

§ 302-4.13 What methods may my agency use to reimburse me for househunting trip expenses?

Your agency will reimburse your househunting trip expenses as indicated in the following table:

For	You are reimbursed
You and/or your spouse's transportation expenses.	Your actual transportation costs.
You and/or your spouse's subsistence expenses.	One of the following: <ul style="list-style-type: none"> (a) A per diem allowance for you and/or your spouse as prescribed under part 302-2 of this chapter; or (b) If you accept your agency's offer of the fixed amount option, and: <ul style="list-style-type: none"> (1) Both you and your spouse perform a househunting trip either together or separately, a single amount determined by multiplying the applicable locality rate (listed in appendix A to chapter 301 of this subtitle) by 6.25, or (2) Only one of you performs a househunting trip, an amount determined by multiplying the applicable locality rate (listed in appendix A to chapter 301 of this subtitle) by 5.

§ 302-4.14 What transportation expenses will my agency pay?

Your agency will authorize you to travel by the transportation mode(s) (e.g., airline, train, or privately owned automobile) it determines to be advantageous to the Government. Your agency will pay for your transportation expenses by the authorized mode(s). If you travel by any other mode(s), your agency will pay your transportation expenses not to exceed the cost of transportation by the authorized mode(s).

§ 302-4.15 Must I document my househunting trip expenses to receive reimbursement?

To receive reimbursement for househunting trip transportation expenses you must itemize your transportation expenses and provide receipts as required by § 301-11.3(c) of this subtitle. For fixed amount househunting trip subsistence reimbursement, you do not document your subsistence expenses. For per diem househunting trip subsistence expense reimbursement, you must itemize your lodging expenses and you must provide receipts as required by § 301-7.9(b) and § 301-11.3(c) of this subtitle.

§ 302-4.16 May I receive an advance of funds for househunting trip expenses?

Your agency may authorize an advance of funds, in accordance with § 302-1.14(a) of this chapter, for your househunting trip expenses. Your agency may not advance you funds in excess of the sum of your anticipated transportation costs and either the maximum per diem allowable under part 302-2 of this chapter for the location and duration of your househunting trip or your fixed amount househunting trip subsistence expenses payment, whichever applies.

§ 302-4.17 Am I in a duty status when I perform a househunting trip?

Yes.

Subpart B—Agency Responsibilities

Note to Subpart B: Use of the pronouns "we" and "you" throughout this subpart refers to the agency.

§ 302-4.100 How should we administer the househunting trip expenses allowance?

You should administer the househunting trip expenses allowance to minimize or avoid its use when other satisfactory and more economical arrangements are available.

§ 302-4.101 What governing policies must we establish for the househunting trip expenses allowance?

You must establish policies and procedures governing:

- (a) When you will authorize a househunting trip for an employee;
- (b) Who will determine if a househunting trip is appropriate in each situation;
- (c) If and when you will authorize the fixed amount option for househunting trip subsistence expenses reimbursement;
- (d) Who will determine the appropriate duration of a househunting trip for an employee who selects a per diem allowance under part 302-2 of this chapter to reimburse househunting trip subsistence expenses; and
- (e) Who will determine the mode(s) of transportation to be used.

§ 302-4.102 Under what circumstances may we authorize a househunting trip?

You may authorize a househunting trip on an individual-case basis when the employee has accepted the transfer and his/her circumstances indicate that a househunting trip actually is needed. You may not authorize a househunting trip when the purpose of the trip is to assist the employee in deciding whether he or she will accept the transfer.

§ 302-4.103 What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expenses reimbursement option?

You must consider the following factors:

(a) *Ease of administration.* Payment of a per diem allowance under part 302-2 of this chapter requires you to review claims for the validity, accuracy, and reasonableness of each expense amount, except for meals and incidental expenses. Fixed amount househunting trip subsistence expenses reimbursement is easier to administer because you do not have to review expense amounts.

(b) *Cost considerations.* You must weigh the cost of each reimbursement option on a case-by-case basis.

(c) *Treatment of employees.* The employee is allowed to choose between a per diem allowance under part 302-2 of this chapter and fixed amount househunting trip subsistence expenses reimbursement when you offer the fixed amount reimbursement method. You therefore should weigh employee morale and productivity considerations against actual cost considerations in determining which method to offer.

Dated: March 18, 1997.

Thurman M. Davis, Sr.,
Acting Administrator of General Services.
[FR Doc. 97-7236 Filed 3-20-97; 8:45 am]
BILLING CODE 6820-34-P

41 CFR Part 302-1

[FTR Amendment 64]

RIN 3090-AG44

Federal Travel Regulation; Temporary Change of Station

AGENCY: Office of Governmentwide Policy, GSA.

ACTION: Final rule.

SUMMARY: This final rule amends the Federal Travel Regulation (FTR) to allow an agency to pay a limited set of relocation allowances in connection with a temporary change of station for a period of not less than 6, nor more than 30, months. This amendment is intended to reduce Government expenditures for the long-term assignment of an employee to a temporary official station and to increase the employee's satisfaction by providing an alternative to a long-term temporary duty travel assignment that would involve a prolonged separation from his/her immediate family.

DATES: This final rule is effective March 22, 1997, and applies to an employee whose effective date of transfer (date the employee reports for duty at the new official station) is on or after March 22, 1997.

FOR FURTHER INFORMATION CONTACT: Robert A. Clauson, Travel and Transportation Management Policy Division (MTT), Washington, DC 20405, telephone 202-501-0299.

SUPPLEMENTARY INFORMATION: A multi-agency travel reinvention task force was organized in August 1994 under the auspices of the Joint Financial Management Improvement Program (JFMIP) to reengineer Federal travel rules and procedures. The task force developed 25 recommended travel management improvements published in a JFMIP report entitled *Improving Travel Management Governmentwide*, dated December 1995. On September 23, 1996, the President signed into law the Federal Employee Travel Reform Act of 1996 (Pub. L. 104-201), which included 8 legislative changes recommended by the JFMIP to improve travel and the delivery of relocation services.

This amendment implements section 1716 of the Act which provides the General Services Administration (GSA) authority to issue regulations permitting an agency pay a limited set of relocation allowances for a temporary change of station instead of paying temporary duty travel allowances when an employee is assigned to a temporary official station for a period of not less than 6, nor more than 30, months. This amendment is written in the "plain English style of regulation writing as a continuation of GSA's effort to make the FTR easier to understand and to use.

What is the "Plain English" Style of Regulation Writing?

The "plain English" style of regulation writing is a new, question and answer format that is simpler to read and understand. Questions are in the first person, and answers are in the

second person. GSA uses a "we" question and a "you" answer when referring to an agency, and an "I" question and a "you" answer when referring to the employee.

How Does the Plain English Style of Regulation Writing Affect Employees?

A question and its answer combine to establish a rule. The employee and the agency must follow the language contained in both the question and its answer.

GSA has determined that this rule is not a significant regulatory action for the purposes of Executive Order 12866 of September 30, 1993. This final rule is not required to be published in the **Federal Register** for notice and comment. Therefore, the Regulatory Flexibility Act does not apply. This rule also is exempt from Congressional review prescribed under 5 U.S.C. 801 since it relates solely to agency management and personnel.

List of Subjects in 41 CFR Part 302-1

Government employees, saved and transportation expenses.

For the reasons set out in the preamble, 41 CFR part 302-1 is amended as follows:

PART 302-1—APPLICABILITY, GENERAL RULES, AND ELIGIBILITY CONDITIONS

1. The authority citation for part 302-1 continues to read as follows:

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.

Subpart A—New Appointees and Transferred Employees

2. Section 302-1.3 is amended by revising paragraph (a)(2) to read as follows:

§ 302-1.3 General provisions.

(a) * * *

(2) *Discretionary coverage.* The head of an agency, or his/her designee, may authorize the payment of travel and transportation expenses and applicable allowances in the case of:

(i) A new appointee, as defined in § 302-1.4(d), relocating from his/her place of actual residence at the time of appointment (or at the time following the most recent Presidential election, but before selection or appointment, in the case of an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note) and who is appointed in the same fiscal year as the Presidential inauguration that immediately follows his/her transition

activities) for permanent duty to an official station; and

(ii) An employee authorized a temporary change of station under subpart C of this part in connection with the employee's long-term assignment to a temporary official station.

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3. Part 302-1 is amended by adding subparts C and D to read as follows:

Subpart C—Employee's Temporary Change of Station

Sec.

302-1.200 What is a "temporary change of station (TCS)"?

302-1.201 What is the purpose of a TCS?

302-1.202 Am I eligible for a TCS?

302-1.203 Who is not eligible for a TCS?

302-1.204 Must my agency authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?

302-1.205 Under what circumstances will my agency authorize a TCS?

302-1.206 If my agency authorizes a TCS, do I have the option of electing payment of temporary duty travel allowances instead?

302-1.207 How long must my assignment be for me to qualify for a TCS?

302-1.208 What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?

302-1.209 What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?

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?

302-1.211 Must I sign a service agreement to qualify for a TCS?

302-1.212 What is my official station during my long-term assignment?

Expenses Paid Upon Assignment

302-1.213 What expenses must my agency pay for a TCS upon my assignment?

302-1.214 What expenses may my agency pay for a TCS upon my assignment?

Expenses Paid During Assignment

302-1.215 If my agency authorizes a TCS, will it pay for nontemporary storage of my household goods?

302-1.216 How long may my agency pay for nontemporary storage of my household goods?

302-1.217 Is there any limitation on the combined weight of household goods I may transport or nontemporarily store at Government expense?

302-1.218 What are the income tax consequences if my agency pays for nontemporary storage of my household goods?

302-1.219 Will my agency pay for property management services when I am authorized a TCS?

302-1.220 What is the property for which my agency will pay for property management services?

302-1.221 How long will my agency pay for property management services?

302-1.222 What are the income tax consequences when my agency pays for property management services?

Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service

302-1.223 What expenses will my agency pay when I complete my long-term assignment?

302-1.224 If I separate from Government service upon completion of my long-term assignment, what relocation expenses will my agency pay upon my separation?

302-1.225 If I separate from Government service prior to completion of my long-term assignment, what relocation expenses will my agency pay upon my separation?

302-1.226 If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will my agency pay upon completion of my last assignment or my separation from Government service?

Permanent Assignment to Temporary Official Station

302-1.227 How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?

302-1.228 What relocation allowances may my agency pay when I am permanently assigned to my temporary official station?

302-1.229 If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?

302-1.230 Are there any relocation allowances my agency may not pay if I am permanently assigned to my temporary official station?

Subpart D—Agency Responsibilities for Temporary Change of Station

Sec.

302-1.300 How should we administer our TCS program?

302-1.301 What governing policies must we establish for our TCS program?

302-1.302 What factors should we consider in determining whether to authorize a TCS for a long-term assignment?

Subpart C—Employee's Temporary Change of Station

Note to subpart C: Use of the pronouns "I" and "you" throughout this subpart refers to the employee.

§ 302-1.200 What is a "temporary change of station (TCS)"?

TCS means the relocation of an employee to a new official station for a temporary period while the employee is performing a long-term assignment, and subsequent return of the employee to the previous official station upon completion of that assignment.

§ 302-1.201 What is the purpose of a TCS?

TCS provides agencies an alternative to a long-term temporary duty travel assignment to increase employee satisfaction and enhance morale, reduce the employee's income tax liability, and save the Government money.

§ 302-1.202 Am I eligible for a TCS?

Yes, if you are an employee who is directed to perform a long-term assignment at a temporary location, and you otherwise would be eligible for payment of temporary duty travel allowances authorized under chapter 301 of this subtitle. For exceptions, see § 302-1.203.

§ 302-1.203 Who is not eligible for a TCS?

The following individuals are not eligible for a TCS:

- (a) A new appointee;
- (b) An employee assigned to or from a State or local Government under the Intergovernmental Personnel Act (5 U.S.C. 3372, et. seq.);
- (c) An individual employed intermittently in the Government service as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
- (d) An individual serving without pay or at \$1 a year; or
- (e) An employee assigned under the Government Employees Training Act (5 U.S.C. 4109).

§ 302-1.204 Must my agency authorize a TCS when I am directed to perform a long-term assignment at a temporary official station?

No. Your agency determines the conditions under which a TCS is necessary to accomplish the purposes of the Government effectively and economically.

§ 302-1.205 Under what circumstances will my agency authorize a TCS?

Your agency will authorize a TCS when:

- (a) You are directed to perform a long-term assignment at another duty station;
- (b) Your agency otherwise could authorize temporary duty travel and pay travel allowances, including payment of subsistence expenses, under chapter 301 of this subtitle for the long-term assignment;
- (c) Your agency determines it would be more advantageous, cost and other factors considered, to authorize a TCS; and
- (d) You meet any additional conditions your agency has established.

§ 302-1.206 If my agency authorizes a TCS, do I have the option of electing payment of temporary duty travel allowances instead?

No.

§ 302-1.207 How long must my assignment be for me to qualify for a TCS?

Not less than 6 months, nor more than 30 months.

§ 302-1.208 What is the effect on my TCS reimbursement if my assignment lasts less than 6 months?

Your agency may authorize a TCS only when a long-term assignment is expected to last 6 months or more. If your assignment is cut short for reasons other than separation from Government service, you will be paid TCS expenses.

§ 302-1.209 What is the effect on my TCS reimbursement if my assignment lasts more than 30 months?

If your assignment exceeds 30 months, your agency must permanently assign you to the temporary official station or return you to your previous official station. Your agency may not pay for nontemporary storage or property management services incurred after the last day of the thirtieth month. Your agency must pay the expenses of returning you and your immediate family and household goods to your previous official station unless you are permanently assigned to your temporary official station.

§ 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?

No. Your agency may establish the area within which it will not authorize a TCS.

§ 302-1.211 Must I sign a service agreement to qualify for a TCS?

No.

§ 302-1.212 What is my official station during my long-term assignment?

Your official station is the location of your long-term assignment.

Expenses Paid Upon Assignment

§ 302-1.213 What expenses must my agency pay for a TCS upon my assignment?

Your agency must pay the following:

- (a) Travel, including per diem, for you and your immediate family under part 302-2 of this chapter;
- (b) Transportation and temporary storage of your household goods under part 302-8 of this chapter;
- (c) Transportation of a mobile home instead of transportation of household goods under part 302-7 of this chapter;
- (d) A miscellaneous expenses allowance under part 302-3 of this chapter;
- (e) Transportation of a privately owned vehicle(s) under part 302-10 of this chapter; and

(f) A relocation income tax allowance under part 302-11 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section and § 302-1.214 for your relocation expenses.

§ 302-1.214 What expenses may my agency pay for a TCS upon my assignment?

Your agency may pay the following:

- (a) Househunting trip expenses under part 302-4 of this chapter; and
- (b) Temporary quarters subsistence expenses under part 302-5 of this chapter.

Expenses Paid During Assignment

§ 302-1.215 If my agency authorizes a TCS, will it pay for nontemporary storage of my household goods?

Yes, when nontemporary storage is necessary. Nontemporary storage expenses include necessary packing, crating, unpacking, uncrating, transporting to and from place of storage, charges while in storage, and other necessary charges directly related to storage.

§ 302-1.216 How long may my agency pay for nontemporary storage of household goods?

For the duration of your long-term assignment.

§ 302-1.217 Is there any limitation on the combined weight of household goods I may transport or nontemporarily store at Government expense?

Yes, the maximum combined weight is 18,000 pounds net weight. If you transport and/or nontemporarily store household goods in excess of the maximum weight allowance, you will be responsible for any excess cost.

§ 302-1.218 What are the income tax consequences if my agency pays for nontemporary storage of my household goods?

You will be taxed on the amount of nontemporary storage expenses your agency pays. However, your agency will pay you a relocation income tax allowance under part 302-11 of this chapter for substantially all of the additional Federal, State and local income taxes you incur on the expenses your agency pays.

§ 302-1.219 Will my agency pay for property management services when I am authorized a TCS?

Yes. Your agency will reimburse you directly for expenses you incur or make payments on your behalf to a relocation services company, if you so choose. The term "property management services" refers to a program provided by a private company for a fee, which assists

you in managing your residence at your previous official station as a rental property. Services provided by the company may include, but are not limited to, obtaining a tenant, negotiating a lease, inspecting the property regularly, managing repairs and maintenance, enforcing lease terms, collecting the rent, paying the mortgage and other carrying expenses from rental proceeds and/or funds of the employee, and accounting for the transactions and providing periodic reports to the employee.

§ 302-1.220 What is the property for which my agency will pay for property management services?

Only your residence at your previous official station.

§ 302-1.221 How long will my agency pay for property management services?

For the duration of your long-term assignment.

§ 302-1.222 What are the income tax consequences when my agency pays for property management services?

You will be taxed on the amount of property management expenses your agency pays, whether it reimburses you directly for your expenses or pays a relocation services company to manage your residence. However, your agency will pay you a relocation income tax allowance under part 302-11 of this chapter for substantially all of the additional Federal, State and local income taxes you incur on the expenses your agency pays. You may wish to consult with a tax advisor to determine whether you will incur any additional tax liability, unrelated to your agency's payment of your property management expenses, as a result of maintaining your residence as a rental property.

Expenses Paid Upon Completion of Assignment or Upon Separation From Government Service

§ 302-1.223 What expenses will my agency pay when I complete my long-term assignment?

Your agency will pay the following expenses in connection with your return to your previous official station:

- (a) Travel, including per diem, for you and your immediate family under part 302-2 of this chapter;
- (b) Transportation and temporary storage of your household goods under part 302-8 of this chapter;
- (c) Transportation of a mobile home instead of transportation of your household goods under part 302-7 of this chapter;
- (d) Temporary quarters subsistence expenses under part 302-5 of this chapter;

(e) A miscellaneous expenses allowance under part 302-3 of this chapter;

(f) Transportation of a privately owned vehicle(s) under part 302-10 of this chapter; and

(g) A relocation income tax allowance under part 302-11 of this chapter for additional income taxes you incur on payments your agency makes under the authority of this section for your relocation expenses.

§ 302-1.224 If I separate from Government service upon completion of my long-term assignment, what relocation expenses will my agency pay upon my separation?

The same relocation expenses it would have paid had you not separated from Government service upon completion of your long-term assignment.

§ 302-1.225 If I separate from Government service prior to completion of my long-term assignment, what relocation expenses will my agency pay upon my separation?

If the separation is for reasons beyond your control that are acceptable to your agency, your agency will pay the same relocation expenses it would pay under § 302-1.224 if you separated from Government service upon completion of the long-term assignment. If this is not the case, the expenses your agency pays may not exceed the reimbursement that you would have received under chapter 301 of this subtitle had you been authorized to perform temporary duty travel for the duration of the long-term assignment.

§ 302-1.226 If I have been authorized successive temporary changes of station and reassigned from one temporary official station to another, what expenses will my agency pay upon completion of my last assignment or my separation from Government service?

Your agency will pay the expenses authorized in § 302-1.223 for your relocation from your current temporary official station to your last permanent official station.

Permanent Assignment to Temporary Official Station

§ 302-1.227 How is payment of my TCS expenses affected if I am permanently assigned to my temporary official station?

Payment of TCS expenses stops once your temporary official station becomes your permanent official station. Your agency may not pay any TCS expenses incurred beginning the day your temporary official station becomes your permanent official station.

§ 302-1.228 What relocation allowances may my agency pay when I am permanently assigned to my temporary official station?

Your agency may pay the following:

(a) Travel, including per diem, under part 302-2 of this chapter for one round trip between your temporary official station and your previous official station for you and members of your immediate family who relocated to the temporary official station with you. Your agency may also pay the same expenses for a one-way trip from the previous official station to the new permanent official station for any immediate family members who did not accompany you to the temporary official station.

(b) Residence transaction expenses under part 302-6 of this chapter;

(c) Property management expenses under part 302-14 of this chapter;

(d) Residence-related relocation services expenses, (e.g. expenses under a homesale program, expenses for homefinding assistance, and property management services) under part 302-12 of this chapter;

(e) Temporary quarters subsistence expenses under part 302-5 of this chapter;

(f) Transportation of household goods not previously transported to the temporary official station under part 302-8 of this chapter; and

(g) Transportation of a privately owned vehicle(s) not previously transported to the temporary official station under part 302-10 of this chapter.

§ 302-1.229 If I am permanently assigned to my temporary official station, is there any limitation on the weight of household goods I may transport at Government expense to my official station?

Yes. You are limited to 18,000 pounds net weight. This maximum weight will be reduced by the weight of any household goods transported at Government expense to your temporary official station under your TCS authorization. Subject to the 18,000 pound limit, your agency will pay to transport any household goods in nontemporary storage to your official station. Additionally, if you change your residence as a result of your permanent assignment to your temporary official station, your agency may pay for transporting your household goods, subject to the 18,000 pound limit, between the residence you occupied during your temporary assignment and your new residence.

§ 302-1.230 Are there any relocation allowances my agency may not pay if I am permanently assigned to my temporary official station?

Your agency may not pay for the following:

(a) Expenses of a househunting trip for you and your spouse to your temporary official station under part 302-4 of this chapter; or

(b) Residence transaction expenses for selling a residence or breaking a lease at the temporary official station under part 302-6 of this chapter.

Subpart D—Agency Responsibilities for Temporary Change of Station

Note to subpart D: Use of the pronouns "we" and "you" throughout this subpart refers to the agency.

§ 302-1.300 How should we administer our TCS program?

To minimize your travel and relocation costs.

§ 302-1.301 What governing policies must we establish for our TCS program?

Policies and procedures that govern:

(a) When you will authorize a TCS, including whether you will impose a minimum distance between the employee's current official station and the proposed temporary official station for an employee to qualify for a TCS; and

(b) Who will determine whether authorization of a TCS is appropriate in each situation.

§ 302-1.302 What factors should we consider in determining whether to authorize a TCS for a long-term assignment?

You should consider the following factors in determining whether to authorize a TCS:

(a) *Cost considerations.* You should consider the cost of each alternative. A long-term temporary duty travel assignment requires the payment of either per diem or actual subsistence expenses for the entire period of the assignment. This could be very costly to the agency over an extended period. A TCS will require fairly substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for nontemporary storage and property management services, when authorized, during the period of the assignment. Agencies should estimate the total cost of each alternative and authorize the one that is most advantageous for the agency, cost and other factors considered.

(b) *Length of the long-term assignment.* You should consider the length of the long-term assignment. The

purpose of temporary duty travel allowances is to reimburse an employee for additional costs, including subsistence costs, incurred as a result of performing official business away from his/her official station. An employee receives a salary intended to cover his/her living expenses, including subsistence costs, at the official station. When an employee performs a long-term assignment and obtains extended stay living accommodations with facilities not unlike those the employee has at the official station, the assignment characteristics may be more similar to subsisting at the official station than at a temporary duty station. When this situation occurs, payment of temporary duty travel allowances in addition to payment of salary creates an inequitable reimbursement situation between an employee performing official travel and an employee officially stationed at the same location. In this situation, you should strongly consider authorizing a TCS for a long-term assignment.

(c) *Tax considerations.* An employee who performs a temporary duty travel assignment exceeding one year at a single location is subject to income taxation of his/her travel expense reimbursements. An employee who is authorized and performs a TCS also will be subject to income taxation of some, but not all, of his/her TCS expenses. You will pay an offsetting relocation income tax allowance on an employee's TCS expense reimbursements but unless specifically authorized by statute, you do not have authority to pay such an allowance for income taxes incurred on temporary duty travel reimbursements. You, therefore, should authorize a TCS if a long-term temporary duty assignment will result in an unreimbursable income tax liability on an employee.

(d) *Employee concerns.* The long-term assignment of an employee away from his/her official station and immediate family may negatively affect the employee's morale and job performance. Such negative effects may be alleviated by authorizing a TCS so the employee can transport his/her immediate family and/or household goods at Government expense to the location where he/she will perform the long-term assignment. You should consider the effects of a long-term temporary duty travel assignment on an employee when deciding whether to authorize a TCS.

Dated: March 18, 1997.

Thurman M. Davis, Sr.,
Acting Administrator of General Services.
[FR Doc. 97-7237 Filed 3-20-97; 8:45 am]

BILLING CODE 6820-34-P