

DUAL-FEDERAL EMPLOYEE:

On your Questionnaire you indicated your spouse is a Federal Employee. Please answer the following questions and email your response back to us. We cannot complete processing your orders until all requested information is received.

PLEASE READ: JTR, Ch. 5, Part F

053707. Two or More Family Members Are Civilian Employees (FTR §302-3)

When two or more civilian employees who are members of the same immediate family are transferred in the Government’s interest, they may either choose to receive the travel and transportation allowances each separately or one as a civilian employee and the other as a dependent. All affected civilian employees must sign a written document outlining the choice. If each civilian employee chooses to receive travel and transportation allowances as a civilian employee, neither is treated as the other’s dependent. Otherwise, one civilian employee is eligible for travel and transportation allowances on behalf of the other as a dependent. When a civilian employee chooses separate travel and transportation allowances, duplicate benefits must not be paid to both civilian employees on behalf of a non-civilian employee dependent. When a civilian employee chooses separate benefits, the written document must specify which civilian employee receives the allowances for a non-civilian employee dependent.

PLEASE CHECK ONE OF THE FOLLOWING:

____ Spouse is a current Federal Employee and has elected to travel as a dependent on these orders. Dual Entitlements not authorized. (Or spouse will join employee at later date (up to 1 year).
NOTE: LIST SPOUSE IN DEPENDENT BLOCK.

____ Spouse is a current Federal Employee and will travel on separate orders. Dual Entitlements not authorized.
NOTE: (Need a copy of the spouse’s PCS order). NOTE: DO NOT LIST THE SPOUSE IN DEPENDENT BLOCK.

____ Spouse is an Active Duty Military member and is authorized entitlements not covered under military orders. Dependent children may be listed on both orders; however, dual entitlements are not authorized.

1. Has spouse been offered an assignment and are they on their own set of orders or expect to receive one?
 - 1a. If you have dependents, please indicate whose orders they will go on.

2. Does the spouse currently live with you at your losing PDS or are they located in a different location. If they do not live with you, what is their current location?
 - 2a. Will they be joining you at your gaining PDS?

Employee's Name (Printed) _____ **Employee's Signature** _____

Spouse's Name (Printed) _____ **Spouse's Signature** _____