

**Functional Series 500 - Management Services
ADS 525 - Separation/Retirement Travel for Foreign Service Employees**

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ADS 525 - Separation/Retirement Travel for Foreign Service Employees

525.1 OVERVIEW

This chapter contains the policies and procedures regarding the payment of certain travel and transportation expenses to Foreign Service employees incident to their separation or retirement from the Foreign Service. This chapter is applicable to Foreign Service Officers retiring/separating from overseas. Foreign Service Officers retiring or separating from the U.S. should consult ADS 524, Entitlements for Domestic Relocation.

525.2 PRIMARY RESPONSIBILITIES

- a. The traveler is responsible for the correct performance of official travel and for the payment of any charges incurred through failure to comply with the governing regulations, regardless of who may have assisted the traveler in making the travel arrangements. It is also the traveler's responsibility to promptly file a travel claim with the appropriate paying office within five business days of the completion of a trip or every 30 calendar days of an extended trip.
- b. The Bureau for Management, Office of Human Resources (**M/HR**) is responsible for preparing and approving travel orders for the employee and his or her eligible family members in connection with the employee's separation from the Foreign Service.
- c. The Bureau for Management, Office of Administrative Services, Travel and Transportation Division (**M/AS/TT**) is responsible for reviewing travel authorizations incident to separation travel to ensure conformity to the laws, regulations, policies, and procedures related to the travel of Foreign Service employees and the transportation of their effects for the purpose of separation or retirement travel.

525.3 POLICY AND PROCEDURES

525.3.1 Separation/Retirement Travel

- a. **Time limitation:** Upon separation or retirement from the Foreign Service overseas, employees and their eligible family members (EFM) are entitled to travel and the shipment of their effects. The actual departure of the employee and his or her dependents, in addition to the shipment of all effects, must not be deferred more than 12 months (or six months if only domestic travel outside of a 50-mile radius is involved). The time limitation will be calculated from the employee's last day in pay status, unless an earlier or later limitation is specified in the travel authorization, or the time limitation is extended by the Director, M/HR, or his or her designee. Such later time limit or extension must not exceed 18 months after the employee's last day in pay status. (See Mandatory References, [6 FAM 133.2-2](#), Separation from the Service, and [6 FAM 168.4](#), Prohibitions in Connection With Resignation, Retirement, or Separation)

b. Expenses: Employees and their eligible family members (EFM) traveling under official travel authorizations are expected to use the most direct and expeditious routes consistent with economy and reasonable comfort and safety. Employees are expected to exercise good judgement in the costs they incur for all official transportation expenses as if they were personally liable for payments.

***525.3.2 Travel Claim Submission**

The traveler must promptly file a travel claim with the appropriate paying office within five business days of the completion of a trip or every 30 calendar days of an extended trip.

525.4 MANDATORY REFERENCES

525.4.1 External Mandatory References

- a. [6 FAM 133.2-2, Separation from the Service](#)
- b. [6 FAM 168.4, Prohibitions in Connection With Resignation, Retirement, or Separation](#)
- c. [Foreign Assistance Act of 1961, as amended](#)
- d. [Foreign Service Act of 1980, as amended](#)

525.4.2 Internal Mandatory References

525.5 ADDITIONAL HELP

***525.6 DEFINITIONS**

The terms and definitions listed below have been included into the ADS Glossary. See the **ADS Glossary** [Word](#) | [PDF](#) | [HTML](#) for all ADS terms and definitions.

*An asterisk next to a definition indicates that either the term is new or the definition has been revised.

***eligible family members (EFM)**

(replaces the term “family/authorized dependents”)

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;

(2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel; see 3 FAM 1900 Appendix B—*Old* 3 FAM 686.1);

(3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM); and

(4) Spouse. (Chapters 523, 524, 525)

***household effects**

(replaces the terms “effects” and “personal effects”)

Furniture, consumables, and household and personal effects, including automotive replacement parts, tires, tubes, and accessories, for the use of an employee and the employee's family, but excluding boats, aircraft, animals, birds, pets, and plants.

Snowmobiles and vehicles with two or three wheels (e.g., motorcycles, mopeds, and golf carts) may be shipped as household effects. (Chapters 521, 523, 524, 525)

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