaccinations.

Therefore, each agency may determine whether to apply the waivers set forth in this bulletin to employees' relocation travel impacted by COVID-19.

**U.S. General Services Administration**  
1800 F Street, NW  
Washington, DC 20405  
[www.gsa.gov](http://www.gsa.gov)

### 3. What FTR provisions are addressed by this bulletin?

a. Completion of Relocation. Per FTR §302-2.9, employees must complete all aspects of their relocation within one year from the effective date of their transfer or appointment unless an employee (i) is furloughed to perform active military duty (§302-2.10), (ii) cannot travel and/or transport HHG due to shipping restrictions to or from a post of duty outside the continental United States (OCONUS) (§302-2.11), or (iii) for reasons beyond a current employee's control and acceptable to the agency, additional time is needed to complete real estate selling/purchasing transactions (§302-11.22).

b. HHG Temporary Storage. Per FTR §302-7.9, for continental United States (CONUS) to CONUS shipments, the initial period of temporary storage of HHG at Government expense may not exceed 60 days. The agency may authorize up to an additional 90 days for CONUS to CONUS temporary storage, not to exceed a total of 150 days. For HHG shipments with an OCONUS origin or destination, the initial period of HHG temporary storage at Government expense may not exceed 90 days. The agency may authorize up to an additional 90 days for OCONUS origin/destination temporary storage, not to exceed 180 days.

c. HHT. Per FTR §302-5.11, an employee may be authorized a roundtrip HHT by their agency to seek permanent residence prior to reporting at the new official station. The HHT should be for a reasonable period, not to exceed 10 calendar days.

d. RAT. Per FTR §302-2.14, individuals relocating at Government expense must sign a service agreement stating that the individual agrees to serve for a minimum time period after they have relocated. Once an employee has completed their initial tour of duty, an agency may offer RAT for the employee to serve a new tour of duty at the same or different OCONUS location, if the employee meets the conditions under FTR §302-3.212. RAT is intended to provide expenses of round-trip travel and transportation for the employee and their family members to their CONUS actual residence or other approved location in the U.S. for the purpose of taking leave between successive tours of duty and prior to the new tour of duty (FTR §302-3.211). An employee cannot accrue the RAT entitlement from one period of service to another if not used.

### 4. What waivers may my agency apply to the FTR provisions addressed by this bulletin?

Employees should continue to complete all aspects of relocation based on their relocation travel authorization and regulatory provisions that are in effect at the time the employee reports for duty at their new official station. However, if COVID-19 restrictions are delaying employee use of the aforementioned relocation entitlements, employees may request, and agencies may apply, the following waivers up to the duration of this bulletin:

a. Completion of Relocation. The requirement in §§302-2.9 and 302-2.110 to complete all aspects of relocation within one year may be waived.

b. HHG Temporary Storage. The maximum temporary storage periods in FTR

§302-7.9 (150 days for CONUS-to-CONUS or 180 days for OCONUS relocations) may be waived for those employees relocating who have experienced unforeseen circumstances beyond their control resulting from COVID-19. Agencies will consider the merits of individual requests on a case-by-case basis.

c. HHT. Agencies may allow additional travel days beyond the 10-day limit in FTR §302-5.11 if airline flights are delayed, cancelled, or changed for reasons beyond the employee's control. Employees should alert their supervisor and work with their travel management center to schedule travel on the next available return flight that meets FTR limitations regarding air travel. Agencies will consider employees' requests on a case-by-case basis.

d. RAT. Agencies may waive FTR §§302-2.14(d) and 302-3.505(d), meaning that RAT travelers are not required to have 12 months of service remaining on their second overseas tour of duty after taking RAT, in order to be eligible for RAT. This waiver does not impact the length of an employee's service agreement with their agency. For example, the employee still must 1) have satisfactorily completed their initial tour of duty and 2) complete the agreed upon period of service under their new service agreement for entitlement to RAT. An employee who fails to complete the minimum period of service under their new service agreement for reasons that are not acceptable to the agency must pay the Government all transportation and per diem expenses the employee and their immediate family received for RAT as specified in FTR §§302-3.223 and 302-3.224.

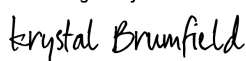
5. What is the effective date of this bulletin? This bulletin is retroactively effective for official relocation travel performed after March 13, 2019, one year prior to the date of the Presidential national emergency proclamation concerning COVID-19.

6. When does this bulletin expire? This bulletin, and the waiver authority granted to agencies herein, will expire December 31, 2022, unless further extended or rescinded by this office.

7. Whom should I contact for further information or clarification? Mr. Rick Miller, Senior Policy Analyst, Office of Government-wide Policy (OGP), Office of Asset and Transportation Management, at [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov). Please cite GSA Bulletin FTR 22-07.

By delegation of the Administrator of General Services,

DocuSigned by:

  
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Krystal J. Brumfield  
Associate Administrator  
Office of Government-wide Policy

# Joint Travel Regulations Revisions

## 053712. Time Limits for Using PCS Allowances

G. Extension Due to COVID-19. Effective March 13, 2019 to December 31, 2022, DoD may authorize an extension of the 1-year time limit for using all PCS allowances if relocation travel during COVID-19 cannot be delayed and additional time is required to complete all aspects of relocation due to COVID-19. (See [FTR Bulletin 22-07](#)).

## 0540 HHT

An HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before traveling en route on a PCS order to the new PDS. An HHT is a discretionary allowance authorized on a case-by-case basis, when a civilian employee has accepted a permanent transfer, and the circumstances indicate the need. The AO, not the civilian employee, determines if an HHT is necessary. The HHT trip duration, including travel time, is limited to 10 days. From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See [FTR Bulletin 22-07](#)). If the HHT is authorized, it should lower the Government's relocation costs by reducing the time in temporary lodging. A civilian employee is in a travel status while performing HHT during the authorized absence period.

### 054002. Separate Trips by Civilian Employee and Spouse

Separate HHTs by the civilian employee and spouse are allowed; however, the Government's overall cost is limited to the cost of one round trip for the civilian employee and spouse traveling together. Compare the cost of the civilian employee and his or her spouse traveling separately on an HHT to the cost of a single round-trip HHT that they could make together and reimburse the lesser. The Government's overall cost for comparison and computation purposes includes per diem, transportation costs, and other miscellaneous reimbursable expenses. Separate HHTs do not increase the 10-day limitation, regardless of the circumstances. From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See [FTR Bulletin 22-07](#)). AEA is not authorized for HHT. When a civilian employee's spouse travels independently on an HHT, the per diem rate for the spouse is computed the same as the civilian employee's using [par. 020309](#).

### 054003. Timing and Duration

An HHT may begin after the civilian employee signs a service agreement, the DoD Component establishes the reporting date to the new PDS, the DoD Component informs the civilian employee of the reporting date, and the travel order is issued. A civilian employee must complete a round-trip HHT 1 day before reporting to the new PDS. A spouse must complete a round-trip HHT 1 day before the family begins relocation to the new PDS, or by the time allowed for completing travel and transportation allowances runs out (see [par. 053712](#)). A funded HHT, including travel time, is limited to 10 calendar days. From March 13, 2019 to December 31, 2022, additional travel days may be authorized if flights are delayed, cancelled, or changed for reasons beyond the employee's control (See [FTR Bulletin 22-07](#)).

# Joint Travel Regulations Revisions

## 054206. TQSE (AE) Option

### D. Conditions Affecting Reimbursement

#### 9. HHT Deduction

a. If a civilian employee is paid or reimbursed for HHT days and authorized TQSE (AE) is subsequently claimed for more than 30 days, the actual number of HHT days paid or reimbursed, whether on a Lodging Plus or lump sum basis, are deducted from the first 30-day TQSE (AE) period authorized, limited to 10 days. From March 13, 2019 to December 31, 2022, if additional HHT days are authorized, then the additional HHT days are deducted from the TQSE payment (See [FTR Bulletin 22-07](#)). When HHT (Lump Sum) is paid, 5 days are subtracted from TQSE (AE) if one person travels on the HHT. Subtract 6 days from TQSE (AE) if more than one person travels on the HHT (Lump Sum). If an HHT was originally authorized for more than the number of days used, subtract the actual number of HHT days used. The number of days authorized for TQSE (AE) is reduced for the entire family when the civilian employee, the spouse, or both make an HHT. There is no deduction from the number of days authorized for TQSE (LS) for the number of days paid under HHT (Lump Sum) or reimbursed under HHT (Lodging Plus Method) for an HHT, and TQSE (LS) is paid for the number of days authorized, *not* the number of days temporary lodging was occupied.

g. Unforeseen circumstances beyond the civilian employee's control resulting from the COVID-19 national emergency (See FTR Bulletin 22-04).

## 054307. Storage in Transit (SIT)

A. Time Limits. The maximum total time limit for SIT is in [Table 5-91](#).

2. If an extension to the SIT time period is required, the civilian employee must submit a written request for a SIT extension to a Service- or Agency-designated official. The Service or Agency official may authorize or approve an extension for up to 90 days due to any of the following factors:

g. Unforeseen circumstances beyond the civilian employee's control resulting from the COVID-19 national emergency (See [FTR Bulletin 22-07](#)).

B. Additional Extensions for SIT. Only PDTATAC may authorize or approve extensions of the SIT limits in Table 5-91. Under no circumstances may a Service or Agency authorize or approve SIT beyond those limits. SIT beyond the time limitations is not authorized under a TCS order. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who relocated and encountered unforeseen circumstances beyond their control, such as a PCS that is interrupted by en route TDY. PDTATAC will not authorize

# Joint Travel Regulations Revisions

extensions except under the circumstances in this paragraph.

2. Eligibility. The eligibility criteria for consideration of SIT authorization and approval are for any of the following:

e. Unforeseen circumstances beyond the civilian employee's control resulting from the COVID-19 national emergency (See [FTR Bulletin 22-07](#)).

3. Time Limitations. In accordance with [FTR Bulletin 22-07](#), the PDTATAC has been granted temporary authority to increase the number of days for SIT extensions. The PDTATAC may authorize or approve extensions of the SIT period for no more than a total of 730 days. All travel and transportation must be completed within 2 years from the civilian employee's death, transfer, or appointment effective date unless a further extension is authorized under par. 053712.

## **055003. RAT Denial or Delay**

RAT ordinarily is performed between tours of duty OCONUS. A DODEA teacher cannot be forced to delay RAT. The time when leave is granted to perform RAT must adhere to appropriate personnel guidance. The civilian employee's commander OCONUS may authorize or approve later RAT within a tour of duty if leave is granted according to personnel guidance ([B-232179, October 6, 1989](#)).

E. Delay Due to COVID-19. This paragraph is effective for civilian employees whose RAT was delayed or suspended due to COVID-19 travel restrictions on or after March 13, 2019 and who have not yet taken RAT. The Service or Agency may waive the requirement to have 12 months remaining on the successive tour of duty. This waiver does not impact the length of a civilian employee's service agreement with their Service or Agency. This authority expires December 31, 2022, unless extended or rescinded by GSA (See [FTR Bulletin 22-07](#)).

The following pages are the same  
Policy with changes tracked



# Joint Travel Regulations Revisions

## 053712. Time Limits for Using PCS Allowances

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# Joint Travel Regulations Revisions

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# Joint Travel Regulations Revisions

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