

## **6 FAM 100-179**

**NOTE:** These updated FAM sections were placed into the PCOM (Peace Corps On-line Manual) version of MS 812 on 07/15/99. Many FAM numbers do not match the FAM numbers referenced in the text of MS 812. Please look up topics here by subject, not number.

### **6 FAM 100 TRAVEL, TRANSPORTATION, AND STORAGE**

#### **6 FAM 110 FOREIGN SERVICE TRAVEL REGULATIONS' AUTHORITY AND APPLICABILITY**

(TL:GS-50; 05-21-1997)

#### **6 FAM 111 SCOPE AND STATUTORY AUTHORITY**

##### **6 FAM 111.1 Policy**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

It is Department of State policy that the Secretary authorize and pay for the official travel and related expenses of members of the Service and their families, including costs or expenses incurred for:

- (1) Proceeding to and returning from assigned posts of duty;
- (2) Authorized or required home leave;
- (3) Family members to accompany, precede, or follow a member of the Service to a place of temporary duty;
- (4) Representational travel;
- (5) Medical travel;
- (6) Rest and recuperation travel;
- (7) Evacuation travel;
- (8) Visitation travel;
- (9) Return remains of member of the Service or of a family member of the Service who dies abroad or while assigned within the United States; and
- (10) Other travel as necessary to accomplish the Department's Mission.

##### **6 FAM 111.1-1 Transitional Provisions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel, transportation, and related expenses under travel orders issued prior to the effective date of these regulations, but incurred after the effective date, are payable:

- (1) Under these regulations; or
- (2) Under regulations in effect at the time the travel order was issued.

##### **6 FAM 111.2 Applicability**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Except as provided in 6 FAM 125.4 , 6 FAM 125.7 , 6 FAM 126 , and 6 FAM 152.2 , these regulations cover travel of Foreign Service employees and the members of their families, storage and shipment of their effects, and motor vehicles, and apply to travel and transportation within the United States as well as abroad.

b. Except as provided in 6 FAM 125.3 , 6 FAM 125.9 , 6 FAM 131 , 6 FAM 134.1 , 6 FAM 134.3 , 6 FAM 135.7 , 6 FAM 151 , 6 FAM 163 , 6 FAM 164 , and 6 FAM 190 , the travel and transportation regulations for Civil Service employees are contained in the Federal Travel Regulations (FTR). The FTR is issued under the authority of 5 U.S.C. 5701-5709, 31 U.S.C. 1353, and 40 U. S. C. 486(c).

c. For USAID, these regulations also cover FC Schedule employees of participating agencies, including commissioned officers of the Uniformed Services assigned to

USAID programs abroad. These regulations do not apply to USAID third-country national employees as defined in pertinent USAID Handbooks. Expenses are allowed in accordance with the regulations in effect at the time expenses are actually incurred, except as provided by 6 FAM 111.1-1 .

i. **Coach-Class Air Accommodations** means the basic class of accommodations offered by an air carrier to passengers which includes a level of service available to all passengers regardless of the fare paid. The term "coach-class air accommodations" applies when an airline offers only one class of accommodations; the term includes tourist-class and economy-class air accommodations.

j. **Constructive Cost.** The total cost of per diem, travel, transportation, and incidental expenses which would have been incurred for travel by a usually traveled route.

k. **Continental United States (CONUS).** The contiguous 48 States and the District of Columbia. See also United States, below.

l. **Continuous Storage.** The storage of household effects while an employee is assigned to or is at an official station (or duty post) to which the employee will not or cannot transport household effects.

m. **Destination rate.** The per diem rate applicable to the next location where the employee will perform temporary duty or where the employee makes an en route stopover to obtain overnight lodging.

n. **Direct route or direct travel.** One or more routes which are essentially the same in travel time and cost to the U.S. Government. Selection of usually traveled routes will depend on the authorized mode or combination of modes, and is subject to the provisions of 6 FAM 134 and 6 FAM 135 restricting use of foreign carriers.

o. **Duty station** is the station to which an employee is officially assigned. See also 6 FAM 111.3 paragraph ee.

q. **Effects** See Household Effects.

r. **Eligible Family Members:**

(1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, 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 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.

s. **ELSO (European Logistical Support Office) - Antwerp.** Located in Antwerp, Belgium, ELSO provides for the handling of Household Effects (HHE) to specified posts abroad.

t. **Employee.** A U. S. citizen appointed in any one of the categories listed in section 103 of the Foreign Service Act of 1980, or appointed pursuant to other Statute

deriving employment authority from the Act, but excluding USAID third-country national employees.

u. **Excess Luggage.** The extra weight or number of pieces of accompanied baggage (luggage) that exceed the weight or number of pieces that are provided free by the carrier according to the mode and type of transportation the traveler is using (see 6 FAM 148.1 ).

v. **First-class air accommodations** means the highest class of accommodations on a multi-class commercial air carrier.

w. **Foreign-flag vessel.** Vessel registered under the laws of a foreign country.

x. **Gross weight.** Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or containers.

y. **Heads of Agency at Establishments Abroad.** USAID mission director or USAID representative; USIA country public affairs officers; officers in charge of radio relay stations or radio program centers; and officers in charge of regional service centers.

z. **Household Effects** are 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.

aa. **Incidental expenses covered by per diem.** Laundry, dry-cleaning, and pressing; fans, air conditioning, heating, radio, or television in rooms; and transportation between place of lodging or business and places where meals are taken, except as specified in 6 FAM 142 , paragraph f.

bb. **Indirect route or travel.** The portion of any journey which deviates from a usually traveled route.

cc. **Locality rates.** The maximum per diem rates prescribed for specific localities.

dd. **Lodging.** Includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, radios or television in rooms, etc.

ee. **Lodging Plus System.** A single worldwide computation system which includes two components:

(1) A fixed maximum rate for commercial or other lodging as prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances); and

(2) A fixed locality rate for meals and incidental expenses which requires no receipts or traveler certification. These rates are prescribed by the appropriate agency's regulations and may be lowered by the authorizing officer.

ff. **Maid services in a foreign locality.** Reimbursement against the lodging portion of the lodgings-plus payment is permissible if all of the following requirements are met:

(1) U.S. Government quarters are furnished at no cost to the traveler;

(2) Reimbursement does not exceed 10% of the applicable daily lodging rate for the locality averaged over the period of the traveler's stay in the quarters;

(3) U.S. Government employees, contractors, or their eligible family members cannot be the recipients of any part of the payment;

(4) Payment is receipted and represents a customary payment; and

(5) Payment is made in a foreign area.

gg. **Meals.** Expenses for breakfast, lunch, dinner, and related tips and taxes (excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

hh. **Mobile Homes.** All types of house trailers and mobile dwellings constructed for use as residences to be moved overland, either by being self-propelled or towed.

ii. **Motor vehicle.** A privately-owned motor vehicle is a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel, and used by the employee and/or employee's immediate family for the primary purpose of providing personal transportation (see 6 FAM 165.7 on limitations).

jj. **Net weight.** Consists of actual effects plus cartons, barrels, fiber drums, crates and boxes, as well the necessary wrapping and cushioning material, used to pack fragile articles for shipment or storage. Fragile articles include clothing, linens, books, pictures, mirrors, lamp shades and bases, bric-a-brac, glassware, chinaware, and other articles which normally require preliminary packing before removal from the residence.

kk. **New appointees.** Includes not only individuals when first appointed to U.S. Government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service.

ll. **Non-temporary storage** is the storage of household effects while an employee is assigned to or is at an official station (or duty post) to which the employee will not or cannot transport household effects.

mm. **Per diem.** An allowance granted in lieu of reimbursement of actual subsistence expenses. This allowance includes, where applicable, taxes and service charges.

nn. **Post.** The duty station to which an employee is officially assigned.

oo. **Premium-class air accommodations** means any class of air accommodations above coach-class air accommodations, e.g., first-class or business-class.

pp. **Premium-class other than first-class air** means any class of accommodations between coach-class and first-class air accommodations, e.g., business-class.

qq. **Separate Maintenance Allowance (SMA)** means an allowance to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or for the convenience of the U.S. Government, to meet the additional expense of maintaining family members elsewhere than at such post. This allowance may also be authorized to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member.

rr. **Standard CONUS rate.** Generally, the standard CONUS per diem rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed in FTR, Chapter 301, Appendix A.

ss. **Temporary detail.** Temporary duty at a place other than the employee's official duty station or post of assignment.

tt. **Temporary Storage.** The storage of household effects for a limited period of time at place of origin, destination, or en route in connection with transportation to,

from, or between official duty stations. (See Continuous Storage for longer periods of storage).

uu. **TMFOUR** (Travel Message Four). Personnel action and travel authorization for Foreign Service appointment, PCS, home leave/return to post, and separation (see also 3 FAH-1 3760 ).

vv. **TMSIX** (Travel Message Six). Post-issued travel authorization amendments on certain aspects of travel under Washington, D.C.-held AI-lotment 2025 (see also 3 FAH-1 3760 ).

ww. **Transportation Expenses**. Includes commercial bus, air, rail, or vessel/steamship fares. Other transportation expenses include local transit system, taxi fares, cost of commercial rental cars and other special conveyances; and mileage and other allowances to cover operating expenses for use of privately owned conveyances, including fees for parking, ferries, etc.

xx. **Travel Management Center (TMC)**. A commercial travel agent under joint contract with the General Services Administration (GSA), Department of State and other Foreign Affairs agencies.

yy. **Transfer**. A permanent change of station (PCS) from one post of assignment to another.

zz. **United States, The**. The several States, the District of Columbia, and any area/jurisdiction over which the United States exercises sovereignty.

aaa. **Usually traveled route**. See Direct Route.

bbb. **Worldwide**. Within and outside the United States.

#### **6 FAM 111.3-1 Domestic/Guidance Definitions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The following basic definitions are applicable for domestic use **and** should be used as a guide for posts in determining whether local service abroad is comparable to U.S. service:

(1) **Coach-class train accommodations** means the basic class of train accommodations offered by rail carriers to passengers and which includes a level of service that is available to all passengers regardless of the fare paid. The term "coach-class train accommodations" includes reserved coach accommodations, as well as slumber coach accommodations, when overnight travel is involved.

(2) **Extra-fare train** means a train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops). The term "extra-fare train" does not mean first-class train accommodations, even though an extra-fare train may offer first-class accommodations. (see 6 FAM 147.1-5 for rules governing extra-fare service.)

(3) **First-class steamer accommodations** includes all accommodation classes above the lowest class, including but not limited to suites.

(4) **First-class train accommodations** includes bedroom, roomettes, club service, parlor car accommodations, business-class, or other premium accommodations.

(5) **Lowest-class steamer accommodations** means the least expensive class of reserved accommodations available on a steamer.

(6) **Slumber coach** includes, in the United States, slumber coach accommodations on trains offering such accommodations, or, in general, the lowest level of economy sleeping accommodations available on a train.

(7) **Steamer** includes any ocean vessel that provides accommodations for passenger travel. The term "steamer" does not include local commuter launches, but see 6 FAM 147.1 below.

**6 FAM 111.4 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Transportation regulations and policy, as set forth in this volume of the FAM, are carried out under the applicable laws of the United States, principally those contained in:

- (1) The Foreign Service Act of 1980, as amended;
- (2) The Mutual Educational and Cultural Exchange Act of 1961, as amended, the United States Information and Educational Exchange Act of 1948, as amended, the Foreign Affairs Act of 1980 and Reorganization Plan No. 2 of 1977;
- (3) The Foreign Assistance Act of 1961, as amended, Executive Order 10973 dated November 3, 1961, as amended, and State Department Delegation of Authority No. 104 of November 3, 1961, as amended;
- (4) 41 CFR 101, Public Contracts and Property Management;
- (5) USAID Handbook 22;
- (6) Federal Travel Regulations; and
- (7) Standardized Regulations.
- (8) 5 U.S.C. 5742;
- (9) 41 CFR 301-15;
- (10) USIA MOA VII 810;
- (11) Panama Canal Treaty of 1977 and related agreements (as de-scribed in section 3(a)of the Panama Canal Act of 1979); and
- (12) USAID Handbook 8.

b. The Secretary of State's authority for use of first-class train or steamer accommodations has been delegated to the Under Secretary for Management under State Department delegation of authority no. 198 dated September 16, 1992.

**6 FAM 111 Exhibit 111 LAWS RELATING TO TRAVEL AND TRANSPORTATION OF EFFECTS (EXCERPTS)**

(TL:GS-50; 05-21-1997)

The Foreign Service Act of 1980, as amended, provides:

**SEC. 901.** The Secretary may pay the travel and related expenses of members of the Service and their families, including costs or expenses in-curred for -(

- 1) proceeding to and returning from assigned posts of duty;
- (2) authorized or required home leave;
- (3) family members to accompany, precede, or follow a member of the Service to a place of temporary duty;
- (4) representational travel within the country to which the member of the Service is assigned, or, when not more than one family member partici-pates, outside such country;
- (5) obtaining necessary medical care for an illness, injury or medical condition while abroad in a locality where there is no suitable person or fa-cility to provide such care (without regard to those laws and regulations lim-iting or restricting the furnishing or payment of transportation and traveling expenses), as well as expenses for -(
  - A) an attendant or attendants for a member of the Service or a family member who is too ill to travel unattended or for a family member who is too young to travel alone, and
  - B. a family member incapable of caring for him-self or herself if he or she remained at the post at which the member of the Service is serving;

- (6) rest and recuperation travel of members of the Service who are United States Citizens, and members of their families, while serving at locations abroad specifically designated by the Secretary for purposes of this paragraph, to;
- (A) other locations abroad having different social, climatic, or other environmental conditions than those at the post at which the member of the Service is serving, or;
- (B) locations in the United States except that, unless the Secretary otherwise specifies in extraordinary circumstances travel expenses under this paragraph shall be limited to the cost for a member of the Service, and for each member of the family of the member, of 1 round trip during any continuous 2-year tour unbroken by home leave and of 2 round trips during any continuous 3-year tour unbroken by home leave;
- (7) removal of the family members of a member of the Service, and the furniture and household and personal effects (including automobiles) of the family, from a Foreign Service post where there is imminent danger because of the prevalence of disturbed conditions, and the return of such individuals, furniture, and effects to such post upon the cessation of such conditions, or to such other Foreign Service post as may in the meantime have become the post to which the member of the Service has been reassigned;
- (8) trips by a member of the Service for purposes of family visitation in situations where the family of the member is prevented by official order from accompanying the member to, or has been ordered from, the assigned post of the member because of imminent danger due to the prevalence of disturbed conditions, except that;
- (A) with respect to any such member whose family is located in the United States, the Secretary may pay the costs and expenses for not to exceed two round trips in a 12-month period, and;
- (B) with respect to any such member whose family is located abroad, the Secretary may pay such costs and expenses for trips in a 12-month period as do not exceed the cost of 2 round trips (at less than first class) to the District of Columbia;
- (9) round-trip travel from a location abroad for purposes of family visitation in emergency situations involving personal hardship;
- (10) preparing and transporting to the designated home in the United States or to a place not more distant, the remains of a member of the Service, or of a family member of a member of the Service, who dies abroad or while in travel status or, if death occurs in the United States, transport of the remains to the designated home in the United States or to a place not more distant;
- (11) transporting the furniture and household and personal effects of a member of the Service (and of his or her family) to successive posts of duty and, on separation of a member from the Service, to the place where the member will reside (or if the member has died, to the place where his or her family will reside);
- (12) packing and unpacking, transporting to and from a place of storage, and storing the furniture and household and personal effects of a member of the Service (and of his or her family);
- (A) when the member is absent from his or her post of assignment under orders or is assigned to a Foreign Service post to which such furniture and household and personal effects cannot be taken or at which they cannot be used, or when it is in the public interest or more economical to authorize storage;
- (B) in connection with an assignment of the member to a new post, except that costs and expenses may be paid under this subparagraph only for the period

beginning on the date of departure from his or her last post or (in the case of a new member) on the date of departure from the place of residence of the member and ending on the earlier of the date which is 3 months after arrival of the member at the new post or the date on which the member establishes residence quarters, except that in extraordinary circumstances the Secretary may extend this period for not more than an additional 90 days; and

(C) in connection with separation of the member from the Service except that costs or expenses may not be paid under this subparagraph for storing furniture and household and personal effects for more than 3 months, except that in extraordinary circumstances the Secretary may extend this period for not more than an additional 90 days;

(13) transporting for or on behalf of a member of the Service, a privately owned motor vehicle in any case in which the Secretary determines that water, rail, or air transportation of the motor vehicle is necessary or expedient for all or any part of the distance between points of origin and destination, but transportation may be provided under this paragraph for only one motor vehicle of a member during any 48-month period while the member is continuously serving abroad, except that another motor vehicle may be so transported as a replacement for such motor vehicle if such replacement;

(A) is determined, in advance, by the Secretary to be necessary for reasons beyond the control of the member and in the interest of the Government, or;

(B) is incident to a reassignment when the cost of transporting the replacement motor vehicle does not exceed the cost of transporting the motor vehicle that is replaced;

(14) the travel and relocation of members of the Service, and members of their families, assigned to or within the United States (or any territory or possession of the United States or the Commonwealths of Puerto Rico and the Northern Mariana Islands), including assignments under subchapter VI of Chapter 33 of title 5, United States Code (notwithstanding section 3375(a) of such title, if an agreement similar to that required by section 3375(b) of such title is executed by the member of the Service); and

(15) 1 round-trip per year for each child below age 21 of a member of the Service assigned abroad;

(A) to visit the member abroad if the child does not regularly reside with the member and the member is not receiving an education allowance or educational travel allowance for the child under section 5924(4) of title 5, United States Code, or;

(B) to visit the other parent of the child if the other parent resides in a country other than the country to which the member is assigned and the child regularly resides with the member and does not regularly attend school in the country in which the other parent resides, except that a payment under this paragraph may not exceed the cost of round-trip travel between the post to which the member is assigned and the port of entry in the contiguous 48 States which is nearest to that post.

**SEC. 902.** Loan of Household Effects. -The

Secretary may, as a means of eliminating transportation costs, provide members of the Service with basic household furnishing and equipment for use on a loan basis in personally owned or leased residences.

**SEC. 903.** Required Leave in the United States. -(

a) The Secretary may order a member of the Service who is a citizen of the United States to take leave of absence under section 6305 of title 5, United States Code



(without regard to the introductory clause of subsection (a) of that section), upon completion by that member of 18 months of continuous service abroad, The Secretary shall order on such leave of absence a member of the Service who is a citizen of the United States as soon as possible after completion by that member of 3 years of continuous service abroad.

(b) Leave ordered under this section may be taken in the United States.

(c) While on a leave of absence ordered under this section, the services of any member of the Service shall be available for such work or duties in the Department or elsewhere as the Secretary may prescribe, but the time of such work or duties shall not be counted as leave.

**6 FAM 112 EMERGENCY, UNUSUAL, OR ADDITIONAL PAYMENT  
PERTAINING TO TRAVEL AND TRANSPORTATION**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Any Department or Agency covered by these regulations may authorize any emergency, unusual, or additional payment pertaining to travel and transportation which is necessary or expedient, if allowable under existing authority, whether or not specifically provided for by these regulations (see Delegation of Authority in 6 FAM 121 ).

**6 FAM 113 OFFICIAL TRAVEL EXPENSES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In accordance with the provisions of law and these regulations, Foreign Service employees and the members of their families are entitled only to actual and necessary expenses incurred in the performance of official travel. Travelers are expected to make a conscientious effort to minimize costs of official travel and to assume costs of a personal nature and any additional expenses incurred for personal convenience.

**6 FAM 113 Exhibit 113 CODE OF FEDERAL REGULATIONS PART 44 (44 CFR)  
EXCERPTS**

(TL:GS-50; 05-21-1997)

**Code of Federal Regulations**

In accordance with 41 CFR 101, Public Contracts and Property Management, GSA provides for accountability of serially-numbered forms as follows:

**Accountability for Government Transportation Requests (GTR's)**

Section 101-41.207-4 Accountability for GTR's.

Each agency shall prescribe procedures to control GTR procurement, stocking, distribution, and accountability and shall establish safeguards to prevent their improper or unauthorized use. Each officer and employee of the Government or other person having custody of a GTR is responsible for its safekeeping and is liable for amounts which the Government may be required to pay because of improper use of the GTR resulting from fault or negligence of the custodian.

**Lost or Stolen GTR's; Lost Government Excess Baggage Authorization/ Tickets (GEBAT's)**

Section 101-41.211-1 Reporting of GTR's Lost or Stolen before Presentation to Carrier.

A lost or stolen GTR shall be reported promptly in writing by the accountable person to the appropriate agency office. This report shall include a complete statement of facts. If the lost or stolen GTR shows the carrier that is to honor the GTR, service desired, and point of origin, the accountable person shall also notify promptly in writing the named carrier and other local initial carriers.

**Section 101-41.211-2 Disposition of Recovered GTR's Previously Re-reported Lost or Stolen.**

A GTR that has been reported as lost or stolen but that is subsequently recovered shall not be used to obtain transportation or accommodations.

The recovered GTR, whether it is blank or partially or completely filled out, shall be returned promptly to the issuing officer who shall mark it "CANCELLED" and forward it through appropriate channels to the office keeping the accountability records. The GSA General Records Schedule 9, Travel and Transportation Records, provides instructions for disposition of canceled GTR's (see 101-11.404.2).

**Accountability for Tickets or Coupons**

41 CFR 101-41.212 provides:

Federal agencies shall maintain adequate accounting and administrative control, including individual accountability, of tickets and other transportation documents received in exchange for GTR's or other procuring instruments. Agency regulations should caution travelers and other accountable persons that failure to account for these documents may result in personal liability.

**Accountability for U.S. Government Bills-of-Lading**

Section 101 -41.308-1 Agency Control.

Agencies shall maintain accountability records and physical control of GBL stock. Employees responsible for the issuance and use of GBL forms shall be held accountable for their disposition.

**6 FAM 114 AGENCY EXCEPTIONS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Although employees are responsible for strict compliance with these regulations, there are instances in which allowances are exceeded or excess costs are incurred for travel, transportation, or storage of effects, despite all reasonable precautions taken by the employees. For example: when the limited shipment allowance will not be sufficient to permit an employee, whose official position has truly representational responsibilities, to ship an adequate amount of furnishings to carry out this phase of official duties in a satisfactory manner; or there may be occasions when an employee has need of professional materials related to official responsibilities and/or career specialization that are not otherwise available at the post.

b. The Department, USAID, USIA, Commerce, and FAS have established special committees (employees should refer to their transportation offices) for reviewing requests for relief and recommending appropriate action when it has been conclusively demonstrated that such excesses have occurred through no fault of the employee, or when an increase in the limited shipping allowance is fully justifiable. Employees who have unavoidably incurred excess charges for travel, transportation, or storage of their effects, or who can justify an increase in their limited shipping allowance, may submit their requests for appropriate relief to the Department, USAID, USIA, or COMMERCE (as appropriate) for consideration by these committees.

c. Requests for an exception for the shipment of professional materials, when filed in advance of shipment, will be acted upon expeditiously and be resolved, whenever possible, prior to departure.

d. Requests eligible for consideration by the committees will include, but not be limited to:

(1) Excess or increased limited shipment when total amount shipped and stored does not exceed the combined shipment and storage allowance under 6 FAM 162 , as prescribed by law; and

(2) Emergency storage of effects and privately-owned motor vehicles.

(3) Increased limited shipment following reduction due to shipment in connection with marital separation or divorce (in line with provisions of 6 FAM 168.1 and 6 FAM 176.6 ) when total amount shipped and stored does not exceed the combined shipment and storage allowance under 6 FAM 161.5-2 .

e. The committees have no authority to recommend approval of a re-quest for an increase in an employee's combined shipping and storage al-allowance or any other request which would be in violation of the Foreign Service Act of 1980, as amended, or any other law, statute, or Comptroller General Decision.

f. Denial of a request for exception will not preclude any right an indi-vidual may have to seek a ruling from the Comptroller General either di-rectly or through the finance office of the appropriate agency. Requests are to include complete justification for the desired action, and whenever possi-ble, be supported by pertinent written statements, inventories, bills-of-lading, or other supporting documents.

g. For procedures for submitting requests see 6 FAM 118 .

#### **6 FAM 115 TRAVELER'S RESPONSIBILITY**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Employees and their eligible family members traveling under official travel authorizations are expected to use the most direct and expeditious routes consistent with economy and reasonable comfort and safety. By the same token, employees are expect ed to exercise good judgment in the costs they incur for all official transportation expenses as if they were per-sonally liable for payments.

b. Claims against the U.S. Government for travel costs incurred by an employee are audited and approved according to this philosophy.

c. The traveler is responsible for the correct performance of official travel 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 travel arrangements, and for the value of tickets in trav-eler's possession purchased with U.S. Government funds or through the exchange of transportation requests. In cases where excess costs occur despite reasonable precautions, requests for relief may be made as set forth in 6 FAM 118 .

#### **6 FAM 116 LOCAL TRANSPORTATION**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Local transportation, including taxicabs and privately-owned motor vehi-cles at the post of assignment abroad, may be used for the performance of official duties which do not require a travel authorization. Such use shall be in accordance with the policies and procedures as established by the authorizing officer at the post of assignment (see 4 FAM and USAID CD-ROM).

#### **6 FAM 117 SUBMITTING TRAVEL VOUCHERS AND UNUSED TICKETS**

##### **6 FAM 117.1 Prompt Submission of Vouchers**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Upon completion of travel, the traveler is required to submit an ex-pense report (voucher claim) for reimbursement of expenses within:

(1) Five (5) working days of completion of authorized temporary duty (TDY) travel;

(2) Seven (7) working days of completion of permanent change-of-station (PCS);  
and

(3) Seven (7) work days for each thirty (30) calendar-day period for ex-tended travel, including long-term training and PCS travel.

Non-compliance on submission of voucher/claim may result in recovery ac-tion in accordance with 4 FAM . EXCEPTION: USAID and Commerce on PCS travel require 5 working days for completion of travel voucher.

b. Travelers should not postpone this submission until completion of delayed travel by the employee's family or delayed transportation of effects.

c. Administrative approval of the travel vouchers by approving officials must be completed within two (2) working days of submission by the trav-eler (for procedures, see 4 FAM and USAID CD-ROM).

d. For Commerce: When travel authorization/advance is issued in Washington, D.C., voucher submission must be filed in Washington, D.C.

#### **6 FAM 117.2 Submission of Unused Tickets or Carrier Refund Applications for Exchange Tickets**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travelers should turn in any unused tickets immediately upon arrival at the post to the administrative officer (for USAID The Executive Officer), or, upon arrival in Washington, to the executive office of the cognizant bureau or office in accordance with 4 FAM .

#### **6 FAM 117.3 Required Receipts**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Receipts are required for each allowable cash expenditure in excess of \$75, unless it is not practicable to obtain them or if the duties of the traveler are of a confidential nature.

#### **6 FAM 117.4 Accountability for Serially-Numbered Forms SF-1169 and SF-1103**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. See 6 FAM 117 Exhibit 117 .

b. An accountable officer is designated at each post to control the pro-curement, stock, distribution, and accountability for Form SF-1169, U.S. Government Transportation Request (GTR) in accordance with 6 FAM 128.4 . Similar procedures are followed by the accountable officer for the control and accountability for Form SF-1103, U.S. Government Bill-of-Lading (GBL).

c. Travelers are held accountable for all serially-numbered forms fur-nished them including spoiled, canceled, unused, lost, or stolen forms. When a GTR is lost or stolen, the traveler immediately notifies the appropri-ate accountable officer in writing of the loss or theft and includes a complete statement of attendant facts.

#### **6 FAM 117 Exhibit 117 SAMPLE FORM SF-1169, U.S. GOVERNMENT TRANSPORTATION REQUEST**

(TL:GS-50; 05-21-1997) (example from page 24)

#### **6 FAM 117 Exhibit 117 — Continued**

#### **Guide to Preparation of Form SF-1169**

(1) **BILL CHARGES TO** Most forms will be pre-printed in this block. If old stock is being used and the block is blank, enter exact name and complete postal address of the Government office to which the carrier is to present the bill for payment.

(2) **FISCAL DATA** Enter appropriate fiscal accounting information. When payment is to be made in other than U.S. dollars, show type of currency in "Special

Accommodations and Requirements" box; for example, "To be paid in Indian rupees."

(3) **PLACE AND DATE OF ISSUE** Enter installation, point, city, state, or country, and GTR date of issue rather than the date of the ticket or transportation service requested.

(4) **ISSUING GOVERNMENT OFFICER OR TRAVELER** Signature and office, division or branch, and Department or Agency are to be entered in this block.

(5) **TRAVELER** (Type or print) Enter name of traveler and title or military rank where such designation is necessary to obtain special fares.

(6) **OTHERS** (Number) Enter number of persons in addition to the traveler for whom transportation and/or accommodations are being requested. Include infants in the number regardless of whether seating or other accommodations are authorized. When GTR is to cover one person, only, enter the word "No."

(7) **DEPENDENT TRAVEL—CHILDREN** (Dates of birth) Check "Spouse" block and list name of spouse if spouse is to accompany the traveler. Also, list names and dates of birth of any dependent children who will accompany the traveler; for example, "Michael (06/06/XX), Anne (12/04/XX)," etc.

(8) **SPECIAL ACCOMMODATIONS AND REQUIREMENTS** Enter number and type of accommodations to be furnished and list points between which each type of accommodation is to be utilized. Abbreviate if necessary. For rail travel, indicate whether parlor car seat, roomette, etc.

Steamship travel is NOT authorized, unless a medical justification determines that travel by air is detrimental to the health of the employee or employee's dependents. If medical conditions permit use of steamship travel, when known: show name of vessel, sailing date, and number of assigned stateroom (bed or berth where less than room capacity is involved). If the available accommodation for the class authorized is unknown at time of issuance of the GTR, enter the words "lowest available accommodation." Then, before surrendering the GTR to the carrier, the traveler shall enter in

the "Continuation of Services Required" box on the reverse side of the GTR, over the traveler's signature, the following:

**I certify that berth , stateroom No. , on SS . date of sailing , was furnished at the lowest available accommodation at time reservation was made.**

The foregoing provision is not to be construed as authorizing travelers to obligate the U.S. Government to pay for services in excess of those allowed by law or pertinent administrative regulations. Where use of a stateroom on a lake, river, or coastwise steamship involves a separate charge, enter the specific value of the authorized room in the "Special Accommodations and Requirements" box.

Also enter in this box any special fares and/or charges, such as Group Fare-Commercial Air Movement (GF-CAM), Charter, Contract, Section 22 Quotation, etc., followed by any pertinent movement, charter, or contract number. On a GTR issued for the U.S. domestic portion of any international journey, enter "Conj/intl travel."

(9) **CARRIER OR AGENT TENDERED TO** Enter name of the carrier that is to honor the GTR. When the GTR must be presented to the carrier or agent other than the one shown in this box, either the issuing officer or the traveler shall endorse the GTR to that carrier or agent by entering in the "Service Furnished If Other Than Requested" box on the reverse side, over the traveler's signature, the words "Endorsed to (carrier/agent) for ticket issuance."

(10) **CITIES** Enter in the "From" box the name of the city and state or point from which transportation and/or accommodations are to be furnished. In the "To" boxes, enter the cities and states or points to which such services are to be furnished. Use city/airport codes for air travel when such are known; otherwise, use the city with the Postal Service style of two-letter state and province abbreviation.

(11) **STOPOVER AUTH** Enter "Yes" before the cities at which stopovers are authorized and "No" for all others.

(12) **CARRIER AND CLASS OF SERVICE** Enter in the applicable box the initials or code name of the carrier and class of service authorized between each listed point. For air travel, show first or economy class. Business class is not authorized. For rail travel show whether first, second, coach, etc., and for steamship travel show whether first, second, cabin, tourist, etc.

(13) **EXCESS BAGGAGE AUTHORIZED** Enter the exact weight and/or number of pieces of excess baggage authorized to be transported for each leg of the trip. When the exact weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word "None" in the "Weight" and "Pieces" columns opposite the respective city or point entered in the "To" box. On a GTR issued to procure excess baggage only, complete the GTR as outlined above, but enter the words "Excess baggage only" in the "Special Accommodations and Re-quirements" box.

#### **6 FAM 118 PROCEDURES FOR AGENCY EXCEPTIONS TO FOREIGN SERVICE TRAVEL REGULATIONS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

##### **a. For State:**

(1) Forward all requests for committee consideration by telegram or memorandum, subject: "AFSP; Exception to Foreign Service Travel Regulations," to the executive director of the regional bureau having cognizance over the post to which the employee is assigned.

(2) In the case of separations or if new assignment is to the United States, submit requests to the regional bureau of last assignment;

##### **b. For USIA:**

(1) Forward all requests for committee consideration directly to the Chief, Travel and Transportation Branch (M/AST). Membership in the committee will be composed of the most senior area executive officer who will act as chairperson, the Chief, Travel and Transportation Branch (M/AST), and a personnel management specialist from the Policies and Services Staff (M/PPS);

(2) Formalization of any decision will be carried out through the appropriate administrative and budgetary channels. The committee chairperson will seek an opinion from the appropriate area office, media element, or their organizational equivalents; and;

##### **c. For USAID:**

(1) Foreign Service personnel who have unavoidably incurred what they consider to be excess charges for travel, transportation, or storage of their effects should first seek relief through the normal administrative process;

(2) In the United States, employees should submit requests to the Office of Personnel Management, M/PM/FSP or M/PM/EPM, as appropriate;

(3) At a post abroad, the request should be submitted to the appropriate approving official; and

(4) Employees who have exhausted the normal administrative process and have not received a satisfactory resolution of their problem may submit a request for committee consideration to the Chairperson, Committee on Exceptions, Office of Administration and Services, Travel and Transportation Division (M/AS/TT).  
d. **For Commerce:** Forward all requests for committee consideration by telegram or memorandum to USFCS/OIO/OFSP.

**6 FAM 119 UNASSIGNED**

**6 FAM 120 AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS**

(TL:GS-50; 05-21-1997)

**6 FAM 121 SCOPE AND AUTHORITY**

**6 FAM 121.1 Policy to Delegate**

**6 FAM 121.1-1 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In addition to the authorities listed in 6 FAM 111.6 , 6 FAM 120 refers to the following authorities:

- (1) GAO Decisions: B148087, 2/21/62;
- (2) GAO Decision: B-223872, 11/25/86;
- (3) GAO Decision: B-211490, 4/10/84;
- (4) OMB 93-11;
- (5) OMB Circular A-126; and
- (6) 41 CFR 101.37.4.

**6 FAM 121.2 Delegation of Authority to Authorize And Approve Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Delegation 53-I, dated February 26, 1964, confers upon the Secretary of State the authority to delegate as set forth below.

**6 FAM 121.2-1 State Department**

(TL:GS-50; 05-21-1997) (State Only)

- a. The delegations of authority, by the Secretary, as set forth in this section are subject to the availability of travel funds, all requirements of law, and to regulations, instructions, and directives separately issued by the Department of State from time to time. The delegations must be in writing and registered with the Directives Management Branch (A/IM/CST/MMS/DIR).
- b. Authority to authorize post assignment travel and related items, in connection with assignment, transfer, separation, and home leave is shared between: PER/EX which controls STATE S&E International Travel Allotment 2025, and FMP/BP which controls the Reimbursable Detail Allotment 6035.
- c. Authority has been delegated to the Deputy Assistant Secretary for Foreign Buildings Operations (A/FBO), to authorize travel and related items chargeable to funds controlled by A/FBO.
- d. Other bureaus and offices:
  - (1) Authority has been delegated to certain officers of other bureaus and offices of the Department to authorize travel and related expenses chargeable to allotments which they control.
  - (2) Travel for speaking engagements by employees on home leave (3 FAM), as approved by the Bureau of Public Affairs (Office of Public Liaison), is funded by the requesting outside organization or that portion of the Department's S&E appropriation allotted to the Bureau of Public Affairs.

e. Authority has been delegated to the Medical Director, Office of Medical Services (M/DGP/MED), to authorize travel and related items chargeable to funds controlled by M/DGP/MED including the following types of travel:

- (1) Medical travel of U.S. citizen employees, medical attendants, or authorized family members, including return to post of assignment;
- (2) Medical travel of Marine Security Guards to hospitals abroad and return to post of assignment.

f. Posts abroad (State):

(1) Travel Chargeable to Post-Held State S&E Funds. Chiefs of mission and personnel designated in writing are delegated the authority to approve travel and related expenses properly chargeable to post-held S&E funds including the following:

- (a) Local administrative travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service National employees;
- (b) Travel to alternate seat of government;
- (c) Educational travel;
- (d) Rest and recuperation travel;
- (e) Emergency and periodic replacements of motor vehicles;
- (f) Directed departure travel;
- (g) Local transportation at post; and
- (h) Visitation travel in accordance with 3 FAM .

(2) Travel Chargeable to Washington, D.C.-Held S&E Allotment 2025. The Department should be notified of the amendment(s) by TMSIX tele-gram. The amended travel authorization (TMFOUR) will be processed in the Department and transmitted to the amending post. Posts may amend Allotment 2025 Travel only when necessitated by:

- (a) Change in classification of employee (losing or gaining posts);
- (b) Change in number of eligible family members, except when acquired through proxy marriage (losing or gaining posts); post should submit revised OF-126, Residence and Dependency Report;
- (c) Shipment of a foreign-made, foreign-purchased motor vehicle in accordance with regulations in 6 FAM 165.9 ;
- (d) Change of home leave address, provided the change of address, as documented by the employee's copy of OF-126, Residence and Dependency Report, has previously been approved by M/DGP/MED in accordance with 3 FAM (losing post only);
- (e) A dependency change involving a new-born child at a post where U.S. or other suitable layette are unavailable locally and must be obtained in the United States or elsewhere. In such instances, the employee may be granted an air freight allowance for shipment of a layette in an amount not to exceed 113 kilograms/250 pounds gross weight (see also 6 FAM 148.3 ) (gaining post only);
- (f) A determination made by an authorizing officer in line with the provisions of 6 FAM 126.10 that advance PCS travel for the eligible family member( s) of an employee is warranted, in connection with marital separation or divorce; and

(3) Travel Chargeable to Washington, D.C.-Held S&E Operating Allowance 6035:

- (a) Rest and recuperation travel;
- (b) Emergency or periodic replacement of motor vehicles; and
- (c) Educational travel.



**(4) Travel Chargeable to Post-Held A/FBO Funds**

- (a) Travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service National employees;
- (b) Local transportation at posts;
- (c) Educational travel;
- (d) Rest and recuperation travel; and
- (e) Directed departure travel.

**6 FAM 121.2-2 U.S. Information Agency  
(TL:GS-50; 05-21-1997) (USIA Only)**

a. The following types of travel or travel expenses of USIA Foreign Service employees must be authorized by Washington, D.C. headquarters:

- (1) Travel, transportation of effects, and related items for travel of Agency personnel and their eligible family members in connection with personnel actions, advance travel of eligible family members, home leaves, and educational travel to and from the United States for secondary and college education; shipment of replacement vehicles; and shipment of a foreign-made motor vehicle in accordance with regulations in 6 FAM 165.9 ;
- (2) Agency-directed travel to the United States;
- (3) International conference travel;
- (4) Transportation and per diem of eligible family members when employee is on temporary duty en route to post of assignment;
- (5) Allowance of actual subsistence expense;
- (6) Excess official luggage for travel in connection with personnel actions; and
- (7) Other travel or travel expenses for which specific authority has not been delegated to field officers.

b. Country public affairs officers are authorized to approve temporary duty travel for U.S. or Foreign Service National employees within the country of assignment or outside the country of assignment but within the same geographic area in which the post is located; rest and recuperation travel of U.S. employees and their eligible family members in accordance with 3 FAM ; and emergency visitation travel for employees and their eligible family members in accordance with 3 FAM .

c. Branch public affairs officers may authorize temporary duty travel for U.S. or Foreign Service National employees within the geographic region for which they are responsible, and medical travel of U.S. employees and their eligible family members in accordance with 3 FAM .

d. Officers in charge of radio relay stations, radio program centers, VOA correspondent staffs, or regional service centers may authorize temporary duty travel of U.S. and Foreign Service National employees within the geographic area for which the officer in charge is responsible; rest and recuperation travel of U.S. employees and their eligible family members in accordance with 3 FAM ; and emergency visitation travel for employees and their eligible family members in accordance with 3 FAM .

- (1) The officer in charge of the Munich Relay Station is authorized to approve temporary duty to areas within the European continent for the purpose of supporting the VOA Europe Network and assisting other international broadcast organizations with station projects;
- (2) The officer in charge of the Tangier Relay Station is authorized to approve temporary duty travel to Western Europe and Africa for the support and training

of technicians on Marconi transmitters, and the support of Botswana Relay antenna system;

(3) For radio relay stations, "area" is defined as follows:

(a) Bangkok Relay Station: Thailand and the Philippines;

(b) Botswana Relay Station: Botswana, South Africa, Zimbabwe, Zambia, Swaziland, Mozambique, Lesotho, and Namibia;

(c) Philippine Relay Station: The Philippines and Thailand;

(d) Tangier Relay Station: Morocco, Gibraltar, and Spain;

(e) Sao Tome Relay Station: Gabon, Portugal, and France;

(f) Kuwait Relay Station: Saudi Arabia, Bahrain, U.A.E., and the Philippines; and

(g) All other relay stations: The country in which the station is located.

(4) For radio program centers and VOA correspondent staffs, "area" is defined as the geographic area (i.e., Africa; East Asia and Pacific; the Soviet Union and Eastern Europe; Latin America; Near East, North Africa, and South Asia; and Western Europe) in which the program center is located or to which the correspondent is assigned; provided that, for the VOA correspondent staffs, travel outside the area of assignment may be performed if authorized by the VOA Director, the Deputy Director for Programs, or the Director for News and English Broadcasts.

e. Delegations of authority to heads of USIA establishments abroad do not alter the range of travel services to be rendered by the Department of State under existing administrative support arrangements.

**6 FAM 121.2-3 United States Agency for International Development**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The delegations of authority, by the USAID Administrator, as set forth in this section are subject to the availability of travel funds as well as to regulations, instructions, and directives separately issued from time to time.

b. Authority to approve, as appropriate, official travel, transportation, and storage of effects is delegated to the officials designated in this section. Exercise of this delegated authority is subject to the availability of travel funds, all requirements of law, and all instructions, regulations, and directives which are now in effect or which may be issued hereafter by the Agency.

**A. USAID/Washington**

(TL:GS-50; 05-21-1997) (USAID Only)

The Director, Office of Personnel and Management, USAID/Washington or designee, may authorize the travel, transportation, and storage of effects (including transportation of motor vehicles) incident to a personnel action, home leave, or evacuation, of USAID Foreign Service employees under authorizing officer's jurisdiction. Exercise of this authority must be in accordance with the provisions of pertinent manual orders and is subject to the following limitations:

(1) Travel of a mission director, deputy director, USAID representative, USAID affairs officers, outside the country or area of assignment, must be approved in advance by the senior supervisory or independent office head concerned; and

(2) Travel authorizations for participating agency employees are authorized or approved by USAID only when the participating agency agreement includes provisions for issuance of travel authorizations by USAID.

**B. Participating Agencies**

(TL:GS-50; 05-21-1997) (USAID Only)

Appropriate officials of the participating agencies have the authority to approve travel, transportation, and storage of effects (including transportation of motor

vehicles) incident to personnel action or home leave for FC Schedule employees when employed or assigned by them when the inter-agency agreement so specifies.

**C. USAID Staff Abroad**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The mission director or USAID representative abroad, or their designee authorizes:

(1) Travel, transportation, and storage of effects incident to a personnel action, home leave, emergency evacuation (see USAID Handbook 23, Chapter 12, USAID Controller Operations Emergency Evacuation), and temporary duty for USAID direct-hire employees upon notification by USAID/Washington that the personnel action, home leave, or temporary duty (where USAID/W approval is required) has been approved;

(2) Transportation of replacement motor vehicles in accordance with regulations in 6 FAM 165.3 and 6 FAM 165.4, and shipment of a foreign-made vehicle in accordance with regulations in 6 FAM 165.9;

(3) Educational travel for eligible family members in accordance with regulations in 6 FAM 125.4;

(4) Travel within or between foreign countries when travel is for temporary detail consultation or representational purposes in accordance with regulations which the authorizing officer has prescribed;

(5) Rest and recuperation travel for USAID direct-hire employees or U.S. Personal Service Contractors hired from abroad, and for participating agency employees; and

(6) Return of the family of a direct-hire employee or U.S. Personal Service Contractor hired from abroad, to the United States for a compelling or compassionate reason in advance of the date the employee is eligible for travel.

b. The principal or administrative officer of the U.S. diplomatic mission authorizes travel and per diem for USAID U.S. citizen employees including employees of participating agencies and their dependents for medical treatment while located abroad (see USAID Handbook 19, Chapter 10, Accounting for Medical Expenses).

c. The Inspector General, or designee, for USAID Foreign Service employees under the Inspector General's or designee's jurisdiction, may authorize, as appropriate, official travel, transportation, and storage of effects to the extent provided in 6 FAM 121.2-3, except for representational travel.

**D. Authorizing or Approving Exceptions**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The authorizing officials designated in 6 FAM 121.2-3 (A) and 6 FAM 121.2-3 (B) may authorize emergency, unusual, or additional payment for personnel under their jurisdiction in accordance with regulations in 6 FAM 112.

b. Certain special exceptions may be authorized as follows:

(1) First-class air accommodations (See USAID Handbook 22, Chapter 3, Section 3C.1.a);

(2) Business-class air accommodations (See USAID Handbook 22, Chapter 3, Section 3C.1.a);

(3) Foreign-flag airlines or ships (See USAID Handbook 22, Chapter 7, Section 7A.4.a); and

(4) Actual expense subsistence (See USAID Handbook 22, Chapter 3, Section 3C.1.b).

c. Exercise of this authority must be in accordance with the provisions of current statutes and implementing regulations.

d. USAID employees seeking an exception to the Foreign Service Travel Regulations should refer to 6 FAM 118 for procedures.

## **6 FAM 120 AUTHORIZATION AND PROCUREMENT OF TRAVEL AND RELATED ITEMS**

(TL:GS-50; 05-21-1997)

### **6 FAM 121 SCOPE AND AUTHORITY**

#### **6 FAM 121.1 Policy to Delegate**

##### **6 FAM 121.1-1 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In addition to the authorities listed in 6 FAM 111.6 , 6 FAM 120 refers to the following authorities:

- (1) GAO Decisions: B148087, 2/21/62;
- (2) GAO Decision: B-223872, 11/25/86;
- (3) GAO Decision: B-211490, 4/10/84;
- (4) OMB 93-11;
- (5) OMB Circular A-126; and
- (6) 41 CFR 101.37.4.

#### **6 FAM 121.2 Delegation of Authority to Authorize And Approve Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Delegation 53-I, dated February 26, 1964, confers upon the Secretary of State the authority to delegate as set forth below.

##### **6 FAM 121.2-1 State Department**

(TL:GS-50; 05-21-1997) (State Only)

a. The delegations of authority, by the Secretary, as set forth in this section are subject to the availability of travel funds, all requirements of law, and to regulations, instructions, and directives separately issued by the Department of State from time to time. The delegations must be in writing and registered with the Directives Management Branch (A/IM/CST/MMS/DIR).

b. Authority to authorize post assignment travel and related items, in connection with assignment, transfer, separation, and home leave is shared between: PER/EX which controls STATE S&E International Travel Allotment 2025, and FMP/BP which controls the Reimbursable Detail Allotment 6035.

c. Authority has been delegated to the Deputy Assistant Secretary for Foreign Buildings Operations (A/FBO), to authorize travel and related items chargeable to funds controlled by A/FBO.

d. Other bureaus and offices:

(1) Authority has been delegated to certain officers of other bureaus and offices of the Department to authorize travel and related expenses chargeable to allotments which they control.

(2) Travel for speaking engagements by employees on home leave (3 FAM), as approved by the Bureau of Public Affairs (Office of Public Liaison), is funded by the requesting outside organization or that portion of the Department's S&E appropriation allotted to the Bureau of Public Affairs.

e. Authority has been delegated to the Medical Director, Office of Medical Services (M/DGP/MED), to authorize travel and related items chargeable to funds controlled by M/DGP/MED including the following types of travel:

- (1) Medical travel of U.S. citizen employees, medical attendants, or authorized family members, including return to post of assignment;
- (2) Medical travel of Marine Security Guards to hospitals abroad and return to post of assignment.

f. Posts abroad (State):

(1) Travel Chargeable to Post-Held State S&E Funds. Chiefs of mission and personnel designated in writing are delegated the authority to approve travel and related expenses properly chargeable to post-held S&E funds including the following:

- (a) Local administrative travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service National employees;
- (b) Travel to alternate seat of government;
- (c) Educational travel;
- (d) Rest and recuperation travel;
- (e) Emergency and periodic replacements of motor vehicles;
- (f) Directed departure travel;
- (g) Local transportation at post; and
- (h) Visitation travel in accordance with 3 FAM .

(2) Travel Chargeable to Washington, D.C.-Held S&E Allotment 2025. The Department should be notified of the amendment(s) by TMSIX tele-gram. The amended travel authorization (TMFOUR) will be processed in the Department and transmitted to the amending post. Posts may amend Allotment 2025 Travel only when necessitated by:

- (a) Change in classification of employee (losing or gaining posts);
- (b) Change in number of eligible family members, except when acquired through proxy marriage (losing or gaining posts); post should submit revised OF-126, Residence and Dependency Report;
- (c) Shipment of a foreign-made, foreign-purchased motor vehicle in accordance with regulations in 6 FAM 165.9 ;
- (d) Change of home leave address, provided the change of address, as documented by the employee's copy of OF-126, Residence and Dependency Report, has previously been approved by M/DGP/MED in accordance with 3 FAM (losing post only);
- (e) A dependency change involving a new-born child at a post where U.S. or other suitable layette are unavailable locally and must be obtained in the United States or elsewhere. In such instances, the employee may be granted an air freight allowance for shipment of a layette in an amount not to exceed 113 kilograms/250 pounds gross weight (see also 6 FAM 148.3 ) (gaining post only);
- (f) A determination made by an authorizing officer in line with the provisions of 6 FAM 126.10 that advance PCS travel for the eligible family member( s) of an employee is warranted, in connection with marital separation or divorce; and

(3) Travel Chargeable to Washington, D.C.-Held S&E Operating Allowance 6035:

- (a) Rest and recuperation travel;
- (b) Emergency or periodic replacement of motor vehicles; and
- (c) Educational travel.

(4) Travel Chargeable to Post-Held A/FBO Funds

- (a) Travel within or between foreign countries when such travel is in connection with temporary details, and assignment and separation travel of Foreign Service National employees;
- (b) Local transportation at posts;
- (c) Educational travel;
- (d) Rest and recuperation travel; and
- (e) Directed departure travel.

**6 FAM 121.2-2 U.S. Information Agency**  
(TL:GS-50; 05-21-1997) (USIA Only)

a. The following types of travel or travel expenses of USIA Foreign Service employees must be authorized by Washington, D.C. headquarters:

- (1) Travel, transportation of effects, and related items for travel of Agency personnel and their eligible family members in connection with personnel actions, advance travel of eligible family members, home leaves, and educational travel to and from the United States for secondary and college education; shipment of replacement vehicles; and shipment of a foreign-made motor vehicle in accordance with regulations in 6 FAM 165.9 ;
- (2) Agency-directed travel to the United States;
- (3) International conference travel;
- (4) Transportation and per diem of eligible family members when employee is on temporary duty en route to post of assignment;
- (5) Allowance of actual subsistence expense;
- (6) Excess official luggage for travel in connection with personnel actions; and
- (7) Other travel or travel expenses for which specific authority has not been delegated to field officers.

b. Country public affairs officers are authorized to approve temporary duty travel for U.S. or Foreign Service National employees within the country of assignment or outside the country of assignment but within the same geographic area in which the post is located; rest and recuperation travel of U.S. employees and their eligible family members in accordance with 3 FAM ; and emergency visitation travel for employees and their eligible family members in accordance with 3 FAM .

c. Branch public affairs officers may authorize temporary duty travel for U.S. or Foreign Service National employees within the geographic region for which they are responsible, and medical travel of U.S. employees and their eligible family members in accordance with 3 FAM .

d. Officers in charge of radio relay stations, radio program centers, VOA correspondent staffs, or regional service centers may authorize temporary duty travel of U.S. and Foreign Service National employees within the geographic area for which the officer in charge is responsible; rest and recuperation travel of U.S. employees and their eligible family members in accordance with 3 FAM ; and emergency visitation travel for employees and their eligible family members in accordance with 3 FAM .

(1) The officer in charge of the Munich Relay Station is authorized to approve temporary duty to areas within the European continent for the purpose of supporting the VOA Europe Network and assisting other international broadcast organizations with station projects;

(2) The officer in charge of the Tangier Relay Station is authorized to approve temporary duty travel to Western Europe and Africa for the support and training

of technicians on Marconi transmitters, and the support of Botswana Relay antenna system;

(3) For radio relay stations, "area" is defined as follows:

(a) Bangkok Relay Station: Thailand and the Philippines;

(b) Botswana Relay Station: Botswana, South Africa, Zimbabwe, Zambia, Swaziland, Mozambique, Lesotho, and Namibia;

(c) Philippine Relay Station: The Philippines and Thailand;

(d) Tangier Relay Station: Morocco, Gibraltar, and Spain;

(e) Sao Tome Relay Station: Gabon, Portugal, and France;

(f) Kuwait Relay Station: Saudi Arabia, Bahrain, U.A.E., and the Philippines; and

(g) All other relay stations: The country in which the station is located.

(4) For radio program centers and VOA correspondent staffs, "area" is defined as the geographic area (i.e., Africa; East Asia and Pacific; the Soviet Union and Eastern Europe; Latin America; Near East, North Africa, and South Asia; and Western Europe) in which the program center is located or to which the correspondent is assigned; provided that, for the VOA correspondent staffs, travel outside the area of assignment may be performed if authorized by the VOA Director, the Deputy Director for Programs, or the Director for News and English Broadcasts.

e. Delegations of authority to heads of USIA establishments abroad do not alter the range of travel services to be rendered by the Department of State under existing administrative support arrangements.

#### **6 FAM 121.2-3 United States Agency for International Development**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The delegations of authority, by the USAID Administrator, as set forth in this section are subject to the availability of travel funds as well as to regulations, instructions, and directives separately issued from time to time.

b. Authority to approve, as appropriate, official travel, transportation, and storage of effects is delegated to the officials designated in this section. Exercise of this delegated authority is subject to the availability of travel funds, all requirements of law, and all instructions, regulations, and directives which are now in effect or which may be issued hereafter by the Agency.

#### **A. USAID/Washington**

(TL:GS-50; 05-21-1997) (USAID Only)

The Director, Office of Personnel and Management, USAID/Washington or designee, may authorize the travel, transportation, and storage of effects (including transportation of motor vehicles) incident to a personnel action, home leave, or evacuation, of USAID Foreign Service employees under authorizing officer's jurisdiction. Exercise of this authority must be in accordance with the provisions of pertinent manual orders and is subject to the following limitations:

(1) Travel of a mission director, deputy director, USAID representative, USAID affairs officers, outside the country or area of assignment, must be approved in advance by the senior supervisory or independent office head concerned; and

(2) Travel authorizations for participating agency employees are authorized or approved by USAID only when the participating agency agreement includes provisions for issuance of travel authorizations by USAID.

#### **B. Participating Agencies**

(TL:GS-50; 05-21-1997) (USAID Only)

Appropriate officials of the participating agencies have the authority to approve travel, transportation, and storage of effects (including transportation of motor

vehicles) incident to personnel action or home leave for FC Schedule employees when employed or assigned by them when the inter-agency agreement so specifies.

**C. USAID Staff Abroad**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The mission director or USAID representative abroad, or their designee authorizes:

(1) Travel, transportation, and storage of effects incident to a personnel action, home leave, emergency evacuation (see USAID Handbook 23, Chapter 12, USAID Controller Operations Emergency Evacuation), and temporary duty for USAID direct-hire employees upon notification by USAID/Washington that the personnel action, home leave, or temporary duty (where USAID/W approval is required) has been approved;

(2) Transportation of replacement motor vehicles in accordance with regulations in 6 FAM 165.3 and 6 FAM 165.4 , and shipment of a foreign-made vehicle in accordance regulations in 6 FAM 165.9 ;

(3) Educational travel for eligible family members in accordance with regulations in 6 FAM 125.4 ;

(4) Travel within or between foreign countries when travel is for temporary detail consultation or representational purposes in accordance with regulations which authorizing officer has prescribed;

(5) Rest and recuperation travel for USAID direct-hire employees or U.S. Personal Service Contractors hired from abroad, and for participating agency employees; and

(6) Return of the family of a direct-hire employee or U.S. Personal Service Contractor hired from abroad, to the United States for a compelling or compassionate reason in advance of the date the employee is eligible for travel.

b. The principal or administrative officer of the U.S. diplomatic mission authorizes travel and per diem for USAID U.S. citizen employees including employees of participating agencies and their dependents for medical treatment while located abroad (see USAID Handbook 19, Chapter 10, Accounting for Medical Expenses).

c. The Inspector General, or designee, for USAID Foreign Service employees under the Inspector General's or designee's jurisdiction, may authorize, as appropriate, official travel, transportation, and storage of effects to the extent provided in 6 FAM 121.2-3 , except for representational travel.

**D. Authorizing or Approving Exceptions**

(TL:GS-50; 05-21-1997) (USAID Only)

a. The authorizing officials designated in 6 FAM 121.2-3 (A) and 6 FAM 121.2-3 (B) may authorize emergency, unusual, or additional payment for personnel under their jurisdiction in accordance with regulations in 6 FAM 112 .

b. Certain special exceptions may be authorized as follows:

(1) First-class air accommodations (See USAID Handbook 22, Chapter 3, Section 3C.1.a);

(2) Business-class air accommodations (See USAID Handbook 22, Chapter 3, Section 3C.1.a);

(3) Foreign-flag airlines or ships (See USAID Handbook 22, Chapter 7, Section 7A.4.a); and

(4) Actual expense subsistence (See USAID Handbook 22, Chapter 3, Section 3C.1.b).



c. Exercise of this authority must be in accordance with the provisions of current statutes and implementing regulations.

d. USAID employees seeking an exception to the Foreign Service Travel Regulations should refer to 6 FAM 118 for procedures.

## **6 FAM 123 GUIDELINES FOR ISSUING TRAVEL AUTHORIZATIONS**

### **6 FAM 123.1 Purpose of Official Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Authorizing officials should be cognizant of any personal or other travel plans, including plans to take annual leave in conjunction with travel, and should consider the need for the travel, use of travel substitutes (mail, tele-conferencing, etc.), and the most cost-effective routing and means of accomplishing travel. Personal leave during official travel must not increase the cost of the travel to the U.S.

Government. Each travel authorization and the associated travel vouchers shall specify clearly the purpose of the travel.

### **6 FAM 123.2 Types of Travel Authorizations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The use of general travel authorizations for entire agencies or groups of employees shall be authorized only by the Executive Secretariat and the Bureau of Administration in specific circumstances. To assure adequate managerial and supervisory attention to the need for all travel, each employee's travel shall be authorized separately under one of the types of travel authorizations detailed below.

#### **6 FAM 123.2-1 Unlimited Open Authorization**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

An unlimited open authorization permits an individual to travel for any purpose without further authorization. The Secretary of State has an Unlimited Open Authorization.

#### **6 FAM 123.2-2 Limited Open Authorization**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

A limited open authorization permits an individual to travel without further authorization under certain prescribed conditions, which may include limitations on the purpose(s) of travel, the geographic areas that may be visited, trip costs, and the period of time in which travel is authorized.

#### **6 FAM 123.2-3 Trip-By-Trip Authorization**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

A trip-by-trip authorization permits a group or an individual to take one or more specific trips identified as to purpose(s), itinerary, time period, and estimated cost.

### **6 FAM 123.3 Open Authorizations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

To minimize administrative costs and to provide for necessary flexibility while maintaining essential controls, use of open authorizations shall be as follows:

- (1) Unlimited open authorizations for travel shall be permitted only for Department or agency heads, their deputies, other principal assistants, and managers as designated by the agency head or deputy;
- (2) Limited open authorizations may be provided for employees whose work requires frequent repetitive travel, but should be revalidated no less often than quarterly and should specify realistic limitations on purposes, geographic area, trip duration, and costs; travel not covered in an open authorization shall be separately authorized on a trip-by-trip basis; and

(3) Unlimited (except in the case of the Secretary and Agency heads), and limited open authorizations shall include an estimate of the travel costs to be incurred over the period covered by the authorization. Those estimates will be used to obligate those funds necessary to carry out that travel and thereby provide travel budgetary controls.

#### **6 FAM 123.4 High Cost Travel Authorizations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Because of the relatively high costs associated with certain kinds of travel, such travel shall be authorized on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. The types of travel covered by this requirement are:

- (1) All conference attendance, training, entitlement, and relocation travel. In the case of conference attendance's, as defined in the travel purpose categories, (see 6 FAM 125.3), the authorizing official shall assure that the numbers of attendees from the Department are necessary and justified. In addition, the need for conferences and meetings for which total travel and per diem estimates exceed \$5,000, shall be authorized by, at a minimum, an assistant secretary, executive director, the Deputy Administrator for USAID, or equivalent;
- (2) Travel outside CONUS for all employees, except those whose work requires repetitive foreign travel or emergency foreign travel without advance notification. In addition, U.S. Government representatives and attendees at international, multilateral, and intergovernmental conferences must be accredited by the Office of International Conferences (IO/OIC), State Department, the Executive Secretariat (S/S-EX), or the Bureau of Administration (A/TSS); and
- (3) Authorization of other travel should be delegated to the lowest management level which has responsibility for both program accomplishment and/or obligation or commitment of funds, but not lower than an office director, bureau travel manager, or equivalent. The requesting and authorizing official should not be the same person, unless a higher authority is not available. In the latter instance, a specific memorandum of approval to authorize travel shall be issued by the next higher organizational level.

#### **6 FAM 124 TRAVEL ADVANCES AND DOCUMENTATION**

##### **6 FAM 124.1 Travel Advances**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. A travel advance will only be issued to non-charge card holders in conjunction with a travel authorization, and the amount of the advance will be limited to 80 percent of the out-of-pocket expenses that the employee is expected to incur prior to reimbursement. This applies both to advances issued on a trip-by-trip basis and to so-called permanent advances issued in conjunction with open authorizations. The need for a permanent advance and the amount of the advance shall be reviewed and justified when the corresponding open authorization is reviewed and justified. Settlement of the outstanding travel advances by travel voucher submission must be accomplished in accordance with the time limitations specified in 6 FAM 117. **EXCEPTION: USAID AND COMMERCE ON PCS TRAVEL REQUIRE 5 WORK DAYS FOR COMPLETION OF TRAVEL VOUCHER.**

b. Charge cardholders in Washington, D.C. will not be issued travel advances but may purchase travelers checks (\$50 denominations) not to exceed the estimated out-of-pocket expenses shown on the temporary duty (TDY) travel authorization (see 4 FAM). **NOTE: THIS PARAGRAPH DOES NOT APPLY TO COMMERCE.**

## **6 FAM 124.2 Documentation**

### **6 FAM 124.2-1 By Authorizing Officer**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When an authorizing officer makes a special determination, authorization, approval, or exception, the authorizing officer is responsible for furnishing, if requested, adequate explanation for this action. The authorizing officer should therefore include the pertinent information in the files. When this action is based on unusual circumstances, the authorizing officer should furnish this explanation to the traveler for inclusion in the travel voucher. The explanation should state the facts upon which the action was based but should be as brief as possible and be limited to pertinent information.

### **6 FAM 124.2-2 By Traveler**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

If a traveler incurs any expense not previously authorized, which requires specific authorization or which is not covered by these regulations, the traveler should provide an adequate explanation as an attachment to traveler's travel voucher.

## **6 FAM 125 TYPES OF OFFICIAL TRAVEL**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When two or more types of travel are combined, the pertinent provisions apply separately to each segment of the trip. Types of official travel follow below.

### **6 FAM 125.1 Alternate Seat of Government Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation for U.S. citizen and Foreign Service National employees, their families, and effects, may be authorized to and from the alternate seat of government.

b. There is no per diem at destination unless specifically authorized. Shipment and storage of effects, and motor vehicle, may be authorized.

### **6 FAM 125.2 Appointment Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation for U.S. citizen and Foreign Service National employees, their families, and effects, may be authorized from place or places of residence or other place specifically authorized to official duty station.

b. Effects may be authorized to be shipped at U.S. Government expense from place of storage. Shipment of effects is authorized for employees whose tour of duty at post is one year or more or who serve less than a year and are transferred or otherwise removed from post for the convenience of the U.S. Government (see 3 FAM).

### **6 FAM 125.3 Conference Travel**

#### **6 FAM 125.3-1 Attendance**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

(Foreign Service and Civil Service)

Agencies shall select conference sites that minimize conference costs and conference attendees' travel costs. Agencies shall minimize conference attendees' travel costs by authorizing the minimum participation necessary to accomplish agency goals. The authorizing official shall assure that the number of attendees from the Department are necessary and justified. In addition, the need for conference and meetings for which the total travel and per diem estimate exceeds \$5,000 shall be authorized by an assistant secretary, associate director or area director (USIA), executive director, or equivalent.

**6 FAM 125.3-2 Conference Site**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign Service and Civil Service)

When available, use U.S. Government-owned or U.S. Government-provided conference facilities to the maximum extent possible. The authorizing officer should avoid conference sites that might appear extravagant to the public.

**6 FAM 125.3-3 Conference Site Selection Process**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign Service and Civil Service)

**a. Locality Selection Procedures:**

(1) When arranging to conduct a conference, the authorizing officer shall consider at a minimum three alternative conference sites.

(2) Each considered site shall be selected based on the belief that it would result in lower overall conference costs and conference attendees' travel costs. The sponsoring or co-sponsoring office shall survey the cost of conference facilities at each of the considered sites, and shall determine the potential cost to the U.S. Government of conducting the conference at each of the alternative sites.

**b. Exception:** A conference site may be selected without following the procedures outlined above for the reason of disproportionate participation. The procedures outlined above to not apply when a majority of the U.S. Government attendees are from the locality proposed as the conference site, or when only one site accomplishes conference goals. In the latter case, the authorizing officer must certify in writing that the selected locality is the only conference site compatible with accomplishing the sponsoring or co-sponsoring office's objectives.

**c. Documentation:** The authorizing officer shall document the cost of each alternative conference site, and shall retain a record of the documentation for every conference held. The authorizing officer shall also make the documentation available for inspection by the Office of Inspector General (FOIG), or for other interested parties.

**6 FAM 125.4 Educational Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

**a.** Travel of a child may be authorized, in lieu of an educational allowance, to and from a school located in the United States for secondary education and for college education in accordance with section 280 of the Standardized Regulations (Government Civilians, Foreign Areas), and the Federal Travel Regulations.

**b.** Unaccompanied Air Baggage is allowable in accordance in 6 FAM 148.2 . For USIA, educational travel must be authorized at Washington, D.C. headquarters.

**6 FAM 125.5 Emergency Visitation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The cost of emergency visitation travel in connection with the serious illness, injury, or death of an immediate family member is performed in accordance with the provisions of 3 FAM .

**6 FAM 125.6 Travel Under Authorized/Ordered Emergency Evacuation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

**a.** When the Under Secretary for Management (M) makes a determination that an emergency exists at a post requiring the evacuation of official U.S. citizen employees, official travel and transportation may be authorized for the employees, their eligible family members, and effects, from post of assignment to place designated in the travel orders, and thence to post.

b. When M makes a determination that an emergency exists at a post requiring the evacuation of Foreign Service National employees, official travel may be authorized for the Foreign Service National employees and their immediate families to the nearest practicable place for the duration of the emergency.

c. The authorizing officer at post shall issue individual or blanket travel authorizations (see 6 FAM 178 for shipment and storage of HHE).

**6 FAM 125.6-1 Travel Authorizations Under Authorized/Ordered Emergency Evacuation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **(State Only)** The authorizing officer at post shall issue individual or blanket travel authorizations. Each authorization shall cite the names of the persons traveling. In addition to the usual post distribution of copies, the authorizing officer shall furnish information copies of all evacuation travel authorizations to the:

- (1) Bureau of Personnel (PER/CDA/ASD);
- (2) Transportation Division (A/OPR/ST/TD);
- (3) Appropriate Regional Bureau; and
- (4) Office of Financial Services (FMP/FM/FS).

b. **(USIA Only)** The authorizing officer shall furnish evacuation travel authorization copies to the:

- (1) Office of Personnel (M/PFO);
- (2) Travel and Transportation Branch (M/AST);
- (3) Finance and Data Management Division (M/CFV); and
- (4) Coordinator for Emergency Planning and Property Management (M/AOP).

c. **(USAID Only)** The authorizing officer shall furnish copies of Form USAID 5-8, Request and Authorization of Official Travel, to USAID/W to the:

- (1) Office of Human Resources;
- (2) Travel and Transportation Management Division (M/AS/TT); and
- (3) Office of Financial Management (M/FM).

d. **(Commerce Only)** The authorizing officer shall furnish evacuation travel authorization copies to the:

- (1) Office of Foreign Service Personnel;
- (2) State's Transportation Division (OPR/ST/TD); and
- (3) Office of Planning and Management (USFCS/OFSP).

e. U.S. Despatch Agents:

The Department's or Agency's transportation office will ensure that the appropriate U.S. Despatch Agent receives a copy of the evacuation order or request and authorization for use in clearing the employee's shipment(s) through U.S. Customs.

**6 FAM 125.7 Experts and Consultants Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Persons employed intermittently as consultants or experts and persons serving without compensation (including citizens or subjects of other countries) are authorized travel expenses, including per diem, while away from their homes or regular places of business, in accordance with 6 FAM 140 .

**6 FAM 125.8 Home Leave Travel**

(TL:GS-350; 9-10-86) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation may be authorized for U.S. citizen employees and their families from post or any place abroad where presence is due to U.S. Government orders to home leave residence in the United States, or if the employee's designated home leave residence is outside the area of employment, in

a U.S. Commonwealth or possession, and return or transfer to another official station. Home leave travel is not authorized for family members already on Separate Maintenance Allowance (SMA) authorization (see also 6 FAM 126.1 ).

b. Employees and their families traveling should spend 20 workdays in the United States (see 3 FAM for exceptions). Except as provided in 6 FAM 126.3 , the family may not travel until the employee is eligible for home leave and has been issued home leave orders.

**6 FAM 125.9 Information Meeting Travel (Foreign and Civil Service)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Official travel and transportation may be authorized for employees to attend a meeting to discuss general agency operations, and/or review status reports or discussion topics of general interest. If a site visit is conducted as part of the same trip, the entire trip should be considered a site visit (see 6 FAM 125.18 ).

**6 FAM 125.10 International Conferences**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When travel to, or in connection with, conferences is financed under Department of State appropriations available for international conferences, such travel must be performed in accordance with the provisions of the travel authorization and other appropriate instructions issued by the Department pertaining to the conference.

**6 FAM 125.11 Invitational Travel Authorizations Federally Financed**

(TL:GS-50; 05-21-1997) (State Only)

Each invitational travel authorization shall specify the purpose of the travel (e.g., conference attendance, information meeting, speech or presentation, etc).

**6 FAM 125.12 Invitational Travel Authorizations Non-Federally Financed**

(TL:GS-50; 05-21-1997) (State Only)

To defray the cost of air travel, any donations from non-Federal sources must comply with the Department's regulations in accommodations on airplanes ( 6 FAM 147.3 ), including all applicable OMB guidelines (OMB 93-11).

**6 FAM 125.13 Marine Security Guard**

See 12 FAM .

**6 FAM 125.14 Medical Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation may be authorized for U.S. citizen employees and their eligible family members from any place where presence is due to U.S. Government orders to nearest locality where suitable medical care can be obtained and thence to an official duty station.

b. Travel of attendants may be authorized. For other special provision, see 3 FAM and 6 FAM 121.2-1 paragraph e.

**6 FAM 125.15 Military Furlough, Resignation, Retirement, and Other Separation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service National employees, their eligible family members, and effects, from post or any place where presence is due to U.S. Government orders to designated place of residence in the United States (see definition in 6 FAM 111.3 ), or, in the case of Foreign Service National employees, to a designated place of residence at the time of appointment.

b. When a U.S. citizen employee elects to reside at other than the designated place of residence, expenses shall be allowed based on constructive cost (see 6 FAM 117

and 6 FAM 163 ) to designated place of residence in the United States (see 3 FAM on separation of U.S. citizen employees and 3 FAM on military furlough).

c. This regulation provides Civil Service employees, mandatorily converted to Civil Service from Foreign Service under the Foreign Service Act of 1980, those benefits of travel and/or transportation of effects to which they were entitled at the time of such mandatory conversion.

**6 FAM 125.16 Relocation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Official travel and transportation may be authorized for employees to move from one official duty station to another. This includes permanent change of station (PCS) and transfer moves.

**6 FAM 125.17 Rest and Recuperation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel of an employee or of eligible family member may be authorized and performed in accordance with regulations in 6 FAM 121.1-5 and in 3 FAM .

**6 FAM 125.18 Site Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel of an employee may be authorized to visit a particular site in order to perform operational or managerial activities; e.g., oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; or provide technical assistance.

**6 FAM 125.19 Special Mission Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel of an employee may be authorized to carry out a special agency mission such as involvement in non-combat military unit movements; providing security to a person or a shipment (e.g., diplomatic pouch); moving witnesses from residence to other locations; and covering travel by Federal beneficiaries and other non-employees.

**6 FAM 125.20 Speech or Presentation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel of an employee may be authorized to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course (see 6 FAM 125.11 and 6 FAM 125.12 ).

**6 FAM 125.21 Temporary Duty Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Official travel and transportation may be authorized for U.S. citizen and Foreign Service National employees from any place to temporary duty station or stations and thence to such place or to post (see also 6 FAM 126.5 covering travel of eligible family members).

**6 FAM 125.21-1 Authorizing Temporary Duty Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **State Only:** Form OF-144, Temporary Duty (TDY) Official Travel Authorization, is used for approving temporary duty travel. Approval may cover travel performed for administrative or medical purposes, rest and recuperation, short-term training, attendance at conferences, etc., between the United States and other countries, within the United States, or abroad. Authorizations issued in the form of telegrams, etc., are confirmed by the subsequent issuance of an OF-144, or equivalent official form.

b. **USIA Only:** Temporary duty travel described in paragraph a of 6 FAM 125.21 is authorized by USIA, at Washington, D.C. When such travel is charged to the Office of Personnel and Training, Home Leave Transfer Account, Form IA-34, Authorization of Official Travel, documents the travel authority. Otherwise, Form IA-34A, Authorization of Official Travel, is used. Authorizations issued in the form of telegrams, or other communications with the post are subsequently confirmed by issuance of the appropriate forms. Temporary duty travel, described in paragraphs b through d of 6 FAM 125.21-1, may be authorized at the post. In such instances, Form OF-144 may be used.

c. **USAID Only:** See USAID Handbook 22, Travel and Transportation, for required instructions and procedures.

d. **Commerce Only:** Form CD-29, Travel Order, is used for authorizing temporary duty travel when headquarters, Washington, D.C., issues the travel orders. Otherwise, OF-144 is used when post issues the travel orders. Included is travel for administrative purposes, rest and recuperation travel, short-term training, medical purposes, attendance at conferences, etc., performed abroad, within the United States, and between the United States and overseas points. Authorizations issued in the form of telegrams are confirmed by the subsequent issuance of either a CD-29 or an OF-144.

**6 FAM 125.22 Training Attendance**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Official travel may be authorized for employees to receive training.

**6 FAM 125.23 Transfer Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Official travel and transportation may be authorized for U.S. citizen and Foreign Service National employees, their families and effects, from old post, or any place where presence is due to Government orders, to new post. Transportation of effects is allowed from old post to new post and/or to point of storage; or to new post from old post, previous posts, and/or points of authorized storage.

b. Effects may be shipped between places other than those authorized subject to provisions in 6 FAM 162.3. When emergency conditions exist at the new post, another destination may be designated for travel of the family and transportation and storage of effects and a motor vehicle. Upon termination of the emergency, travel and transportation to the new post may be authorized.

**6 FAM 125.24 Visitation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Travel of an employee or eligible family member may be authorized and performed in accordance with regulations in 6 FAM 121.2 and in 3 FAM .

**6 FAM 126 SPECIAL TRAVEL**

**6 FAM 126.1 Voluntary Separate Maintenance Allowance (SMA) Travel**

**6 FAM 126.1-1 Voluntary SMA Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Travel may be authorized for all eligible family members for whom SMA is granted under Section 260 of the Standardized Regulations (SR).

b. An SMA location cannot be changed after authorization SR 264.2 (2).

**6 FAM 126.1-2 Authorized SMA Location(s)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The following SMA travel at U.S. Government expense may be approved to authorized location(s):



(1) When the employee's point of origin is in the United States, an employee's family members may remain at the employee's last official duty station in the United States or travel to Washington D.C., when the employee is transferred to a foreign post of assignment.

(2) When an employee transfers from one foreign post of assignment to another, an employee's family member(s) may travel to the home leave location designated on the Residence and Dependency Report (OF 126), or Washington, D.C.

(3) If an SMA is granted during an employee's tour of duty abroad, the employee's family members may be authorized travel to the home leave location designated on the OF-126 (Residence and Dependency Report), or Washington, D.C.

b. For shipment of household effects under SMA Grant see 6 FAM 163.4 .

#### **6 FAM 126.1-3 Alternate SMA Location**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. U.S. family members traveling to an alternate SMA location in the United States (see definition in 6 FAM 111.3 ) may do so on a cost constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.

b. Foreign location: An employee's family members traveling to a foreign SMA location may do so on a cost constructive basis. The maximum amount of reimbursement is the cost required to move the family members from the authorized point of origin to the authorized SMA point.

c. Should an employee's SMA grant be terminated due to the employee's subsequent transfer to another post of assignment while the family members are at a foreign location, the employee will be responsible for the payment of excess travel costs involved in relocating the family members to the new post of assignment. The excess travel costs, if any, shall be determined through a constructive cost analysis which compares the travel cost of the employee's eligible family members that would have been authorized from an authorized SMA location to the next post of assignment compared to the amount that is actually incurred. Any amount in excess of the amount allowable is payable by the employee.

d. Family members in a foreign alternate SMA location have no diplomatic status or privileges.

#### **6 FAM 126.1-4 SMA Travel Financed By Employee**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

An employee who initially pays the costs of advance travel of family members may subsequently claim reimbursement of travel and transportation expenses if the agency later authorizes an SMA grant for the affected family members. An employee may not recover a greater amount than would have been incurred had the U.S. Government procured the travel (see 6 FAM 118 ).

#### **6 FAM 126.2 Advance Return of Family Financed by U.S. Government**

##### **6 FAM 126.2-1 General Policy**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In certain cases, an employee's family may be authorized, before the employee's eligibility for travel, to return to employee's residence in the United States.

##### **6 FAM 126.2-2 Conditions of Authorization**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The Department of State, USIA, Commerce, or the USAID mission director or USAID representative may authorize advance travel of an employee's family

members when the chief of mission or the head of the agency overseas establishment determines that the public interest requires the return of a member of the family for compelling personal reasons of a humanitarian or compassionate nature, including but not limited to cases which may involve physical or mental health or death of any member of the immediate family.

b. The Department or Agency in Washington, D.C. may authorize ad-vance travel of family members when there is an obligation imposed by an authority or circumstances over which the individual has no control. Ad-vance travel may be authorized by the Department or Agency in Washing-ton, D.C. after family members have been at the post at least 6 months un-der the following conditions: (1) A child who is not eligible for educational travel (see 6 FAM 125.4 ) has been at a post abroad and educational needs (for the equivalent of grades 1 through 8 only) so require; or

(2) A child 21 years or older, is unmarried, and has traveled to the post before attaining such age (see 6 FAM 126.4 ).

#### **6 FAM 126.2-3 Authorized Costs**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Only one-way transportation will be authorized for advance return of family. If a family member subsequently travels at U.S. Government ex-pense to the same or another post to which the employee is assigned, the total cost of the advance return and subsequent travel may not exceed the cost which would have been incurred had the family member traveled at the same time as the employee.

#### **6 FAM 126.2-4 Repayment Agreement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Before any obligation of U.S. Government funds is incurred, the em-ployee shall execute a repayment agreement in accordance with the format in 6 FAM 126 Exhibit 126.2-4 . The original and one copy should be for-warded to:

- (1) **State:** PER/CDA, by memorandum, subject: APER;
- (2) **USIA:** to USIA, Washington, D.C., by memorandum, subject: APER;
- (3) **USAID:** to M/PM, USAID/W as an attachment to a memorandum;
- (4) **Commerce:** to USFCS/OIO/OFSP as an attachment to a memo-randum.

#### **6 FAM 126.2-5 Repayment Requirements**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The conditions under which repayment must be made by the employee for travel expenses borne by the U.S. Government in connection with the advance return of employee's family are as follows:

- (1) The employee fails to complete the service period (See 3 FAM ) re-quired to become eligible for travel and transportation at U.S. Government expense; or
- (2) There is a change of dependency status which cancels the eligibility of family member(s) for return travel to the United States (see definition in 6 FAM 111.3 ) at U.S. Government expense. (A divorce or an annulment prior to the issuance of travel orders no longer cancels eligibility of family mem-bers for return travel to the United States.)

#### **6 FAM 126.2-6 Repayment Liquidation or Refund**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

If the employee is subsequently transferred, assigned, separated, or returned on leave at U.S. Government expense to the United States and the expenses of the advance travel become a proper obligation of the U.S. Government, the employee will be relieved of the obligation set forth in the repayment agreements to the

amount of allowable expenses (see 6 FAM 126.2-4 ). If the employee has previously made repayment, employee may request and receive an appropriate refund.

**6 FAM 126.3 Advance Travel of Family Financed by the Employee**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The employee may arrange for advance travel of family, paying the cost initially and claiming reimbursement after the employee has been issued travel authorization which covers the travel of family and after the employee has reached eligibility date. Reimbursement is limited to the amounts payable had the family traveled at the same time as the employee.

b. Reimbursement may be made for advance travel or return travel to the United States for a spouse and/or minor children of an employee who have traveled to the post as eligible family members even if, because of divorce or annulment, such spouse and/or minor children have ceased to be eligible family members as of the date the employee becomes eligible for travel. Reimbursable travel may not be deferred more than 6 months after the employee completes personal travel pursuant to the authorization.

c. If the advance travel of family was to the employee's temporary duty post and the employee was transferred to the post at the end of the employee's temporary duty, employee may claim reimbursement for expenses of allowable travel and transportation of family and effects which were incurred prior to the effective date of transfer of the employee and the date of employee's transfer travel authorization.

**6 FAM 126.4 Travel of Children 21 Years of Age or Older**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. An employee's child who is unmarried and who is 21 years of age or older may be authorized return travel to the employee's place of residence for separation purposes in the United States (see definition in 6 FAM 111.3 ), provided the child, when attaining the age of 21 was at, or proceeding to, a post abroad to which the employee was assigned. The first travel authorization which is issued to the employee authorizing travel of the family after a child has reached the age of 21, constitutes authority for such travel. The return of the child to the United States should be completed within 1 year of the date the employee's travel begins. A child 21 years or older, who proceeds to the employee's post may not be returned to the United States nor perform any travel at U.S. Government expense, except as provided for educational travel up to the 23rd birthday, plus additional years allowed for any military service, in subchapter 280 of the Standardized Regulations (Government, Civilians, Foreign Areas).

b. Travel of a child who is under 21 will usually be authorized to an employee's next assignment if the employee's transfer is to occur before the child's 21st birthday. If that child's travel does not commence prior to turning 21, that authorization is no longer valid.

**6 FAM 126.5 Travel of Family While Employee Is On Temporary Duty En Route to or from Post of Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When an employee is ordered to stop for temporary duty in the United States or abroad en route to or from employee's post of assignment, the family does not have to accompany the employee as long as they join the employee at the stopover point. Per diem at the stopover point may be allowed for members of the family

only during the period of temporary duty of the employee and for the actual time at the TDY location (for USAID, this is subject to the provisions in 6 FAM 152.3 ).

## **6 FAM 126.6 Deaths of U.S. Citizen Employee and/or Family Member**

### **6 FAM 126.6-1 Employee Death**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The following applies to employee abroad, on domestic assignment, or on temporary duty.

#### **A. Expenses In Connection With Remains**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Expenses may be authorized for the reasonable cost of preparing re-mains including the cost of embalming, clothing, cremating, casket, or con-tainer suitable for shipment to the place of interment; expenses incurred in complying with local and U.S. laws; and transportation of remains from place of death to any place in the United States designated by the next-of-kin, by surface, or by air. For shipment of remains to a foreign country, see 6 FAM 126.6-1 (D).

#### **B. Family Travel Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Expenses may be authorized for the travel of the family from the last place at which dependents resided and traveled at U.S. Government ex-pense, to any place in the United States designated by the next-of-kin as separation residence or place of interment. For travel to foreign countries, see 6 FAM 126.6-1 (D).

#### **C. Transporting Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Expenses may be authorized for the transportation of effects from the last post of assignment, and safe haven if effects are located there, and from any place where effects are stored at U.S. Government expense, to separation residence designated by the next-of-kin. For transportation to foreign countries, see 6 FAM 126.6-1 (D).

#### **D. Foreign Destinations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Actual authorized expenses may be authorized for travel, transportation of effects, and/or shipment of remains to a foreign country are allowed up to the constructive cost to place last designated by employee as separation residence. Place of interment may differ from residence for travel and transportation of family. When one location or the other is in a foreign country, this does not limit the next-of-kin's discretion in designating an authorized location in the United States for either interment or travel and transportation of family. Authorized expenses may be incurred at any time within 12 months following the date of death, unless the time limitation is waived by an authorizing officer.

### **6 FAM 126.6-2 Family Member Death**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. This section applies when the employee is assigned abroad or is on domestic assignment.

b. Actual expenses may be authorized for round-trip travel of a family member and for transportation of remains to a foreign country up to the constructive cost to the place last designated by employee as separation residence. This limitation does not apply when interment is in the United States.

#### **A. Expenses In Connection With Remains**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See 6 FAM 126.6-1 above.

**B. Family Travel Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel expenses are authorized for an employee or an eligible depend-ent to accompany the remains of a family member to the place of interment in the United States or abroad and return (see 3 FAM ).

**C. Transporting Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Transportation of effects is not authorized in connection with a family member death.

**6 FAM 126.7 Travel and Transportation Expenses Authorized In Connection With Deaths of Foreign Service National Employees when in a TDY Travel Status**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel and transportation expenses are authorized when a Foreign Service National employee dies at a post abroad to which that FSN em-ployee has traveled at U.S. Government expense. Types of expenses authorized are detailed below.

**6 FAM 126.7-1 Expenses In Connection With Remains**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Expenses in connection with remains are authorized only as prescribed by 5 U.S.C. 5742, and within made available to the post. The chief of mis-sion shall determine the payments to be made.

**6 FAM 126.7-2 Travel Expenses for Family**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When travel authorization was originally issued to bring the Foreign Service National family to post, allowable expenses include travel and per diem for the family from post of assignment, to place where employee re-sided at the time of appointment to the Service. Payments are to be made from allotments made available to the post.

**6 FAM 126.7-3 Transportation of Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Transportation of effects are authorized from post where death oc-curred to the place where the Foreign Service National employee resided at the time of appointment to the Service. Payments are to be made from al-lotments made available to the post.

b. If a Foreign Service National family and its effects were sent to a lo-cality other than that mentioned, constructive costs apply. Travel of a For-eign Service National family and the beginning of shipment of all its effects shall not be deferred more than 6 months following the date of the em-ployee's death, unless the time limitation is waived by an authorizing officer.

**6 FAM 126.8 Directed Departure**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When, in accordance with 3 FAM , it is the judgment of a chief of a dip-lomatic mission that the departure of an employee assigned by the Depart-ment or Agency to a post under the chief of mission's jurisdiction would be in the interest of the U.S. Government, the authorizing officer at the post may issue a travel authorization detailing the employee to a nearby country. For the Department, the post authorizing officer may issue a travel authori-zation transferring a State Department employee and that employee's eligi-ble family members to Washington, D.C. For USAID and USIA, a travel authorization transferring an

employee to Washington, D.C. must originate in or have prior approval of Washington, D.C. headquarters.

**6 FAM 126.8-1 Procedures in Connection with Directed Departure**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

To authorize purchase of transportation permitting the detail of an employee or to transfer an employee and eligible family members in accordance with 3 FAM, chiefs of mission may allow issuance of U.S. Government transportation requests (GTRs) (Form SF-1169). The travel order establishing the official obligation of funds will be issued by the Department or the Agency, after the travel commences, upon receipt of the report required in 3 FAM. Travel will be chargeable to the current applicable appropriation. Other fiscal data will be supplied by Washington, D.C. Movement of household effects and shipment of automobiles shall not be authorized until receipt of instructions from the Department or Agency.

**6 FAM 126.9 Newly Acquired Family Member**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When employees who are citizens of the United States are assigned to a post, and they acquire a family member (see 6 FAM 117) subsequent to the issuance of their assignment orders, travel expenses of the family member from the place where acquired to the employee's post of assignment may be authorized, notwithstanding the time limitation specified in 6 FAM 133.2. Shipment and storage of additional effects may be authorized in accordance with regulations in 6 FAM 163.1.

**6 FAM 126.10 Return Travel of Spouses and/or Dependent Children to the United States in Connection with Marital Separation or Divorce**

(TL:GS-50; 05-21-1997) (State Only)

- a. Return travel of an employee's spouse may be authorized to the employee's service separation address in the United States (see definition in 6 FAM 111.3) or any other location in this jurisdiction on a cost-constructive basis from the employee's post of origin to the employee's separation address when a permanent marital separation or divorce is intended. Generally, a separation agreement should exist, but in the absence of an agreement, the chief of mission or head of agency's overseas establishment may determine that such travel is warranted and may initiate authorization action. The circumstances upon which this determination is based should be summarized in writing and retained at post until the employee departs post.
- b. Return travel of spouse may be included in the first travel authorization issued to the employee authorizing travel of the family after an agreement to separate or divorce is reached. In the circumstances referred to in paragraph a above, such travel may also be requested as advance travel in accordance with 6 FAM 126.2.
- c. Only one-way transportation to the employee's service separation address, or to any other location in the United States on a cost-constructive basis from the employee's post of origin to his or her separation address, will be authorized for return travel of spouse. If the employee subsequently requests travel of the spouse at U.S. Government expense to the same or another post to which the employee is assigned, the total cost of the return and subsequent travel may not exceed the cost which would have been incurred had the spouse traveled at the same time as the employee. In such cases, if the cost of the return and subsequent travel exceeds the employee's authorized travel, the employee will be liable for payment of the excess cost.

d. Before any expenses are incurred for return travel of spouse, the spouse shall execute an agreement in accordance with the format in 6 FAM 126 Exhibit 126.10 . This agreement states that the spouse understands that travel back to the same post will not be authorized at government expense, and that the agreement is signed voluntarily.

e. Travel of dependent children of an employee may be authorized under this provision only if a legal custody agreement exists or the employee otherwise agrees in writing to permit the children to leave post permanently with the spouse. The employee must also submit a revised OF-126, Residence and Dependency Report, to declare as a loss those children for whom return travel is requested under this provision (see 3 FAM ). The employee may also request advance travel of children in accordance with 6 FAM 126.2 , if travel is not intended to be a permanent return to the United States.

## **6 FAM 127 FAMILY TRAVEL FOR REPRESENTATIONAL PURPOSES**

### **6 FAM 127.1 Eligibility and Purpose**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travel for representational purposes may be authorized for one family member only. The authorizing officer is expected to make sparing and judicious use of this authorization. In all cases, the justification must demonstrate a clear advantage to the United States.

#### **6 FAM 127.1-1 Within Country of Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. As a general guideline, local travel of a family member should be authorized when:

- (1) Representation by the officer alone could not be accomplished effectively; or
- (2) Protocol or local customs would be served; or
- (3) The travel is necessary in connection with VIP visits or important meetings at which spouses of foreign dignitaries are present.

b. The chief of mission in consultation with heads of other agencies in their country of assignment will develop local rules and practices to promote the maximum degree of uniformity in the exercise of this authority.

#### **6 FAM 127.1-2 Outside Country of Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Representational travel outside the country of assignment is restricted to family members of high-level officers and will be authorized only when a clear need for dual representation exists. Normally, travel will be restricted to eligible family members of chiefs of mission, deputy chiefs of mission, country public affairs officers, and USAID mission directors or USAID representatives. However, in exceptional circumstances, the eligible family members of a subordinate officer may be authorized such travel. Typical of the circumstances warranting representational travel outside the country are the following:

- (1) When an ambassador or USAID mission director accompanies a foreign dignitary to the United States on a state visit or as a presidential guest and the dignitary is accompanied by a spouse or other members of the household;
- (2) When a State, USIA, or USAID officer attends an international conference or meeting sponsored by a group or organization of nations, such as the United Nations, and the spouses of participants have also been invited to attend; and
- (3) When the President sends U.S. delegations abroad or congressional or other high-level delegations proceed abroad, accompanied by their spouses.

**6 FAM 127.2 Documentation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
The officials cited below in 6 FAM 127.3 must provide and sign justification statement. For control and inspection purposes the authorizing officer should record and file the justification for authorizing representational travel.

**6 FAM 127.3 Who May Authorize**

**6 FAM 127.3-1 Within Country of Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **Department of State.** The chief of mission, or principal officer where there is no immediate supervisory post, may, subject to the availability of post travel funds, authorize such travel. This authority may be redelegated only to the deputy chief of mission.

b. **Agency for International Development.** The director of the USAID mission or USAID representative may, subject to the availability of post travel funds, authorize such travel. This authority may not be redelegated.

c. **United States Information Agency.** The country public affairs officer may, subject to the availability of post travel funds, authorize such travel. This authority may not be redelegated.

**6 FAM 127.3-2 Representational Travel Outside Country of Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **Department of State.** The chief of mission, or principal officer when there is no immediate supervisory post, may authorize Representational travel outside the country of assignment, provided, advance approval is obtained from the assistant secretaries of the regional bureaus.

b. **Agency for International Development.** The director of the USAID mission or USAID representative may authorize Representational travel outside the country of assignment, provided, advance approval is obtained from regional assistant administrator in Washington.

c. **United States Information Agency.** The country public affairs officer may authorize Representational travel outside the country of assignment, provided, advance approval is obtained from the area directors in USIA, Washington.

**6 FAM 128 PROCURING TRAVEL AND TRANSPORTATION**

**6 FAM 128.1 Use of Excess and Near-Excess Foreign Currencies for Official Travel and Transportation Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Use, whenever feasible, excess and near-excess foreign currencies owned by the United States to pay for air, ship, and rail tickets and transportation expenses incurred in shipment of unaccompanied baggage, household effects, and privately-owned motor vehicles in foreign currency.

**6 FAM 128.2 Travel Management Centers**

(TL:GS-31; 11-7-94) (Uniform State/USAID/USIA/Commerce/Agriculture)

**a. Travel Originating at Washington, D.C.:**

To ensure compliance with 41 CFR 301-15 regarding the use of Federal Travel Management Center (TMC), all employees in the Washington, D.C. Metropolitan area must use the current TMC under contract with the appropriate Foreign Affairs Agency in Washington, D.C.

**b. Travel Originating Outside Continental United States:**



(1) Outside the continental United States (OCONUS), all employees must use the current TMC under contract with the Department of State, or other Foreign Affairs Agency, at that location;

(2) At locations where no TMC exists, passenger transportation services may be procured from branch offices or general agents of U.S. flag carriers, or from travel agencies provided that the amount paid to the travel agency is not greater than the amount which would be chargeable if the services had been obtained directly from the carriers involved.

**6 FAM 128.3 Contract Carriers**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Service Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except:

(1) When accommodations on the contract air carrier for the city-pair to be traveled are unavailable, an alternate U.S. carrier offering a comparable discounted U.S. Government fare for that city-pair may be used.

(2) When the operating schedules of the contract air carrier for the city-pair to be traveled would require routing deviations that are inconsistent with usually traveled routes between those cities (i.e., one or more routes between the city pair that are essentially the same in travel time and cost to the government), included excessive connections (i.e., when airline industry schedules indicate a single connecting point is standard, any additional connecting points on the contract route would be considered excessive), an alternate U.S. carrier offering a comparable discounted government fare for that city-pair may be used.

b. Where no U.S. Government discounted fare exists, see 6 FAM 144.1 on special tickets.

c. In all cases the traveler is expected to use good judgment in minimizing costs to the U.S. Government, consistent with accomplishing the mission in a timely manner.

**6 FAM 128.4 Authority of Traveler to Issue Transportation Requests**

**6 FAM 128.4-1 SF-1169, U.S. Government Transportation Request (GTR)**

(TL:GS-50; 05-21-1997) (State Only)

When an employee has been authorized to perform official travel, the employee is authorized to issue form SF-1169, U.S. Government Transportation Request (GTRs), when necessary. An accountable office may furnish the traveler a sufficient number of blank GTRs to accomplish the authorized travel. GTRs will not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM 472 ; see also 6 FAM 128.4-12 on preparation and use of GTRs).

**6 FAM 128.4-2 Use**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Whenever it is accepted by a carrier, use the GTR to obtain passenger transportation for official travel. Taking the form of pre-punched card stock, the GTR is a numbered and accountable form.

b. Individual snapout assemblies consist of one original (SF-1169-132); one memorandum card copy (SF-1169-232); one duplicate paper copy (SF-1169-332); and one triplicate paper copy (SF-1169-432). GTRs must be signed by the authorized traveler who acts as the issuing officer (see 6 FAM 128.4-11).

c. The GTR or other procurement document should be drawn on the transportation company which is expected to honor it for service.

**6 FAM 128.4-3 Source**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Upon presentation of authorization, travelers may obtain GTRs before departure or en route from their executive or administrative officers in the Department, USAID, USIA, Commerce, the State Department Transportation Division, or from posts abroad (see 6 FAM 128.4-11).

b. Fiscal-servicing posts requisition supplies of GTRs from the General Services Administration (GSA), or USIA Washington, as appropriate, in accordance with current requisitioning procedures of the Department, USAID, or USIA. Serviced posts obtain supplies of GTRs from their servicing post.

**6 FAM 128.4-4 Responsibilities of Accountable Officer**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The accountable officer designated in accordance with 6 FAM 117.4 will verify that the serial numbers of GTRs received from GSA on Department of State or USAID requisitions correspond to the serial numbers shown on GSA Form R3-711, Verification of Delivery, which is enclosed with each shipment. The accountable officer will sign the GSA R3-711 (accepting responsibility) and return it to GSA immediately, as a receipt for the serially-numbered forms listed on it.

b. The accountable officer will verify requests received from USIA Washington, in response to requests made to that Agency, and sign Form IA-10, Receipt for Government Transportation Requests, returning the IA-10 to USIA as the officer's acceptance of accountability for the serially-numbered forms listed on it.

c. The accountable officer shall make provision for safeguarding and controlling the issuance of GTRs through the maintenance of an appropriate control register.

d. When GTRs are issued to a traveler, the accountable officer will stamp or indicate the name of the post of issue on the memorandum copy used for relief of accountability.

e. The accountable officer will transfer accountability of GTRs by obtaining an appropriate receipt from the traveler, or person acting as agent for the traveler, or another accountable officer who accepts the forms. Inform the person accepting such accountability of the provisions of 6 FAM 116.4 paragraph b and 6 FAM 117.

f. The person (whether the traveler or a representing agent) who accepted accountability for the GTRs is responsible for furnishing the accountable officer with a memorandum copy of forms provided to carriers, or other documentation acceptable to the accountable officer. When the accountable officer receives this documentation, the officer makes a record on the accountability register. The accountable officer at post may relieve a person of accountability on behalf of another accountable officer provided the latter is notified.

g. The accountable officer who accepts unused, canceled, and spoiled GTRs furnished to a traveler by the Department, USAID, or USIA, will destroy them recording the action on the control register.

h. The traveler must provide a report for the post accountable officer concerning lost or stolen GTRs furnished by the Department, USAID, or USIA, stating efforts taken to recover the item(s). The report is forwarded to the principal or administrative officer, who will determine that accountability requirements have been met. The General Accounting Office will determine whether relief can be

granted to the accountable officer or to the traveler of responsibility for lost or stolen GTRs.

i. In the case of a lost or stolen GTR if the name of the carrier and services desired were filled out, the named carrier and other initial carriers shall be immediately advised not to honor the GTRs. Notification should be made to the General Services Administration, which will determine whether payment to the carrier may be made. If the information received from the traveler indicates that the "Bill To" section of the GTR was filled in, a copy of the report will be furnished the "Bill To" office to alert it to the possible unauthorized use of such GTRs. If found or recovered, under no circumstances should GTRs which have been previously reported as lost or stolen be used to obtain transportation or accommodations. The report and statement of relief of accountability shall be held for the next regular examination by the auditors or Foreign Service inspectors in order that they may confirm that accountability requirements have been fully met. The Accountable Officer shall notify the Office of Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of missing GTRs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of GTRs.

j. The accountable officer will be held accountable for any amounts which the U.S. Government may be required to pay by reason of fault or negligence of the accountable officer.

k. GTRs issued to agencies other than the Department of State, USAID, and USIA, will be accounted for in accordance with the regulations of the applicable Agency.

**6 FAM 128.4-5 Spoiled or Canceled Transportation Requests**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. General records regulations prescribed by the General Services Administration provide that GTRs and empty covers for them which are spoiled in handling, or which are canceled, or voided for any reason, are not record materials. They shall be destroyed as soon as accountability requirements are met (see 4 FAH-4 H-312). Destroy the accountability records themselves 4 years after all entries for the records are cleared.

b. Travelers must return all copies of unused, canceled, and spoiled SF-1169s to the accountable officer for disposition. When transferred to another location, the traveler may either return SF-1169s to the accountable officer at the previous or the new location. The latter officer may return them or may accept accountability, notifying the original accountable officer who would be relieved of accountability.

**6 FAM 128.4-6 Disposition of Memorandum Card Copy**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The issuing officer shall insert the value of the transportation furnished on the memorandum card copy (SF-1169) and shall forward it, by the fastest available means, to the office which will be billed for the transportation.

b. Forward memorandum card copies to:

- (1) State Department, FMP/F/DFS/FO/TC;
- (2) USAID, "Mission Controller;"
- (3) USIA, "Attention: Finance and Data Management Division;" and
- (4) Commerce, "Attention: Finance Services Division."

**6 FAM 128.4-7 Paper Copies**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The issuing officer should retain one paper copy (SF-1169B) for that officer's records. Give the other paper copy, (SF-1169C), showing the actual services furnished, to the traveler for use in the preparation and documentation of the traveler's reimbursement voucher. New stocks are identified as SF-1169-231, SF-1169-331, and SF-1169-431.

**6 FAM 128.4-8 Payable in U.S. Dollars at Washington, D.C.**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When a GTR is issued payable by the Department, USAID, USIA, or Commerce in U.S. dollars, it shall contain, as appropriate, the following billing instructions in the "Bill Charges To" block:

US Department of State FMP/F/DFS/FO/TC Rosslyn Station Post Office Box 9487  
Arlington, VA 22219

or

USAID M/FM 320 21st Street, NW Washington, D.C. 20523

or

United States Information Agency Finance and Data Management Division  
Washington, D.C. 20547

or

U.S. Department of Commerce Finance Service Division Caller Service #6025  
Germantown, MD 20874

b. GTRs payable by other U.S. Government agencies must contain the address of the paying office of the Agency concerned. State, USAID, and USIA certifying officers cannot certify payments in the United States for other agencies.

**6 FAM 128.4-9 Payable at Post Abroad**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When a GTR is issued payable at a post abroad, it shall contain the appropriate billing instructions in the "Bill Charges To" block. If only the pre-printed SF-1169 is available, the accountable officer shall delete the printed billing instructions from the GTR and insert the name and location of the post to be billed. The accountable officer shall forward the memorandum card copy by the fastest available means to the post where the carrier's bill will be paid. GTRs on which transportation charges are payable in local currency shall be billed to the post. If the travel is chargeable against a Washington, D.C. allotment or USAID Washington budget allowance, the accountable officer shall prepare and forward an extra memorandum copy of the GTR to the appropriate agency as listed in 6 FAM 128-4-8. The accountable officer shall forward extra memorandum copies of GTRs by the fastest available means to the Agency bearing the cost of the travel.

**6 FAM 128.4-10 GTRs Furnished to Traveler**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When an employee has been authorized to perform official travel, the employee is authorized to issue Form SF-1169, U.S. Government Transportation Request, when necessary. Upon presentation of a travel authorization, an accountable officer may furnish the traveler a sufficient number of blank transportation requests to accomplish the authorized travel.

**NOTE:** A U.S. Government transportation request shall not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (See 4 FAM).

b. If the traveler pays cash for transportation, the traveler's claim for reimbursement of the Federal transportation tax will not be allowed unless the necessity for such cash payment is clearly shown on the travel voucher.

**6 FAM 128.4-11 Transportation Obtained by Other than GTRs**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When transportation services or accommodations are obtained by the U.S. Government by means other than the use of GTRs (i.e., travel management centers, purchase order, letter, or other forms of communication), the procurement document shall contain the same data which would be required in the issuance of a GTR. See 6 FAM 128 Exhibit 128.4-11 for the use of Form FS-455, Purchase Order, Receiving Report and Voucher, in place of a GTR.

**6 FAM 128.5 Using Cash to Procure Transportation**

**6 FAM 128.5-1 Authorized Use**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Cash shall be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip (see 4 FAM ), unless special circumstances justify the use of GTR or GEBAT (Government Excess Baggage Authorization).

b. Cash, including currency, personal or travelers checks, or personal credit cards, may be used to purchase passenger transportation services up to a limit of \$100 when authorized by the authorizing officer, or, at a post abroad, the responsible transportation official.

c. Travelers may use individually-issued GSA contractor-issued charge cards to procure passenger transportation. Passenger transportation services procured with GSA contractor-issued charge cards are not subject to the \$100 cash limitation specified above. The traveler using an individual charge card to procure transportation is responsible and liable for obtaining the government fare.

d. Except as noted in 6 FAM 128.5-2 below, a GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax.

**6 FAM 128.5-2 Non-Emergency Use in Excess of \$100**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Authorizing officers should forward requests for approval for use of cash to the Chief of the Transportation Division (A/OPR/ST/TD) within the Department. The employee and authorizing officer must fully explain why an exemption should be granted. If cash in excess of \$100 was used without prior approval the employee should request an exception as soon as possible after completion of travel. Copies of travel authorizations, ticket coupons, and any ticket refund applications, or SF 1170s associated with the travel must be forwarded with the request for exemption.

b. The use of cash may be authorized for official travel when reduced group or excursion fares become available from travel agents and when a determination has been made by the Chief of the Transportation Division, or the chief of mission, that the use these fares will not interfere with the conduct of business and will result in a monetary savings to the U.S. Government. In such instances, the traveler may pay for the transportation using their own funds or from a travel advance, and obtain a receipt for the cost of the transportation.

c. Individuals exercising this authority shall not impose a financial hardship on a traveler by requiring the traveler to use personal funds to purchase these services,

but may provide funds through travel advances authorized in accordance with 4 FAM and USIA MOA VII 810.

d. **For Commerce:** Requests for reimbursement should be forwarded with travel voucher and receipts to Secretarial Officers, through USFCS/OIO/OFSP.

**6 FAM 128.5-3 Emergency Use in Excess of \$100**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The use of cash may be authorized for official travel, including the need to pay excess baggage charges, under emergency circumstances. Approval for use of cash should be obtained prior to travel. The Executive Director of the funding Bureau, the Director of M/A at USIA, or the authorizing officer at post, is authorized to approve emergency payments in excess of \$100. When circumstances prevent advance approval of the emergency use of cash, approval may be obtained after completion of travel.

**Note:** For Commerce, requests for reimbursements should be forwarded with travel voucher and receipts to Secretarial Officers, through USFCS/OIO/OFSP.

b. Emergency circumstances that may justify the use of cash over \$100 include but are not limited to:

- (1) When it is not possible or practical in the relevant time frame to use anything other than cash;
- (2) When vendors will not take anything but cash; or
- (3) There is no travel authorization such as in cases of advance travel financed by the employee.

**6 FAM 128.5-4 Recovery of Excess Payments or Liquidated Damages**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

A traveler who has procured transportation services with cash shall assign to the U.S. Government the traveler's right to recover excess payment involving a carrier's use of improper rates. The following statement will appear on the travel voucher:

**I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable charges described herein.**

In instances where an air carrier is liable for liquidated damage payments because of its failure to provide confirmed reserved space, the traveler is responsible for having the carrier's check made payable to the Treasurer of the United States.

**6 FAM 128.6 Arranging and Procuring Indirect Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. All arrangements for indirect travel for personal convenience shall be made by the traveler directly with the transportation company furnishing the services, or, with travel agencies subject to the provisions of 6 FAM 128.2 .

b. When official travelers journey for personal convenience on other than a usually traveled route, regional bureaus or appropriate offices, or the designated officer at post may, upon request, issue a GTR or other procurement document to the company furnishing the services as if a usually traveled route had been used. When transportation is obtained with a Purchase Order (FS-455), a Receiving Report and Voucher, or a locally developed request form, the procurement document shall include all information which would have been required if a GTR (SF-1169) had been used. Use of the OF-206 in lieu of an SF-1169 is shown and explained in 6 FAM 128 Exhibit 128.4-11 . The GTR (or other procurement document) then may be presented to the carrier in exchange for indirect transportation desired, in accordance with the following procedure:

(1) The issuing officer shall attach a letter to the GTR which will authorize the carrier's agent to furnish the traveler with transportation or accommodations other than those specified in the request in accordance with the traveler's wishes (e.g., via an indirect route), subject to the following conditions:

(a) The cost of transportation payable by the U.S. Government may not exceed the constructive cost of a usually traveled route authorized on the GTR. When the traveler desires higher priced indirect routings, the cost of such unauthorized services (including such U.S. taxes as applicable) must be paid by the traveler and collected by the carrier at the time the GTR covering the authorized services or accommodations is exchanged for tickets; and

(b) When the GTR is exchanged for tickets, the traveler must record in the space provided on the reverse of the original and memorandum copy of the GTR (or on the original and duplicate of the request forms issued to procure tickets) the type and class of transportation or accommodations furnished for each segment of the journey, and sign the statement.

(2) The traveler shall be responsible for immediately forwarding the signed memorandum copy of the GTR or other procurement document, properly annotated, to the paying office indicated on the face of the request form. The traveler's signed statement on the request form will restrict the carrier billing to an amount consistent with the transportation services actually furnished.

**6 FAM 128 Exhibit 128.4-11 FORMS OF-206, PURCHASE ORDER, RECEIVING REPORT AND VOUCHER; AND OF-206A, CONTINUATION SHEET**

(TL:GS-50; 05-21-1997)

pgs 86-89; form example.

**6 FAM 128 Exhibit 128.4-11 — Continued**

**Preparation Guide Numbers below correspond to circled numbers on forms:**

(1) Enter locally controlled purchase-order numbered series.

(2) Enter title of preparing office.

(3) Enter address and date.

(4) Enter name and address of carrier or agent.

(5) Enter: Statement as to mode of travel; Type of accommodations; Name of traveler(s); Points of origin and destination (and return, if appropriate); as well as Number and Date of travel authorization.

(6) If in local currency, **indicate the type and show the amounts** in the column in the body as well as the total.

(7) The individual authorized to **issue the purchase shall show own name and title**, and shall affix own signature.

(8) The traveler shall show the date the traveler received the tickets and shall affix own signature and show own title.

(9) The preparing officer shall show the full accounting classification as shown on the travel order.

(10) If the appropriate object code or the U.S. dollar equivalent is not known at the time the transportation is secured, this may be omitted (to be supplied at time of payment).

**6 FAM 129 USE OF U.S. MILITARY TRANSPORTATION**

**6 FAM 129.1 General**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The Office of the Assistant Deputy Under Secretary of Defense (Transportation Policy) (OADUSD(TP)), must approve in advance the use of military transportation

except for Foreign Disaster Emergency Relief (see 6 FAM 129.4 ) for which DOD approval is obtained from the Office of the As-sistant Secretary of Defense for International Security Affairs (OASD(ISA)).

**6 FAM 129.2 Request Procedure**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Except for activities listed in 6 FAM 129.3 and 6 FAM 129.4 , requests for U.S. Military transportation (see format in 6 FAM 129 Exhibit 129 ) must be sent to the Transportation Division (ORP/ST/TD). The request must:

- (1) Certify that the mission to be performed is in the U.S. national inter-est. Sufficient detail must be included to enable the Department to properly evaluate and determine that the request meets this criterion;
- (2) Certify that commercial transportation is either not available or, for reasons which must be specified, is not capable of satisfying the require-ment. Commercial transportation includes U.S. and foreign carriers, sched-uled or chartered, air or surface mode; and
- (3) Include appropriate fiscal data which will be used for payment to DOD of the requested passenger/cargo transportation:
  - (a) Lower cost or shorter transit time available via military transportation is not sufficient justification to obtain DOD approval;
  - (b) If the request is in order, the Assistant Secretary for Administration will ask DOD for use of Air Mobility Command (AMC) or Military Sealift Command (MSC) service, as appropriate; and
  - (c) If U.S. military transportation is approved, A/OPR/ST/TD will trans-mit copies of request and approval to the appropriate paying office.

**6 FAM 129.3 Aeromedical Transportation**

**6 FAM 129.3-1 U.S. Government Employees and/or Eligible Family Members**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See 3 FAM .

**6 FAM 129.3-2 Non-Government U.S. Citizen Employees Other than U.S.**

**Government Employees and/or Eligible Family Members**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See 7 FAM .

**6 FAM 129.3-3 Foreign Nationals**

**A. Cases Not Acceptable for Aeromedical Transportation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Cases which are not acceptable for aeromedical transportation include:

- (1) Terminal cases;
- (2) Non-reimbursable cases;
- (3) Personal or family convenience cases; and
- (4) Medical experimentation (unless determined by competent medical authority that such experimentation will save a life) cases.

**B. Emergency Lifesaving Aeromedical Transportation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The following criteria will be strictly adhered to in deter-mining trans-portation eligibility:

- (1) The patient's illness or injury must be an immediate threat to the pa-tient's life;
- (2) Patient is situated where medical capabilities of adequate diagnosis and treatment, under generally accepted medical standards are not avail-able in the



immediate geographical area. Transportation will be requested only to the nearest medical facility which can provide such necessary medical capability ; and  
(3) Suitable commercial transportation must not be available. It must be ascertained by the requester that commercial facilities (charter air ambulances or air taxis or scheduled air carriers or surface carriers) are unable to provide the necessary transportation. This will be checked by the HQMAC aeromedical duty officer to ensure compliance with DOD policy that the DOD will not compete with the commercial transportation industry in providing this service.

b. All requests for lifesaving transportation must contain the following information:

- (1) Name, age, and sex of patient;
- (2) Affiliation of patient (foreign government, etc);
- (3) Complete medical diagnosis and prognosis;
- (4) Name and phone number of attending physician;
- (5) Name and location of origin hospital;
- (6) Name and location of destination hospital;
- (7) Name and phone number of receiving physician;
- (8) A statement that possible use of commercial transportation facilities has been fully explored and cannot meet the requirement;
- (9) Name and phone number of person requesting transportation;
- (10) Billing address (bona fide lifesaving missions will not be delayed pending receipt of billing address); and
- (11) Name and phone number of persons responsible for surface ambulance transportation at both origin and destination.

c. Send all requests for lifesaving's transportation, including the information specified in paragraph b above, by "Immediate" telegram to the Department's Transportation Division (A/OPR/ST/TD). Also include distribution to the appropriate geographic bureaus.

(1) The following should be info addresses on all messages from any post worldwide:

HQUSAF WASHDC//SGHGR//TACC// HQ AMC SCOTT AFB  
IL//SGXO//FMIA// 57AES SCOTT AFB IL//SGO//

(2) For Europe, Middle East, and Africa, add the following info address:

USECOM9VAIHONGON0 STUTTGART GE//ECMO// USCENCOM MCDILL  
AFB FL//CCSG// 2AES RAMSTEIN AB GE//CC// HQ USAF RAMSTEIN AB  
GE//SGPF//

(3) For the Far East-Pacific, add the following info addresses:

USPACOM CAP SPRING HI//J76// HQ PACAF HICKMAN AFB HI//SGPF//  
9AEA YOKOTA AB JA//CC//

(4) For South and Central America, and the Caribbean, add the following info addresses:

USSOUTHCOM QUARRY HEIGHTS PA//SG// USAF CLINIC HOWARD AFB  
PA//SG//

d. Within areas abroad: foreign nationals. The overseas commander has approval authority if the patient's injury or illness is directly related to U.S. Government operations within the area. Otherwise, requests for movement of foreign nationals must be forwarded to HQ AMC SCOTT AFB IL//SGXO//FMIA//, through the local diplomatic post and the Department of State's Transportation Division (A/OPR/ST/TD), Washington, D.C. 20520, for a determination of whether movement is in the national interest. When the critical nature of the patient's illness

or injury precludes submission of a request, the major commander may approve the request based on own determination of U.S. interests. The appropriate aeromedical transportation agency will be asked to carry out the mission. A message of confirmation will be dispatched to AMC/FMIA indicating the nature of reimbursement (for example, other Government agency or Air Force mission account).

**C. Other Than Lifesaving Conditions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Post should forward these requests by telegram to the Department (A/OPR/ST/TD) providing full background and justification as to why aeromedical transportation is requested. Information on the patient requested in 6 FAM 129.3-3 (B)b should be included. When the Department (OPR/ST/TD) through the Assistant Secretary for Administration, requests transportation, certifying that such transportation is in the national interest and that commercial transportation is neither available nor capable of meeting the requirement, aeromedical transportation may be provided within the overseas area and from overseas to a CONUS hospital under other than lifesaving's conditions. This transportation must be recommended by the responsible theater Air Force surgeon and authorized by HQ AMC Scott AFB IL//SGXO//FMIA//. One member of the immediate family may accompany a patient as a nonmedical attendant when competent medical authority determines that a family member's presence is essential to the patient's mental and/or physical well-being. The sponsoring authority's request must indicate the agency or individual responsible for reimbursement and provide a specific name and address for direct billing. Reimbursement will be at the non-U.S. Government Rate Tariff, AFR 76-28, paragraph 5, plus applicable in flight medical charges. If aeromedical transportation on other than a routine basis (that is, urgent or priority) is required, the tariffs prescribed in AFR 76-28, paragraph 4b, will be charged.

**D. Admission to U.S. Military Hospitals**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Under emergency, lifesaving conditions where the request from the post or bureau includes both aeromedical transportation on U.S. military aircraft and admission to the appropriate U.S. military hospital, the Transportation Division (OPR/ST/TD) will coordinate and request both the hospital admission and the transportation from the DOD.

b. Under other than lifesaving conditions, the Bureau of Political-Military Affairs (PM) will obtain DOD permission to admit the foreign national to the appropriate U.S. military hospital. The Transportation Division (OPR/ST/TD) will then approach DOD for use of military aircraft to transport the patient if this has been requested by the post/bureau. If commercial transportation is to be used, this should be clearly stated in the post/bureau request, as the Traffic Management Branch does not arrange for commercial transportation of foreign nationals.

**6 FAM 129.4 Foreign Disaster Emergency Relief**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. See 2 FAM and USAID Handbook 8.

b. Requests for use of U.S. military transportation for foreign disaster relief operations must be approved by the Office of Foreign Disaster Assistance (OFDA). Under no circumstances will offices of State, USAID, USIA, DOD, or other U.S. Government agencies arrange for placement of cargo or persons aboard aircraft of

ships authorized by DOD for use of (and funded by) Disaster Relief without prior concurrence of the Office of Foreign Disaster Assistance.

#### **6 FAM 129.5 Defense Attaché**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The Defense Attaché may approve space-available non-reimbursable travel of defense attaché-controlled aircraft for the chief of mission (ambassadors, ministers, or other chargés d'affaires) and key members of their staffs designated by the chief of mission, to conduct official U.S. Government business. This applies only when the primary purpose of the flight is for official business for Defense Attaché. It does not apply if special mission flights are required or to normal PCSs of U.S. diplomatic personnel. Spouses of chiefs of mission and deputy chiefs of mission may accompany their sponsor on a space-available basis within the sphere of accreditation (including area of dual accreditation) only when the trip is for official business and, further provided, that the presence of the spouse is requested as being necessary for the accomplishment of official business.

#### **6 FAM 129.6 Use of U.S. Government Aircraft**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Travel on a U.S. Government aircraft may be authorized when such use of the aircraft is authorized under provisions of 41 CFR 101.37.4 and the Office of Management and Budget (OMB) Circular A-126.

b. Guidelines and procedures for requesting the use of military passenger aircraft are based on The White House Memorandum number 9421708, dated September 16, 1994. Based on this memorandum the following procedures to request the use of military aircraft must be followed:

(1) For requests made on a non-reimbursable basis, complete a "Request for Military Aircraft" (see 6 FAM 129 Exhibit 129) and prepare a "Brill-Itoh" memorandum. The memo should specify the foreign policy objective of the trip and make clear the reason why commercial travel; (including charter aircraft) cannot be used. It should also include travel dates, types of aircraft requested, number of passengers, the name of the primary (principal) passenger, and proposed flight itinerary. Be sure to include the statement, "This request has been cleared by the Office of the Legal Advisor of the Department of State." The Brill-Itoh memorandum must be submitted by the Assistant Secretary of the bureau of the traveler or, in his or her absence, by the Principal Deputy of that bureau; and must be cleared by L/LM, S/S-EX, and M before delivery to S/S. It must also be cleared by DS if it involves travel by someone other than the Secretary and security is being cited as the basis for the request.

(2) For requests made on a reimbursable basis complete a "Request for Military Aircraft" (6 FAM 129 Exhibit 129) and follow the procedures set out in 6 FAM 129.3. Requests made according to the provisions of 6 FAM 129.3 should be cleared by L/LM, S/S-EX, and M before delivery to A/OPR/ST/TD.

(3) The bureau must submit a "Department of State Travel Reporting Form" to the Executive Director of S/S-EX after military travel is completed. A draft version of the report form and its instructions are located in 6 FAM 129 Exhibit 129.6.

#### **6 FAM 130 PERFORMING TRAVEL**

(TL:GS-50; 05-21-1997)

#### **6 FAM 131 GENERAL POLICIES**

##### **6 FAM 131.1 Within Workweek**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign And Civil Service)

Title 5, U.S.C., section 6101 b(2), establishes the U.S. Government-wide policy that, to the maximum extent practicable, the head of an agency shall schedule the time to be spent by an employee in official travel status within the employee's regularly scheduled workweek.

**6 FAM 131.2 Routing**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Travel on official business shall be by the method of transportation which will result in the greatest advantage to the U.S. Government, considering cost and other factors. In selecting a particular method of transportation to be used, give consideration to energy conservation and to the total cost to the U.S. Government.

b. Travel by common carrier (air, rail, or bus) generally results in the most efficient use of energy resources and in the least costly and most expeditious performance of travel. Therefore, this method shall be used whenever it is reasonably available. Other methods of transportation may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business or impose an undue hardship upon the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation. The determination that another method of transportation would be more advantageous to the U.S. Government than common carrier transportation shall not be made on the basis of personal preference or minor inconvenience to the traveler resulting from common carrier scheduling.

c. Selecting the most advantageous method of common carrier transportation.

(1) Contract air service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the U.S.

Government (see 6 FAM 128.3 ).

(2) Rail or bus service. Rail or bus service may be used when determined to be advantageous to the U.S. Government, cost, energy and other factors considered, and when compatible with the requirements of the official travel. The use of contract or other discount fares offered to the U.S. Government by rail or bus carriers between selected cities (city-pairs) is considered advantageous. Whenever these discount fares are offered and the accompanying service will fulfill mission requirements, they should be used to the maximum extent possible.

(3) Surface transportation or a combination of air and surface is authorized, subject to the provisions of 6 FAM 131.4 .

(4) Use of vessel transportation is authorized when use of air transportation by the traveler would be detrimental to the traveler's health or well-being (see 6 FAM 134.1-3 ).

(5) Alternatively, travel by vessel may be permitted, provided travel expenses (including per diem, incidental expenses, fare, and travel time) are limited to those which would accrue by authorized air travel. Leave is charged for excess travel time.

(6) Ferry travel is authorized when expedient and necessary to the mission.

(7) Travel by privately-owned vehicle is governed by 6 FAM 145 .

**6 FAM 131.3 Using U.S.- and Foreign Flag Vessels**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In accordance with the Merchant Marine Act of 1936, all travel and transportation of effects shall be on vessels registered under the laws of the United States where such vessels are available unless the necessity of the mission requires the use of vessels under a foreign flag. Exceptions to the use of U.S.-flag vessels are provided in 6 FAM 134.1 .

**NOTE:** Although Executive Order 11223 dated May 12, 1965, exempts USAID from section 901 of the Merchant Marine Act of 1936, this exemption shall not be exercised by USAID in connection with this regulation.

#### **6 FAM 131.4 Using U.S.-Flag Air Carriers**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The Fly America Act, 49 U.S.C. 1517, as amended by Section 21 of Public Law 96-192, February 15, 1980, 94 Stat. 43, establishes as a legal requirement that all U.S. Government-financed air travel be performed on U.S.-flag air carriers unless such travel by foreign air carrier is a matter of necessity as defined in 6 FAM 135.1 or when U.S.-flag carrier air service is not available within the guidelines of 6 FAM 135 . The relevant Comptroller General Guidelines for implementing this Act are found in B-138942, March 31, 1981 (see 6 FAM 135.5 for travel between two points abroad).

b. A code share flight is one in which a U.S. carrier has been approved by the Department of Transportation (DOT) to fly between two points, and the U.S. carrier has chosen to lease seats from a foreign carrier rather than put its own airplane on the route. Code share flights, in most cases, qualify as available U.S.-flag air carrier service (see 6 FAM 135 for more information).

c. In the case of travel between two points abroad, Section 706 of the Foreign Relations Authorization Act, fiscal year 1979 (Public Law 95-426, 92 Stat. 992), provides that notwithstanding Section 1117 of the Fly America Act (49 U.S.C. 1517), U.S. Government-financed air travel by officers and employees of State, USAID, USIA, and Commerce, their eligible family members, and accompanying baggage may be performed on foreign-flag air carriers between two places both of which are outside the United States.

#### **6 FAM 131.5 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In addition to the authorities listed in 6 FAM 111.6 , 6 FAM 130 refers to the following authorities:

- (1) Merchant Marine Act of 1936;
- (2) Fly America Act, 49 U.S.C. 1517, as amended by Section 21 of Public Law 96-192, February 15, 1980, 94 Stat. 43;
- (3) 49 U.S.C. Sec. 1502(b);
- (4) 49 U.S.C. App. Sec. 1518 (Public Law 95-426, 92 Stat. 992);
- (5) Title 5, U.S.C., section 6101 b(2);
- (6) USIA, MOA V-B 704.4; and
- (7) Comptroller General Decisions:  
B-118904, 6/29/54; B-181352, 10/8/74; B-202413, 11/16/81; B-218819, 10/30/85; B-2330371, 4/5/88; B-232576, 8/24/89.

#### **6 FAM 132 DIRECT AND INDIRECT TRAVEL**

##### **6 FAM 132.1 Direct Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

All official travel must be by a usually traveled route, referred to as "direct travel," or "direct route" (see 6 FAM 111.3 paragraph l). A usually traveled route is one or

more routes which are essentially the same in travel time and cost to the U.S. Government. See 6 FAM 111.1 for a listing of types of official travel.

**6 FAM 132.2 Indirect Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
See 6 FAM 111.3 paragraph u.

**6 FAM 132.2-1 Personal Financial Responsibility**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When a traveler deviates from a usually traveled route for personal convenience, the traveler must bear the extra expense for the portion of the journey which is by an indirect route or for accommodations superior to those authorized.

**6 FAM 132.2-2 Reimbursement Limitations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Reimbursement for costs incurred on that portion of the journey which is traveled by an indirect route is limited to the total cost of per diem, incidental expenses, and transportation by less than premium-class air accommodations (regardless of mode of travel used in indirect travel, except as provided in paragraph e below), which would have been incurred by traveling on a usually traveled route.

b. In no case may reimbursement for indirect travel exceed the allowable costs actually incurred for such indirect travel.

c. Leave is charged for any excess travel time. (See 6 FAM 144 requiring use of round-trip tickets, through tickets, etc.).

d. Reimbursement for excess baggage carried on indirect air travel is limited to the costs by a usually traveled route for excess weight actually carried upon departure from point of origin or 10 kilograms/22 pounds, whichever is lesser.

e. When travel is authorized and actually performed by privately-owned vehicle, reimbursement is limited to the total cost of per diem and mileage which would have been incurred by direct travel (see 6 FAM 146.2- 1 ).

**6 FAM 133 DELAYED AND INTERRUPTED TRAVEL**

**6 FAM 133.1 Interrupted Travel on a Usually Traveled Route**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Direct travel may be interrupted for the convenience of the traveler. The employee is charged annual leave, if available, or approved leave without pay for excess time spent, and shall receive no per diem for periods of leave. The traveler bears any extra expense caused by the interruption.

**6 FAM 133.2 Time Limitations on Performance of Travel and Transportation**

**6 FAM 133.2-1 Appointment, Transfer, or Leave at U.S. Government Expense**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The actual departure of an employee under a travel authorization may be directed by administrative determination. The family and effects may accompany, precede, or follow the employee. However, after the employee completes travel pursuant to the authorization, unless the time limitation is extended, the actual departure of all members of the family and the shipment of all effects are not deferred more than 12 months on international travel, or 6 months for domestic (stateside) travel. When only domestic travel is involved, 4 FAM 054.1 (for State and USIA) or Handbook 19 (for USAID) may require issuance of a new travel authorization within the subsequent fiscal year, even within the 6-month period. If no travel of the employee is involved in connection with an appointment, the

actual departure of all members of the family and the beginning of transportation of all effects is not deferred more than 6 months after the employee enters on duty.

b. Unless waived by the appropriate officials in the headquarters agency, any employee appointed for a 12-month tour of duty abroad must have eligible family members travel and shipment of effects commence within 3 months. If the agency extends this 3-month time limitation for eligible family members to travel or to ship effects, the employee's tour of duty is extended so that the employee and eligible family members remain at post at least 1 year after the eligible family members' arrival. A repayment agreement is required of the employee in accordance with 6 FAM 126.2-4 . For liquidation or refund of repayment, see 6 FAM 126.2-6 .

**6 FAM 133.2-2 Separation From the Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When an employee is separated from the Foreign Service and qualifies for travel and shipment of effects in accordance with 3 FAM (for USIA, MOA V-B 704.4), the actual departure of the employee, the departure of the employee's family, and the transportation of all effects shall not be deferred more than 12 months (6 months if only domestic travel 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. Such later time limit or extension shall not exceed 18 months after the employee's last day in pay status.

b. If travel or transportation of effects is interrupted for personal convenience in connection with a separation, the final departure of persons and effects from any point(s) of interruption must take place within the time limitation specified in the separation order.

c. When only domestic travel is involved, 4 FAM 054.1 (for USIA, MOA VII-215.3c(l)) may require issuance of a new travel authorization in the subsequent fiscal year, even within the 6-month period.

**6 FAM 133.2-3 Limitation on Interrupted Travel and Transportation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When travel or transportation of effects is interrupted for the convenience of the traveler for an aggregate period in excess of 12 months, expenses for travel or transportation shall be allowable only to the last point of interruption unless additional delay is specifically authorized. For separation, see 6 FAM 133.2-2 .

**6 FAM 133.3 Return to Post Before Completion of Temporary Duty Assignment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Transportation expenses to an employee's designated post of duty and per diem en route are allowable whenever the employee becomes incapacitated because of illness or injury, not due to employee's own misconduct, while en route to or while at the temporary duty station before completion of temporary duty assignment (see 6 FAM 156.5-4 for per diem payable during illness or injury).

**6 FAM 133.4 Rest Stop**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Any scheduled flights in excess of 14 hours on a usually traveled route, including scheduled stopovers when traveling by less than premium-class accommodations, may be interrupted for a rest period of up to 24 hours. The point of interruption should be midway in the journey or as near to it as the schedule permits. Per diem and necessary miscellaneous expenses are authorized.

b. Rest stops are not authorized when indirect travel is performed.

c. Rest stops are not authorized for travelers using premium-class accommodations, except when certified as necessary by competent medical authority.

#### **6 FAM 133.5 Time Zone Dislocations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Travelers flying on a direct route, without interruption, except for flight connections, with a difference of five or more time zones between authorized points of travel should, whenever possible, arrange departure to allow arrival at destination a full day before commencing duty.

b. When the flight is of such duration that it includes an authorized rest stop, as provided in section 6 FAM 133.4 , the same efforts should be made to allow arrival at destination a full day before commencing duty, provided there is a difference of five or more time zones between the rest stop and the destination point.

c. In cases meeting either of these criteria, excused absence without charge to leave may be granted for any part of the 24-hour adjustment period following arrival at the duty point which happens to fall within working hours.

d. Per diem during the adjustment period is payable to temporary duty travelers, including eligible family members authorized to travel at U.S. Government expense when accompanying employees to temporary duty points, in accordance with 6 FAM 126.5 .

#### **6 FAM 134 USE OF U.S.-AND FOREIGN-FLAG VESSELS**

##### **6 FAM 134.1 Policy**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In accordance with the provisions of the Merchant Marine Act of 1936, travel and transportation of effects shall be on vessels registered under the laws of the United States where such vessels are available unless the necessity of the mission requires use of a vessel under a foreign flag.

##### **6 FAM 134.2 Foreign-Flag Vessels**

###### **6 FAM 134.2-1 When Permissible**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. See also 6 FAM 131.2 .

b. When travel by vessel is authorized or permitted under 6 FAM 131.2 paragraph b, a foreign-flag vessel may be used only if:

(1) U.S.-flag vessels do not operate between the ports servicing the points of origin and destination which are reasonably accessible by adequate surface transportation; or

(2) U.S.-flag vessels do operate, but space or service is unavailable and the traveler would be delayed more than 15 days awaiting available U.S.-flag service, or a period of time deemed inadvisable for medical or safety reasons.

c. When possible, make payment by using excess foreign credits/ currency owned by the United States or from USAID trust funds.

###### **6 FAM 134.2-2 Routing**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When use of a foreign-flag vessel is permissible under the conditions stated in 6 FAM 134.2-1 , such use should be limited to the maximum extent possible by:

(1) Using an available U.S.-flag vessel to the farthest interchange point from which a foreign-flag vessel provides service to complete the journey; or

(2) Using a foreign-flag vessel to the nearest interchange point from which an available U.S.-flag vessel provides service to complete the journey.

###### **6 FAM 134.2-3 Documentation**



(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. In circumstances covered by 6 FAM 134.1-1(b), an authorizing officer or traveler will certify to the facts involved and a copy of such certification must also be included with the travel voucher (see 6 FAM 135 Exhibit 135.12 ).

b. When travel by vessel is authorized under 6 FAM 131.2 , the Medical Director of the Department of State (M/DGP/MED) must certify to the fact that use of air transportation would be hazardous or detrimental to the traveler's (employee's or family member's) health or well-being. Travelers departing from the United States must obtain the required certification directly from M/DGP/MED. Travelers departing from a post abroad will submit a request for the required certification to M/DGP/MED with a recommendation by the post medical officer or medical adviser. The Medical Director's certification must be included with the employee's travel voucher.

c. **USIA Only:** Employees of USIA must request permission for themselves or members of their families to travel by foreign-flag vessels from the Office of Personnel and Training, IPT. If the employee is departing a post abroad, the employee will forward the request and recommendation of the post medical officer or medical adviser to IPT. The Agency will approve or disapprove the request after obtaining the opinion of the Medical Director of the Department of State (M/DGP/MED). The Agency's approval must be included with the employee's travel voucher.

#### **6 FAM 134.2-4 Accompanying Family Members**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

If the employee or any member of the employee's family is authorized or permitted to travel by vessel under the conditions stated in 6 FAM 131.2 , all members of the family accompanying the employee or accompanying such family member are also permitted to travel aboard the foreign-flag vessel.

#### **6 FAM 134.3 Use of Freight Vessels**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Employees and family members are not required to travel by freight vessels. However, when freight vessels are used, the rules pertaining to travel on U.S.- and foreign-flag passenger vessels shall apply.

#### **6 FAM 134.4 Penalty for Failure to Comply**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Failure to comply with the provisions of 6 FAM 134 will subject the employee to personal financial responsibility. Section 901(a) of the Merchant Marine Act of 1936 also vests in the Comptroller General of the United States special enforcement responsibilities.

### **6 FAM 135 USE OF U.S. -FLAG AND FOREIGN AIR CARRIERS**

#### **6 FAM 135.1 Necessary Use of Foreign Air Carrier**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Use of foreign air carrier service may be deemed necessary if a U.S.-flag air carrier otherwise available cannot provide the air transportation needed, or use of U.S.-air carrier service will not accomplish the agency's mission.

b. The traveler must prepare a certification and justification per 6 FAM 135.13 (and 6 FAM 135 Exhibit 135.13 ) and be prepared to pay a penalty under 6 FAM 135.15 if it is later determined that use of a foreign air carrier was not necessary to accomplish the agency's mission. The burden of demonstrating compliance and necessity remains with the traveler.

**6 FAM 135.2 Availability of U.S.-Flag Air Carrier Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

U.S.-flag air carrier service is considered available even though:

- (1) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;
- (2) Foreign air carrier service is preferred by or is more convenient for the agency or traveler; or
- (3) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S.-flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of such monies (see 6 FAM 135.14 ).

**6 FAM 135.3 Scheduling Principals**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Except as provided in 6 FAM 135.2 , U.S.-flag air carrier service must be used for all U.S. Government-financed commercial foreign air travel if service provided by such carriers is available. In determining availability of U.S.-flag air carrier service, follow the scheduling principles below unless their application results in the last or first leg of travel to or from the United States being performed by foreign air carrier:

- (1) When departing the United States, use U.S.-flag air carrier service available at point of origin to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route;
- (2) When leaving a foreign origin or interchange point that is not served by U.S.-flag air carrier, use foreign air carrier service only to the nearest interchange point on a usually traveled route to connect with U.S.-flag air carrier service;
- (3) Where a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign carrier, the foreign air carrier may be used notwithstanding the availability of alternative U.S.-flag air carrier service.

**6 FAM 135.4 Unavailability of U.S.-Flag Air Carrier Service To or From United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Normally, all travel into and out of the United States will be performed on certificated U.S.-flag carriers. However, for travel between a gateway airport in the United States and a gateway airport abroad, or for travel between a gateway airport abroad and a gateway airport in the United States, passenger service by a U.S.-flag air carrier need not be considered available when:

- (1) The gateway airport abroad is the traveler's origin or destination airport, and the use of the U.S.-flag air carrier service would extend the time in travel status by at least 24 hours more than travel by foreign air carrier.
- (2) The gateway airport abroad is an interchange point and the use of U.S.-flag air carrier service would require the traveler to wait 6 hours or more to make connections at that point, or
- (3) Delayed departure from or accelerated arrival at the gateway airport in the United States would extend the traveler's time in a travel status by at least 6 hours more than travel by foreign air carrier.

b. See 6 FAM 135 Exhibit 135.4 for examples.

**6 FAM 135.5 Determining Unavailability of U.S.-Flag Air Carrier Service Travel Between Two Points Outside United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. These unavailability rules are only applicable to travel abroad, not travel to or from the United States. See 6 FAM 135.6 for exceptions.

b. For travel between two points, both of which are outside the United States, passenger service by U.S.-flag air carrier will not be considered to be reasonably available:

(1) If travel by foreign air carrier would eliminate two or more aircraft changes (at points abroad) en route; (this is self-explanatory, though it must be emphasized that the aircraft changes must be at interchange points abroad, not in the United States).

(2) Where one of the two points abroad is the gateway airport en route to or from the United States, if the use of a U.S.-flag air carrier would extend the time in travel status by at least 6 hours more than travel by foreign air carrier, including accelerated arrival at the foreign destination or delayed departure from the foreign origin as well as delay at the gateway airport or other interchange point abroad (this test is used for getting to or from the foreign gateway interchange point and deciding whether a U.S. carrier is unavailable or not to or from that location from or to another point abroad. If the employee is going from City A to London (the gateway interchange point abroad) via a U.S. carrier that keeps him or her in travel status for 16 hours (excluding rest stop time), and the traveler can get a foreign flag to carry him- or herself there in less than 10 hours, then the traveler may consider the U.S.-flag carrier as unavailable and use the foreign flag.

(3) Where the travel is not part of trip to or from the United States, if the use of a U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by foreign air carrier including delay at origin, delay en route and accelerated arrival at destination (when traveling between two points abroad, if use of a foreign-flag carrier will reduce total travel status time by 6 hours over the U.S.-flag carrier, then the traveler may use the foreign-flag carrier).

#### **6 FAM 135.6 Travel Between Two Points Outside United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA)

a. The following are the statutory exceptions to the Fly America Act.

b. 49 U.S.C. App. Sec. 1518 (Pub.L. 95-426, 92 Stat. 992) provides that notwithstanding Section 1117 of the Federal Aviation Act of 1958 (49 U.S.C. App. Sec. 1517, The Fly America Act), funds appropriated after October 7, 1978, to the Department of State, the U.S. Information Agency, the U.S. Agency for International Development, and the Arms Control and Disarmament Agency may be used to pay for the transportation, between two places both of which are outside the United States, of officers, and employees of those agencies, their eligible family members, and accompanying baggage, aboard non-certificated air carriers, i.e., foreign-flag carriers. This section is not intended to allow the use of foreign air carriers on an unlimited basis but to provide flexibility when necessary and when use of U.S. carriers would not be prudent for the proper conduct of U.S. Government business. All travelers should attempt, to the extent practicable, to use certificated U.S. carriers when flying between two points abroad and even though they may be able to claim this exception. This section may not be used by the traveler to avoid meeting the requirements of the Fly America Act when a foreign carrier transits the United States and is in direct competition with U.S.-flag carriers competing along the same routes entering and leaving the United States.

c. This exception is applicable only to those named agencies. It does not include Department of Commerce employees or other agencies who may have Foreign

Service personnel but are not named in the legislation. If the travel between two points abroad entails an interchange, transfer or stop in the United States, then the exception does not apply and travelers must abide by the usual Fly America Act requirements, especially for travel into and from the United States per 6 FAM 135.4

**6 FAM 135.7 Short-Distance Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

For all short-distance travel, regardless of whether it is to or from the United States or between two points outside the United States, U.S. air carrier service need not be considered available when the elapsed travel time on a scheduled flight from origin to destination airport by foreign air carrier is 3 hours or less and service by U.S. air carrier would involve twice such travel time.

**6 FAM 135.8 Air Transport Agreement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Nothing in these guidelines shall preclude, and no penalty shall attend, the use of a foreign air carrier which provides transportation under an air transportation agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. Sec. 1502(b) and provide reciprocal rights and benefits.

b. See also 6 FAM 135.13 paragraph b.

**6 FAM 135.9 Travel of Unaccompanied Children 16 Years of Age and Under**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Unaccompanied children (16 years of age or younger at the time of flying) who would have to change airports at an interchange point, overnight at such points, or experience unnecessary delays at an interchange point, may consider U.S. air carrier service as unavailable if a foreign-flag carrier can accomplish the same travel more conveniently.

b. The intent of this section is to allow minor dependent children traveling alone, the flexibility of using the best method of travel that would ensure their safe and speedy passage.

**6 FAM 135.10 Emergency Visitation or Medical Evacuation Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When it has been determined that delay would be detrimental to the health of the traveler (an employee or eligible family member or other U.S. Government traveler) or when traveling under emergency visitation or medical evacuation orders (certified by competent medical authority in the case of medical evacuation) then U.S.-flag carriers may be considered unavailable if more expeditious routing is available on a foreign carrier. Travel of medically authorized attendant(s) is also authorized, if need is certified by M/DGP/MED or Regional Medical Officer. The authorizing officer must provide a statement to the traveler outlining the urgent travel requirement and the reason why U.S.-flag air carriers were not considered available. The traveler will file the statement with the travel voucher. Return travel is to be performed in accordance with instructions contained in 6 FAM 135.1 should the medical need no longer be present.

**6 FAM 135.11 Denied Boarding by U.S.-Flag Carrier**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When an official traveler is denied boarding by a U.S.-flag carrier, the traveler may accept a seat provided by the airline's representative on a foreign-flag flight, notwithstanding the availability of alternate U.S.-flag air carrier service. This

provision also applies to cases where a traveler is denied boarding while on indirect travel or annual leave which is taken in conjunction with TDY, home leave, or transfer travel. The traveler should attempt to get a statement of the denied boarding from the airline representative to file with the traveler's travel voucher.

**6 FAM 135.12 Justification of Foreign-Flag Carrier**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Whenever a foreign-flag air carrier is used for any reason, including when U.S.-flag air carrier service does not operate between two points, the traveler and/or the authorizing officer shall prepare a statement either in the travel voucher or an attachment, adequately explaining and justifying the use of foreign-flag air carriers (see 6 FAM 135 Exhibit 135.14 ). The use of foreign-flag carriers may be authorized or approved only when:

- (1) U.S.-flag carrier service is not available as determined under the guidelines set forth in 6 FAM 135.5 ; or
- (2) Use of foreign carriers is necessary under 6 FAM 135.2 ; or
- (3) Conditions set forth in 6 FAM 135.13 apply; or
- (4) Exception contained in 6 FAM 135.6 applies.

**6 FAM 135.13 Payment in Foreign Currency**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Legislative authority for certain programs and activities prohibit the expenditure of U.S. dollars for travel or other official purposes. In such instances, where foreign currency (either excess, near-excess, or non-excess) necessarily must be used for travel and where U.S.-flag air carriers do not accept such currency, travel may be performed to the extent required on carriers which do accept such currency since under these circumstances the travel could not otherwise be performed. The statement of justification required under 6 FAM 135.3 must indicate that the transportation service needed can be paid for only in excess foreign currencies and that otherwise available U.S.-flag air carriers declined to accept payment in the foreign currencies.

b. **USAID Only:** In a few special cases, the country-to-country bilateral agreements specify conditions under which travel financed by trust funds must be performed on national airlines of the host country. In such cases, travel on the foreign-flag air carrier is authorized to the extent specified in the agreement. See also 6 FAM 135.8 .

**6 FAM 135.14 Traveler's Financial Responsibility**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

For indirect travel or when the traveler otherwise fails to use available U.S.-flag air carrier service, the amount charged to the traveler is to be based on the loss of revenues suffered by U.S.-flag air carriers. Travelers should not be held liable for minor variations when the differences in distance are relatively small and difficult to measure. Use the following formula to determine the amount to charge the traveler (see also 6 FAM 135 exhibit 135.14 :

<p><b>Sum of certificated carrier segment mileage, authorized</b> <b>DIVIDED BY</b> <b>Sum of all segment mileage, authorized</b> <b>MULTIPLIED BY</b> <b>Fare payable by Government</b> <b>MINUS</b> <b>Sum of certificated carrier segment mileage, traveled</b></p>
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<b>DIVIDED BY</b> <b>Sum of all segment mileage traveled</b> <b>MULTIPLIED BY</b> <b>Through-fare paid</b>
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**6 FAM 135.15 Code Share Flights**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Code share flights, in most cases, qualify as U.S. certificated service and therefore comply with the Fly America Act. How do we distinguish a code share flight?

Usually a foreign carrier airplane is used for code share flights. To meet code share restrictions, service from the foreign carrier must be offered as coming from a U.S. Carrier (in particular, it has a U.S. flight number such as NW 67) and the ticket (either U.S. carrier stock, or generic stock) must be issued and validated under the U.S. carrier's name and code number. The issuing carrier's name appears in the upper left hand corner of the ticket on computer written tickets and in the lower right hand corner on hand written tickets. These numbers will be easily recognized by comparing them to the list provided below. If the code share flight and ticket meet the criteria described here, then it is considered a U.S.-flag air carrier service. The code number that identifies each airline is a three digit number that is often used as a prefix for a longer series of numbers. For example, American Airlines has a prefix number of 001. On a typical ticket it might be described as document number 001 132514366. The names and code number of all the major U.S. carriers are listed below:

AMERICAN ..... 001  
CONTINENTAL..... 005  
DELTA ..... 006  
NORTHWEST ..... 012  
TWA..... 015  
UNITED..... 016  
USAIRWAYS..... 037

b. Under these guidelines, Department administrative personnel as well as the average traveler should be able to determine if he or she is using a U.S. carrier by a quick review of the ticket. If there is any uncertainty, please contact the Department's Travel Regulations Office at A/OPR/ST/TD.

**6 FAM 136 THROUGH 139 UNASSIGNED**

**6 FAM 135 Exhibit 135.4 UNAVAILABILITY TESTS**

(TL:GS-50; 05-21-1997)

**Use these tests for unavailability of a U.S.-flag carrier:**

(1) When a U.S. carrier services the employee's destination or origin abroad, and yet there are other foreign flag carriers which are just as direct but their use would save at least 24 hours of travel status time.

**For example:**

If the employee is on TDY and departing post for home in Washington, D.C., he or she may take a foreign-flag carrier if it will save more than 24 hours of travel status time (per diem) by taking the foreign-flag rather than the U.S.-flag carrier to the United States.

In situations when the traveler can be flexible, e.g., post assignment travel or any non-urgent travel, the traveler is expected to use the U.S.-flag carrier and begin travel when a U.S. carrier is available.

(2) Going out of the United States, if the traveler would have to wait 6 hours or more at the gateway airport abroad before connections can be made with any interchanging air carrier, he or she may consider the U.S. carrier providing service from the gateway airport in the United States as unavailable. Going into the United States, a traveler may take a foreign-flag carrier if the United States carrier requires waiting for more than 6 hours at the interchange point. If a foreign-flag carrier can reduce this time or is the next available flight after waiting 6 hours, then it may be taken into the United States. Simply put, the traveler should not have to wait for more than 6 hours for a connecting flight. However, the traveler, in planning or scheduling his or her travel, should always look for an alternative interchange point that would not result in waiting more than 6 hours for a U.S. carrier.

**6 FAM 135 Exhibit 6 FAM 135.4—Continued**

**For example:**

Traveler leaves X City at 0900 via a foreign-flag carrier to London, the interchange point, and arrives at London at 1200. A U.S. carrier departs for Washington, D.C. at 1830. He or she may consider the carrier as unavailable if there is an earlier foreign-flag carrier leaving at, for example, 1500. If a foreign-flag carrier is available only after 1830, then it may not be taken as it would not reduce waiting time at the interchange point. If the next available flight is a U.S. carrier, then the traveler must use it, as a foreign-flag carrier would only extend his or her waiting time at the connection point.

**Note:** When these availability guidelines result in the use of a foreign carrier on the last or first leg of travel to or from the United States, alternate interchange points must be considered for the scheduling of the travel as provided in 6 FAM 135.4 so that the last or first leg of travel to or from the United States can be performed by a U.S. carrier under the availability guidelines.

(3) When the traveler's time in travel status is increased by more than 6 hours if:  
(a) The traveler waits to take a U.S. carrier at the U.S. gateway instead of a foreign-flag carrier, or  
(b) The traveler arrives at the U.S. gateway from abroad earlier than necessary for a connection.

**For example:**

This test might be used when the U.S. carrier arrives in New York (U.S. gateway interchange point) at such a time that there are no immediate shuttle flights to Washington, D.C. or connecting flights to the home leave destination, etc., and the traveler's time in travel status is extended by more than 6 hours over use of the best available foreign flag flying to New York or Washington, D.C., or the home leave destination (see Note above).

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**6 FAM 135 Exhibit 135.13 USE OF FOREIGN-FLAG AIR CARRIER OR VESSEL**  
(TL:GS-50; 05-21-1997) (Uniform State/USIA)

**FORMAT FOR JUSTIFICATION CERTIFICATE FOR USE OF A FOREIGN-FLAG AIR CARRIER OR VESSEL**

(Date) I certify that it (is)/(was) necessary for (Name of traveler or agency) to use (Name of foreign-flag air carrier(s) or vessel(s)) or to transport (Flight identification number)

(Personal effects) (Freight)  
between and  
en route from to  
on for the following reasons: (Date)  
(Date) (Signature of traveler or authorizing official)  
(Organization)

(NOTE: If this justification is not submitted with the employee's travel reimbursement voucher, or a statement in the travel voucher, the employee may be liable for the total cost of the foreign flag air fare segment(s). If this justification is not submitted with freight documentation, the authorizing officer may be liable for the total cost of the foreign flag air segment(s).)

see formatting, page 117

**6 FAM 135 Exhibit 135.13—Continued**

**HYPOTHETICAL EXAMPLE OF A TRAVELER'S FINANCIAL  
RESPONSIBILITY INVOLVING INDIRECT TRAVEL USING FOREIGN AND  
U.S.-FLAG CARRIERS**

**AUTHORIZED TRAVEL:** Hong Kong to Washington, D.C.

**AUTHORIZED FARE:** \$856.00.

**AUTHORIZED MILES:**

Hong Kong—San Francisco 9,162 miles (U.S. Flag)

San Francisco—Wash., D.C. 2,419 miles (U.S. Flag)

Total 11,581 miles (U.S. Flag)

11,581 divided by 11,581 = 1 x \$856.00 **\$856.00**

**MINUS**

**ACTUAL TRAVEL:** Hong Kong—London—Washington, D.C.

**VALUE OF TICKET:** \$1,158.00

**ACTUAL MILES:**

Hong Kong—London 8,743 miles (Foreign Flag)

London—Wash., D.C. 3,658 miles (U.S. Flag)

Total 12,401 miles

3,658 divided by 12,401 = .29 x \$1,158.00 **-\$335.82**

**Amount assessed for non-use of U.S. Flag; i.e., loss of U.S. Flag revenue \$520.18**

**Amount assessed for non-use of U.S. Flag \$520.18**

**Amount assessed for indirect travel:**

**6 FAM 140 ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES**

(TL:GS-50; 05-21-1997)

**6 FAM 141 POLICY AND SCOPE**

**6 FAM 141.1 Policy**

**6 FAM 141.1-1 Expenses Payable as Transportation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Transportation expenses which the U.S. Government may pay either directly or through reimbursement include:

- (1) Fares, rental fees, mileage payments and any expenses incident to transportation such as baggage transfer;
- (2) Official telegraph, telephone, radio, and telegram messages in connection with items classified as transportation;
- (3) Steamer chairs, steamer cushions, and steamer rugs at customary rates actually charged;
- (4) Staterooms on steamers; and



(5) Other expenses as set forth below.

**6 FAM 141.1-2 Class of Service Authorized**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

It is the general policy of the U.S. Government that less-than-premium-class accommodations shall be used for all modes of passenger transportation. The policies in 6 FAM 147 govern the use of common carrier accommodations and apply to travel while on official U.S. Government business.

**6 FAM 141.1-3 Exercising Care in Incurring Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

**6 FAM 141.2 Applicability**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See 6 FAM 111.2 .

**6 FAM 141.3 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In addition to the authorities listed in 6 FAM 111.6 , 6 FAM 140 refers to the following authorities:

(1) State Department Delegation of authority No. 198 dated September 16, 1992 delegates the Secretary of State's travel authority to the Under Secretary for Management.

(2) Section 901(14) of Public Law 96-465 of October 17, 1980 provides for a domestic relocation allowance.

**6 FAM 142 EXPENSES ALLOWABLE**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. The following travel expenses, when actually incurred and necessary, are authorized and may be paid separately from per diem expenses:

(1) Travel on railroads, aircraft, vessels, buses, streetcars, taxicabs, and other usual means of conveyance;

(2) Transfer, storage, and checking of baggage necessary for the purpose of the official travel;

(3) Official telephone, radio, and telegraph messages (for restrictions see 6 FAM 143.1 (4) );

(4) Steamer chairs, cushions, and rugs;

(5) Commissions for conversion of currency;

(6) Fees for travelers checks;

(7) Fees in connection with the issuance of passports and visas, and other legally required costs;

(8) Photographs for passports and visas;

(9) Certificates of birth, health, and affidavits;

(10) Inoculations which cannot be obtained without cost through a Federal dispensary;

(11) Necessary public stenographic or typewriting services or rental of typewriters in connection with preparation of reports or correspondence, clerical assistance,

services of guides, interpreters, packers, drivers of vehicles, and storage of property used on official business;

(12) Hire of room for official use when necessary to transact official business;

(13) Shipments by express or freight of U.S. Government property not classed as baggage and not admissible to the mail (normally made on U.S. Government bills-of-lading (GBLs) where feasible);

(14) Packing and necessary preparation for shipment, cost of unboxing at destination, and necessary cartage of unaccompanied baggage or personal effects, or baggage accompanying traveler;

(15) Hire of a boat, automobile, taxicab (other than for use under 6 FAM 142 paragraph a(17), below), aircraft, or other conveyance when authorized or approved as advantageous to the U.S. Government and when employee is engaged in official business within or outside employee's post of duty;

(16) Transportation by bus, subway, or streetcar between places of business, and between place of lodging and place of business at a temporary duty station;

(17) Reimbursement for usual taxicab and airport limousine fares, when applicable, plus tip, from common carrier or other terminal to either the employee's home or place of business, from the employee's home or place of business to common carrier terminal, or between airport and airport limousine terminal. When common carrier transportation service is available for all or part of the distance involved, such as limousine or bus facilities between cities and airport terminals, such service should be used to the maximum extent practicable.

b. When suitable common carrier transportation is available but the traveler elects to use a taxicab, an explanation of the circumstances should be furnished on the travel voucher. Taxicab reimbursement in excess of \$75.00 plus tip must be supported by a receipt along with a statement justifying the use of such conveyance.

c. Reimbursement may also be authorized or approved for the usual taxicab fares, plus tip, as follows:

(1) From the employee's home to office on the day of departure from the office on an official trip requiring at least one night's lodging; and

(2) From office to home on the day of return to the office from such a trip.

d. The amount of the tip which is allowable under this section is 15 cents when the fare is \$1.00 or less or 15 percent of the reimbursable fare when it exceeds \$1.00.

e. In lieu of the use of a taxicab as provided above, payment on a mileage basis at the approved GSA rate, currently 31 cents a mile, is allowed for the round-trip mileage of a privately-owned automobile used in going from either home or place of business to a terminal, from a terminal to either employee's home or place of business, from home to office, or from office to home, provided that the amount of reimbursement for round-trip mileage does not in either instance exceed the taxicab fare including tip allowable for a one-way trip between the applicable points.

f. Daily travel to procure meals or lodging at the nearest available place when such cannot be procured at a temporary duty station.

g. Charges for transfer, storage, checking, and porters' fees and tips for handling U.S. Government property carried by the traveler.

#### **6 FAM 143 EXPENSES NOT ALLOWABLE**

##### **6 FAM 143.1 Items Included in Per Diem**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The following items are included in the per diem allowance and may not be paid separately:

- (1) Charges for meals and lodging (when lodging and meals are provided by common carriers and are included in the fare, they are considered as transportation expenses rather than subsistence and are therefore allowable expenses);
- (2) Personal use of room and bath during daytime (this portion is paid from the lodging portion of per diem);
- (3) Fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees;
- (4) Telegrams and telephone calls reserving hotel accommodations, re-requesting leave, inquiring as to status of salary, expense vouchers, advance of funds, and reply thereto, or any other matter of personal nature;
- (5) Laundry, dry-cleaning, and pressing;
- (6) Fans, air conditioning, heating, radios, or televisions in rooms; and
- (7) Transportation between place of lodging or business and places where meals are taken, except as specified in 6 FAM 142 .

**6 FAM 143.2 Personal and Other Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. Costs of a personal nature are not reimbursable.
- b. U.S. Government employees shall not be reimbursed for costs associated with any payments or gratuities given them.

**6 FAM 144 SPECIAL TICKETS**

**6 FAM 144.1 Official Travel Use**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Through fares, special fares, commutation fares, and excursion- and reduced- rate round-trip fares should be used for official travel when it can be determined prior to the start of a trip that use of any of these is practical and economical to the government. Round-trip tickets should be secured only when, on the basis of the journey as planned, it is known or can be reasonably anticipated that such tickets will be utilized (see 6 FAM 128.3 for details of contract city pair fares).

**6 FAM 144.2 Restrictions on Promotional Fares and Bonus Coupons**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. U.S. Government-funded travelers may not retain any half-fare coupons, bonus points or similar items of value received from a commercial air carrier on the basis of the purchase of an airline ticket to be used for official travel. All employees are obligated to account for these as well as any other gifts, gratuities, or other benefits received from a private source incident to the performance of official duty.
- b. All rights to bonus flights, reduced fare coupons, or other similar gratuities obtained as a result of performing official travel accrue to the U.S. Government and not to the individual performing the travel. This applies whether or not the U.S. Government can use the benefit. No individual may use such gratuities for his or her personal benefit or for the benefit of a spouse or family member in the course of personal travel.
- c. Free upgrades of services to business-class, and check-cashing privileges, which may be offered by a promotional program sponsored by an airline, may be accepted and used for official travel. Membership fees paid to join such programs may be reimbursed if it can be demonstrated that the U.S. Government has received a benefit solely as the result of the employee's participation in the program.

d. Any gratuities, promotional fares, bonus coupons, or similar items of value received by the traveler must be relinquished to the administrative officer at post or, in the United States, to the Chief of the Travel and Transportation Divisions at State, USIA, Commerce, and Agriculture; or for USAID, to the executive officer at post, or the respective bureau management office in Washington, D.C.

e. Each traveler has the responsibility to relinquish any gratuities, promotional fares, bonus coupons, or similar items of value received by the traveler to the office or bureau which authorized/funded the travel; e.g., parent bureau, OIC (Office of International Conferences), or PA (Bureau of Public Affairs).

f. The Department has the responsibility to use, to the maximum extent possible, the employee's accumulated bonus mileage credits. This includes the authority to approve those mileage credits for upgrades to premium-class other than first-class accommodations (see 6 FAM 121.2-1).

#### **6 FAM 145 CANCELED RESERVATIONS**

##### **6 FAM 145.1 Service/Cancellation Fees**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When a reservation for accommodations on a train, vessel, or plane is canceled because of unavoidable delay or official necessity, the cost of the service fee charged by the carrier is allowed. Fees paid for cancellations of reservations for personal reasons or personal delays in notifying the carrier are not reimbursable.

##### **6 FAM 145.2 Liquidated Damage Payments to Traveler**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When carrier tariffs require liquidated damage payments to travelers for the carrier's failure to provide confirmed reserved space, such payments by the liable carrier are to be by check made payable to the "Treasurer of the United States." In no case is the traveler permitted to accept from the carrier a check showing the traveler as payee.

b. The traveler is to acknowledge receipt of the check and submit a copy of the acknowledgment and the check with travel voucher. Payment of denied boarding compensation to the Treasurer of the United States is a U.S. Government requirement and is no reflection on the carrier (see 4 FAM).

##### **6 FAM 145.3 POV Use for Personal Convenience**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When no determination of advantage to the U.S. Government is made (see 6 FAM 146.2) the employee may elect to use a privately-owned vehicle for personal convenience. Any reimbursement for expenses for travel will be the lesser of:

(1) Mileage at the rates provided in section 6 FAM 146.2-1, plus related per diem and other expenses; or

(2) The constructive cost of less than premium-class air accommodations on a direct route, plus related per diem and other expenses. For any portion of the route not connected by air service, reimbursement may not exceed the constructive cost of first-class accommodations on a surface common carrier.

#### **6 FAM 146 TRAVEL BY PRIVATELY-OWNED VEHICLE OR PRIVATELY-OWNED CONVEYANCE**

##### **6 FAM 146.1 Policy**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. In determining whether the use of a privately-owned vehicle is advantageous to the U.S. Government, consider:

- (1) The feasibility of using common carrier transportation or U.S. Government-owned conveyances based on availability, suitability of schedules, and other applicable requirements;
- (2) The advantages resulting from the more expeditious transactions of the public business, economy, and employee performance effectiveness; and
- (3) Any other advantages and/or disadvantages to the U.S. Government in the particular case.

b. The authority to travel by privately-owned vehicle (POV) contained in this section is applicable to the employee and/or other family member(s) authorized to travel. The vehicle to be used must be the property of the employee or family member prior to the initiation of travel and must be driven/shipped to the ultimate destination stipulated in the travel orders. Only such vehicles as are eligible for shipment at U.S. Government expense are authorized to be driven on a mileage per diem basis under this provision.

c. Any reimbursement for travel by POV, under the mileage (see 6 FAM 142 ) per diem basis authorized by this section is limited to the actual mileage between authorized points on a direct route plus related per diem, not to exceed 10 days.

**6 FAM 146.2 Use Advantageous to the U.S. Government**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When the authorized travel from origin to destination (combined with TDY, consultation and/or home leave, as applicable) can be performed entirely using a privately-owned vehicle (POV), such use may be authorized.

b. Travel by POV to separation address in the United States, when not otherwise covered under section 6 FAM 146.1 is hereby authorized from the port of discharge of the vehicle to the separation address via consultation point (as applicable). In accordance with section 6 FAM 168.4 , however, this authorization does not apply to vehicles acquired en route to a separation point.

c. When an employee's vehicle is authorized emergency storage in accordance with 6 FAM 175 , an authorizing officer may determine that it is advantageous for the vehicle to be driven all or part of the distance to the designated storage point.

d. An employee who acquires a vehicle at a point on a direct route to the post of assignment abroad, and who has not previously shipped a vehicle under the provisions of the authorizing travel orders, may drive the POV to the destination. The point of acquisition is considered the point of origin. In no case may the cost of driving the vehicle from where actually acquired exceed the cost to the U.S. Government had the vehicle been shipped from the point of origin specified in the travel authorization to the authorized destination.

e. Travel by a POV is considered advantageous to the U.S. Government when the authorized or actual point of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both (see 6 FAM 165.1 ).

f. When use of a rental vehicle in the United States is authorized, reimbursement for rental fees and actual expenses for gas and tolls is authorized. Use U.S. Government-contracted rental vehicle services whenever possible. Collision Damage Waiver (CDW) is included in the contract amount, and should not be accepted at extra cost. When renting from companies not on the U.S. Government contracting list, travelers will not be reimbursed for CDW. However, payments for damages to a rental car company or reimbursement to the employee, up to the deductible amount contained in the rental contract, are authorized, providing the

employee was acting within the scope of their employment at the time of the incident.

g. When use of a rental vehicle abroad is authorized, reimbursement may include rental fees, including Value Added Tax (VAT), and actual expenses for gas and tolls. U.S. Government-contracted rental vehicle services should be used whenever possible. The contract rate includes Collision Damage Waiver (CDW), VAT, and unlimited mileage. When renting from companies not on the government contracting list, CDW, VAT, and unlimited mileage will not usually be included. CDW is a reimbursable expense abroad. In addition, payments for damages to a rental car company or reimbursement to the employee are authorized up to the deductible amount contained in the rental contract, providing the employee was acting within the scope of their employment at the time of the incident.

**6 FAM 146.2-1 Mileage Reimbursement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Mileage reimbursement rates are set by GSA, currently:

- (1) Motorcycles and motor scooters, 25 cents per mile;
- (2) Automobiles (including trucks, vans, etc.) 31 cents per mile; and
- (3) Airplanes, 85 cents per mile.

**6 FAM 146.3-1 Use of Rental Vehicle**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When the employee elects to use a rented vehicle for personal convenience and use of the rental vehicle has not been specifically authorized, reimbursement for travel expenses will be the lesser of:

- (1) Rental car fees, (exclusive of CDW), related per diem on a direct route at 300 miles per day, plus actual expenses for gas and tolls, or
- (2) The constructive cost of less than premium-class air accommodations on a direct route, plus per diem and other expenses. For any portion of the journey not connected by air service, reimbursement may not exceed the constructive cost of less than premium-class accommodations on a surface common carrier.

**6 FAM 146.4 Computing Expenses**

**6 FAM 146.4-1 Distances**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When travel is performed by a privately-owned motor vehicle, distances are to be determined by use of standard highway mileage guides. Travelers must explain any substantial deviation from distances shown in the standard highway mileage. When travel is performed by privately-owned air-planes, distances are to be determined from airways charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce. If a detour is necessary on account of adverse weather, mechanical difficulty, or other unusual conditions, the additional highway or chartered air mileage may be included but must be explained.

**6 FAM 146.4-2 Allowable Travel Time**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Allowable time for travel by privately-owned conveyance is limited to that reasonably required. Variations in driving conditions do not permit the establishment of daily mileage requirements. However, in the United States, 483 kms/300 miles per day is considered the normal driving distance. Where road, climatic, and other factors beyond the control of the traveler cause interruptions and deviations resulting in travel time in excess of that normally required, the traveler will include a full explanation on the travel voucher. The traveler must also

explain any unusual circumstances which influence the elapsed time for travel by privately-owned aircraft.

**6 FAM 146.4-3 Shared Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When two or more employees travel together in the same conveyance, payment of mileage expenses is made to only one of them.

**6 FAM 147 ACCOMMODATIONS**

**6 FAM 147.1 Accommodations on Trains and Vessels**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. U.S. Government employees who travel by train or vessel (steamer) shall use coach-class accommodations or the lowest class of steamer accommodations.

When adequate, reserved coach accommodations (trains) or the lowest class accommodations (steamers) are available, officials authorizing travel shall require that those accommodations be used to the maximum extent possible. For overnight train travel, employees shall use slumber coach sleeping accommodations or the lowest level of economy sleeping accommodations available. First-class train or steamer accommodations may be used only as permitted in 6 FAM 147.1-2 .

b. In developing countries, the lowest class of train service available locally may be considered by posts to be unacceptable by U.S. standards and not comparable to what would be considered as a reasonable basic class of accommodation as defined in 6 FAM 141.3 . For example, train service described as first-class at some posts may, in reality, only equate to the coach-class definition in the United States. Accordingly, posts may establish a policy re-defining the acceptable level of local train accommodations which would meet each definition and document this in a written policy for travelers, inspectors, and GAO auditors.

c. The use of first-class on other water-borne vessels such as ferries, and river or lake vessels, and all other vessels is similarly included in this section.

**6 FAM 147.1-1 Authorization For The Use of First-Class Train Or Steamer Accommodations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **Authorization or Approval.** Heads of agencies may authorize or approve the use of first-class train or steamer accommodations under criteria specified in 6 FAM 147.1-3 . The Under Secretary for Management's authorization or approval of first-class train or steamer travel has been further re-delegated to the executive directors of the bureaus funding the travel. For ease of administration abroad, and as a further re-delegation of authority from the Department and other foreign affairs agencies in Washington, D.C., the ambassador or embassy administrative counselor or officer may approve first-class train or steamer travel for personnel assigned to post or TDY personnel passing through the post or country on official business.

b. **Established, uniform, mission-wide post policy.** Normally, first-class train or steamer travel will be approved at post on a case-by-case basis with a determination as to whether any criteria listed in 6 FAM 147.1-2 have been met. However, the post administrative counselor or officer, in consultation with the ambassador and post agency heads, may establish a uniform, mission-wide first-class train and steamer travel policy consistent with these regulations. The post first-class train or steamer policy may establish those routes that will automatically allow first-class, or other premium-class, train or steamer travel and specifically identify the criteria listed in 6 FAM 147.1-2 under which the higher class of

accommodation is authorized. The embassy administrative section should review the post policy annually to determine if circumstances warrant a change in the use of certain classes of train or steamer travel. The post policy must be in keeping with the basic policy that all travelers shall travel coach-class or the lowest class available, unless the criteria for using a higher class of travel are met.

c. **Requirements.** First-class travel under established post policy that has been properly documented does not require advance authorization, though it should be clearly authorized in the traveler's orders. However, authorization for the use of first-class train or steamer accommodations on a case-by-case basis not covered within an established post policy, shall be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from unauthorized use of higher class train accommodations. The additional costs shall be the difference between the higher class accommodations used and the authorized coach-class or equivalent accommodations.

**6 FAM 147.1-2 Use of First-Class Accommodations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The use of a higher class of accommodation may not be authorized strictly on the basis of position or rank. When first-class accommodations are authorized under the following circumstances, only the next higher available accommodations satisfying the needs may be used, i.e., business-class accommodations should be utilized before going to deluxe accommodations. Circumstances justifying the use of first-class train or steamer accommodations are limited to those listed below (note that 6 FAM 147.1-2 item (4) below applies only to trains).

**(1) No reasonably available coach-class train or lowest class steamer accommodations:**

(a) Trains. The use of first-class train accommodations may be authorized or approved when no coach-class train accommodations are reasonably available. For purpose of this paragraph "reasonably available" means coach-class train accommodations that are available and that are scheduled to leave within 24 hours of the employee's proposed departure time, or scheduled to arrive within 24 hours of the employee's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" shall be based on the availability of slumber coach, or lowest economy, sleeping accommodations. "Reasonably available" does not include any accommodation with a scheduled arrival time that is later than the employee's required reporting time at the duty site, or with a scheduled departure time that is earlier than the time the employee is scheduled to complete duty.

(b) When it is determined by the traveler that coach seats are unavailable for reservation for the day that he or she must travel to arrive at a destination in time to conduct official business, the traveler may proceed to obtain a reserved seat in the next higher class where a reserved seat is available. This is only permissible when the traveler has made a good faith effort to obtain a reservation in coach-class at the earliest practicable time, i.e., the employee cannot unreasonably delay or postpone making his reservations and travel plans so that he or she can travel premium-class.



(c) Steamers. The use of first-class steamer accommodations may be authorized or approved only when lowest-class steamer accommodations are not available on the vessel.

(2) **Travel on trains or steamers by an employee with a disability.** The use of first-class train or steamer accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition and need for first-class train or steamer accommodations are substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of first-class accommodations may also be authorized for an attendant, when the employee is authorized use of first-class train accommodations and M/DGP/MED, or the regional medical officer or other competent medical authority certifies that the employee's disability or other physical impairment requires the services of an attendant en route.

(3) **Security reasons aboard trains or steamers.** The use of first-class train or steamer accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:

(a) Travel by an employee whose use of coach train or lowest-class steamer accommodations would endanger the employee's life or U.S. Government property.

(b) Travel by agents who are in charge of protective details and are accompanying individuals authorized to use first-class accommodations.

(c) Travel by couriers or control officers accompanying controlled pouches or packages and the lowest class accommodations are unable to fulfill the mission.

(4) **Inadequate foreign coach-class train accommodations** (foreign trains only). The use of first-class train accommodations may be authorized or approved when coach-class train accommodations on a foreign rail carrier do not provide adequate sanitation or health standards.

#### **6 FAM 147.1-3 Reporting Requirements for First-Class Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
First-class train travel that has been authorized under 6 FAM 147.1-2 item (4) above (inadequate sanitation or health standards) need not be reported to GSA. Please refer to 6 FAM 146.3-6 for instructions on reporting all other use of first-class air, train, or steamer travel to GSA.

#### **6 FAM 147.1-4 Extra-Fare Train Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Coach-class travel by extra-fare trains may be authorized or approved by A/OPR/ST/TD or its equivalent at other agencies or by mission ambassadors whenever such use is administratively determined to be more advantageous to the U.S. Government or is required for security reasons. The use of National Railroad Passenger Corporation (AMTRAK) Metroliner coach accommodations is considered to be advantageous to the U.S. Government (Metroliner Club Service is deemed first-class accommodations). First-class accommodations on extra-fare trains in the U.S. or abroad may be authorized only as provided in 6 FAM 147.1-2 .

#### **6 FAM 147.1-5 Documentation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The employee must certify on the travel voucher the reason for using first-class train or steamer accommodations. Attach specific authorization or approval to or state such on the travel voucher and retain it for the record.

**6 FAM 147.2 Airplanes**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. See also 6 FAM 135 .

b. U.S. Government employees who use commercial air carriers for domestic and international travel on official business shall use coach-class airline accommodations, including contract or city pair fares if available. First-class air accommodations may be used only as permitted in 6 FAM 147.2-4 . Premium-class other than first-class air accommodations may be used only as permitted in 6 FAM 147.2-5 .

**6 FAM 147.2-1 Seat Entitlement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Each traveler, regardless of age, is allowed a seat on an airplane.

**6 FAM 147.2-2 Requirements**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **Authorization.** Authorization for the use of premium-class air accommodations shall be made in advance of the actual travel and reflected in the travel orders unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee shall obtain written approval from the agency head, or his or her designee, at the earliest possible time. Requests must contain the name, grade, and position of the travelers; points between which premium-class air accommodations are required; additional cost to the U.S. Government resulting from difference between premium-class and coach-class air accommodations; beginning date of travel; and an explanation of circumstances justifying the use of premium-class air accommodations.

b. **Documentation.**

(1) **General.** The employee shall certify on the travel voucher the reasons for the use of premium-class air accommodations. Specific authorization or approval shall be attached to, or stated on, the travel voucher and retained for the record.

(2) **Couriers.** A courier who flies first-class when premium-class other than first-class accommodations are not available must complete and sign the certification in 6 FAM 147 Exhibit 147.2-2 . A copy of the certification must be attached to the courier's voucher and the original is to be maintained in the courier's regional office.

(3) In the absence of specific authorization or approval, the employee shall be responsible for all additional costs resulting from the use of premium-class air accommodation. The additional costs shall be the difference between the premium-class air accommodations used and the authorized coach-class or equivalent accommodations.

**6 FAM 147.2-3 First-Class Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **Authorization or approval.** Authority to authorize or approve the use of first-class air accommodations is limited to the respective agency heads (the Secretary of State, the Administrator of USAID, the Secretary of Commerce, the Secretary of Agriculture, and the Director of USIA), or their designees:

- (1) **USAID:** The Deputy Administrator has been delegated authority for approval of first-class travel.
- (2) **USIA:** The Associate Director for Management has been delegated authority for approval for first-class travel.
- (3) **Commerce:** The Secretarial Officer has been delegated authority for approval for first-class travel.

Use of first-class air accommodations may be authorized when one or more of the criteria in paragraph b of this section are met.

**b. Use of first-class accommodations.** Circumstances justifying the use of first-class air accommodations are limited to those listed below:

- (1) No other reasonably available accommodations. The use of first-class air accommodations may be authorized or approved when coach-class air accommodations or premium-class other than first-class air accommodations are not reasonably available. "Not reasonably available" means no other class of accommodations, other than first-class accommodations, is available on any schedule flight in time to accomplish the purpose of the official travel.
- (2) Regularly scheduled flights provide only first-class air accommodations. The use of first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connecting points) provide only first-class air accommodations, and the employee certifies this circumstance on the travel voucher.
- (3) Travel by an employee with a disability. The use of first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment and the employee's condition and need for first-class air accommodations are substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of first-class air accommodations also may be authorized for an attendant(s) who is authorized to accompany the employee, when the employee is authorized first-class air accommodations and M/DGP/MED or the regional medical officer or other competent medical authority certifies in writing that the employee's disability or other physical impairment requires the services of the attendant(s) en route.
- (4) Security reasons. The use of first-class air accommodations may be authorized or approved when exceptional security circumstances require such travel. Exceptional security circumstances include, but are not limited to:
  - (a) Travel by couriers or control officers accompanying controlled pouches or packages when premium-class other than first-class air accommodations is not available; or
  - (b) Travel by agents in charge of protective details accompanying first-class travelers.

**c. Reporting requirements for first-class travel.** Each authorizing official shall submit to the Department (A/OPR/ST/TD), no later than 30 days after the end of the fiscal year, a report of all first-class travel authorized by the official during the fiscal year, in accordance with the procedures set forth in 6 FAM 147.2-5 .

**6 FAM 147.2-4 Premium-Class Travel Other Than First-Class**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

**a. Authorization or approval.** Premium-class other than first-class (e.g., Business-Class) air accommodations may be authorized only with the approval from the following officials:

- (1) **STATE:** The Executive Director of the funding Bureau or office or his or her designee;
- (2) **USAID:** The EMS or Office Director and the Chief of the Travel and Transportation Division, FA/AS/TT;
- (3) **USIA:** Associate Directors, Area Directors and Directors of Independent Offices;
- (4) **COMMERCE:** Secretarial Officers through USFSC/OIO/OFSP;
- (5) **USDA/FAS:** The Administrator, Foreign Agricultural Service; and
- (6) **APHIS:** The Assistant Secretary for Marketing and Inspection Service.

b. **Justification.** Circumstances justifying the use of premium-class other than first-class air accommodations are limited to those listed below:

(1) Coach-class air accommodations not available. The use of premium-class other than first-class air accommodations may be authorized or approved when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class air accommodations, and the employee certifies this circumstance on the travel voucher.

(2) No space available in coach-class air accommodations. The use of premium-class other than first-class air accommodations may be authorized or approved when space is not available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel.

(3) Travel by an employee with a disability. The use of premium-class other than first-class air accommodations may be authorized or approved when necessary to accommodate an employee's disability or other physical impairment, and the employee's condition is substantiated in writing by M/DGP/MED or the regional medical officer or other competent medical authority. The use of premium-class other than first-class air accommodations also may be authorized for an attendant(s), who is authorized to accompany the employee, when the employee is authorized use of premium-class other than first-class air accommodations and when M/DGP/MED or the regional medical officer or other competent medical authority certifies that the employee's disability or other physical impairment requires the services of the attendant(s) en route.

(4) Security or exceptional circumstances. The use of premium-class other than first-class air accommodations may be authorized or approved when such accommodations are required for security purposes or because exceptional circumstances, as determined by the agency head, or his or her designee, make their use essential to the successful performance of the agency's mission.

**Note:** Exceptional circumstances may include but are not limited to: an ambassador and accompanying eligible family members going out to post abroad for the first time or leaving for the last time, in accordance with diplomatic practice for the ranking representative to the foreign community.

(5) Inadequate foreign carrier coach-class air accommodations. The use of premium-class other than first-class air accommodations may be authorized or approved when coach-class air accommodations on foreign carriers do not provide adequate sanitation or health standards, and the use of foreign flag air carrier service is approved in accordance with the Fly America Act (see 6 FAM 135 ).

(6) Overall cost savings. The use of premium-class other than first-class air accommodations may be authorized or approved when such accommodations would result in an overall savings to the U.S. Government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or

lost productive time that would be incurred while awaiting availability of coach-class air accommodations.

(7) Travel in excess of 14 hours:

(a) For TDY Travel: The use of premium-class other than first-class air-line accommodations may be authorized or approved when, on Temporary Duty travel (TDY), the traveler, because of the urgency of the mission, must be ready to conduct business without the benefit of a rest stop. Travel must be direct between authorized origin and destination points, which are separated by several time zones, and either the origin or destination point is outside the continental United States (CONUS), and the scheduled flight time (including stopovers, not including rest stop) is in excess of 14 hours. When this authority is exercised, an employee shall not be eligible for a rest stop en route or a rest period upon arrival at the duty station.

(b) For PCS Travel: The use of premium-class other than first-class airline accommodations may not be authorized or approved for travel in excess of 14 hours when travel is performed on Permanent Change of Station (PCS) authorization, as travel is not considered urgent, and the employee need not be ready to perform work immediately upon arrival at final destination. This will not preclude the authorization or approval of PCS travel for exceptions as provided elsewhere in 6 FAM 147.2-4 paragraph b.

(8) Use of frequent traveler benefits. The use of premium-class other than first-class air accommodations may be authorized or approved when obtained as an accommodations upgrade through the redemption of frequent traveler benefits for which see 6 FAM 144.2 .

(9) Acceptance of payment from non-Federal source. The use of premium-class other than first-class air accommodations may be authorized or approved when the employee's transportation is paid in full through agency acceptance of payment from a non-Federal source as otherwise authorized by law or regulation.

**6 FAM 147.2-5 Procedures For Reporting Use of First-Class Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Reporting requirements for first-class travel. Each authorizing official shall submit to the Department (A/OPR/ST/TD), no later than 30 days after the end of the fiscal year, a report of all first-class commercial travel (i.e., airplane, trains, steamers) authorized during the fiscal year. The Department (A/OPR/ST/TD) shall submit to the General Services Administration (GSA), no later than 60 days after the end of each fiscal year, a compiled record of all first-class travel authorized during the fiscal year. Reports on travel on U.S. Government aircraft are covered in 6 FAM 129.6 .

b. The rules provided below govern data collection, submission requirements, reporting procedures, and exceptions.

(1) Data Collection. Each authorizing official shall collect the following data for each instance a U.S. Government employee uses first-class accommodations (i.e., by airplane, train, steamer).

- (a) Mode of Travel (i.e., airline, vessel, or train);
- (b) Name of traveler;
- (c) Origin and destination points;
- (d) Beginning date of travel;

- (e) Purpose of travel (i.e., site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, entitlement travel, special mission travel, emergency travel, or other travel purposes);
  - (f) Circumstances justifying use of first-class accommodations (i.e., no other reasonably available accommodations, regularly scheduled flights provide only first-class accommodations, travel by an employee with a disability, or security reasons);
  - (g) Actual first-class accommodations fare; and
  - (h) Coach-class accommodations fare for the actual route used.
- (2) In addition, each post or mission shall submit the name phone number of a contact who may be reached for further information.

c. **State Only.** For Washington, D.C. Headquarters: The Department (A/OPR/ST/TD) will compile the records and submit the report (floppy disk with cover letter) to the General Service Administration (GSA), in accordance with the guidelines as provided in section 301-3.3(e)(2) of the Federal Travel Regulations. A/OPR/ST/TD must submit the report to GSA no later than 60 days after the end of the fiscal year in which the first-class travel was performed.

**6 FAM 147.3 Limitation on Air Shipment of Alcoholic Beverages**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3).

**6 FAM 147 Exhibit 147.2-2 TEXT OF CERTIFICATION FOR USE OF FIRST-CLASS ACCOMMODATIONS BY COURIERS OR CONTROL OFFICERS ACCOMPANYING CONTROLLED POUCHES OR PACKAGES**

(TL:GS-50; 05-21-1997)

(date)

I certify that on (date) while accompanying diplomatic pouches, and in the interest of the United States Government, I traveled in first-class accommodations on (airline and flight number) because premium-class other than first-class seating was not available on this flight.

This certification will be signed by the courier. A false certification can result not only in administrative action but criminal prosecution for fraud. A copy of the certificate will be attached to the courier's voucher, and the original will be maintained in the courier's regional office.

(COURIER SIGNATURE)

**6 FAM 148 BAGGAGE**

**6 FAM 148.1 Excess Personal Luggage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
When less than first-class air accommodations are used for international travel, excess luggage in an amount necessary to make the total amount of luggage carried free on first-class is hereby authorized.

**6 FAM 148.1-1 When Travel Commences on U.S.-Flag Carriers**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In 1977, the Civil Aeronautics Board established new accompanied luggage regulations for all U.S. carriers, both domestically and internationally. Travelers in all classes of accommodations are authorized two checked pieces of luggage, not to exceed 31.8 kg/70 pounds per piece. When a U.S. carrier is used from origin to

destination, normally no excess luggage coupons— GEBATS or GEBAS (Government Excess Baggage Authorizations) are authorized.

**6 FAM 148.1-2 When Travel Commences on Foreign Carriers**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Travelers are authorized the local, checked-luggage standard for first-class passengers. Most foreign carriers use a weight system (generally giving 20 kgs/44 pounds/ to coach and economy-class passengers and 30 kgs/66 pounds to first-class passengers). Additional GEBATS sufficient to make up the difference between coach-class and first-class authorizations (i.e., 10 kgs/22 lbs) should be issued to allow luggage to be carried to ultimate destination.

**6 FAM 148.1-3 Additional Excess Luggage Option**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. Air travelers on home leave round-trip orders may elect to carry one additional accompanying bag not to exceed 31.8 kgs/70 pounds, in lieu of using the unaccompanied baggage allowance ( 6 FAM 148.2 ) on the in-bound or outbound portion of the travel or both. (All family members must choose alike between using additional excess luggage or the unaccompanied baggage allowance.)
- b. Excess luggage in amounts greater than those described above is allowable if specifically approved in the travel authorization or amendment thereto.

**6 FAM 148.1-4 When Excess Luggage Not Allowed**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Excess luggage is not authorized at U.S. Government expense for rest and recuperation travel, family visitation travel, or emergency visitation travel. For medical travel, see 3 FAM .

**6 FAM 148.2 Unaccompanied Air Baggage (UAB)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. An unaccompanied air baggage weight allowance for employees and their eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

**Gross Weight kilograms pounds**

First person traveling 113 250 Second person traveling 91 200 Third person traveling 68 150 Fourth or more persons traveling 45 100 CHIEFS OF MISSION (to posts only) 454 1,000

- b. The unaccompanied baggage weight allowance is in addition to the household effects weight allowance shown in 6 FAM 163 . Unaccompanied baggage may be shipped as air freight by the most direct route between authorized points of origin and destination, regardless of the modes of travel used.
- c. Unaccompanied baggage is considered to be those personal belongings needed by the traveler while en route or immediately upon arrival at destination. It is, therefore, intended that transportation of unaccompanied baggage shall be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the last traveler's reporting for duty at the authorized destination.
- d. Chiefs of Mission may be authorized an additional 454 kilograms/ 1,000 pounds of unaccompanied air freight for those representative items needed immediately upon arrival. This weight allowance is not authorized upon resignation or return to the United States. The household effects limited shipment will be reduced from 5,448,000 kg./12,000 lbs. net to 4,994,000 kg./11,000 lbs. net.

e. Unaccompanied baggage is not authorized for TDY travel unless specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave or home leave and transfer, in which case unaccompanied baggage may be shipped between points specified in such authorization.

f. This weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance in accordance with 6 FAM 148.3 . In such cases, the normal increase in the unaccompanied baggage allowance will be effective when the next travel authorization is used authorizing travel of the family.

g. Unaccompanied air baggage is authorized for travel against the SMA travel authorization.

h. Packed items of air freight may not exceed the following standard measurements and weights: 1.27 cubic meters/15 cubic feet, 1.524 me-ters/ 60 linear inches or 136.36 kilograms/300 pounds per carton. The chief of transportation may authorize exceptions to these standards.

i. For shipment of UAB on a cost constructive basis (see 6 FAM 162.3 ).

**6 FAM 148.2-1 Recommended Unaccompanied Air Baggage (UAB)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. For the UAB shipment, consider clothing, toiletries, and essential light housekeeping items, such as pots, pans, unbreakable dishes, sheets, and blankets which employee will need immediately upon arrival. Air freight is not meant to include large household items such as furniture, TV sets, or major appliances. The employee may not receive full reimbursement should they be damaged or stolen when sent with your air freight. Do not ship any large items, such as couches, room-sized rugs or long-handled brooms (which do not fit easily into the cargo hold of an airplane) or fragile items which may be damaged by rough loading and unloading

b. If the employee does not use your entire air freight allowance, the unused weight allowance may be added to the HHE shipment. Allow 5-10 pounds per box in the UAB weight for "banding" the freight by the packers or airlines. The allowance is the gross weight of the UAB, which includes packing materials. If the limit is exceeded, the employee must resolve the overweight problem or pay for the excess before the shipment will be moved.

**6 FAM 148.3 Shipment of a Layette**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. A separate and distinct air freight weight allowance for the shipment of a layette may be authorized in an amount not to exceed 113 kilo-grams/ 250 pounds gross weight for a newborn child or adopted infant less than six months of age who is an eligible family member of an employee assigned to a post where suitable layettes are unavailable locally and must be obtained in the United States or elsewhere.

b. A layette, for the purposes of this weight allowance, shall be consid-ered to consist of clothing, blankets, and other items of equipment and fur-nishings directly related to the care and feeding of an infant (for example, crib, baby chair, playpen, etc.). Foodstuffs with the exception of milk, for-mula, and commercial baby food, may not be shipped under this allowance.

c. Air shipment may commence 120 days before the expected birth, but no later than 60 days after the birth of a child. For an adopted infant, air shipment should commence no later than 60 days after the adoption. The time limitations specified in 6 FAM 133.6 are not applicable to this allow-ance. On subsequent travel involving



authorization for transportation of air freight, the family and new child will receive weight allowances as set forth in 6 FAM 148.2 .

d. Travel authorizations for State Department personnel may be amended to include authorization for the layette shipment. The request for amendment should be cabled to the attention of PER/CDA certifying that the post has determined suitable layettes are not available locally (See 6 FAM 121.2-1 paragraph f (2)).

e. Layette shipment for USIA employees must be authorized or ap-proved by Washington in accordance with 6 FAM 121.2-2 paragraph a(1). Address requests to USIA/M/PFA and forward them through the country public affairs office.

f. Layette shipments for Commerce should be sent to USFCS/OIO/OFSP.

#### **6 FAM 148.4 Alcoholic Beverages**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 6 FAM 168.3 ).

#### **6 FAM 149 DOMESTIC RELOCATION ALLOWANCE**

##### **6 FAM 149.1 Scope**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. This section governs the relocation of Foreign Service personnel who are transferred between an old duty station and a new duty station, in-cluding when an employee completes a tour of duty in a foreign area and is subsequently assigned to an official duty station in a domestic area different than the one whence they were originally transferred when assigned to the foreign post of duty (see FTR 302-6.1(g)).

b. This allowance is intended to permit reimbursement of certain travel and transportation expenses incident to domestic relocation incurred by Foreign Service personnel for travel and transportation expenses for which other employees of the U.S. Government receive reimbursement under 5 United States Code 5724(a)

##### **6 FAM 149.2 Applicability**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. These regulations apply to all U.S. citizen Foreign Service personnel of the Department of State, USAID, USIA, Commerce, and Agriculture, in-cluding those employees transferring to public agencies and institutions and private non-profit organizations. New appointees in any of the aforemen-tioned agencies are excluded from coverage under these regulations when transferring within the United States on their initial assignment.

b. The interpretation of these regulations is the responsibility of the Transportation Division, Travel and Transportation Regulations Section in the Department of State (A/OPR/ST/TD).

##### **6 FAM 149.3 Eligibility Criteria**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Before any obligation of U.S. Government funds is incurred under these regulations, employees must have executed a 1-year continued service agreement.

b. Notwithstanding the provisions of the Continued Service Agreement, appropriate management officials of the Foreign Affairs Agencies may waive in whole or in part any right of recovery in accordance with 3 FAM .

##### **6 FAM 149.4 Domestic Relocation Weight Allowances And Allowances**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Relocation expenses authorized as given in the following sections.

**6 FAM 149.4-1 Travel Expenses for Employee and Family**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The methods for computation for per diem, mileage, and/or common carrier costs are found in the Federal Travel Regulations (FTR) chapter 302-2.

**6 FAM 149.4-2 Miscellaneous Expense Allowance**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The type of costs covered and method for computing this allowance are found in the Federal Travel Regulations (FTR) chapter 302-3.

**6 FAM 149.4-3 House-Hunting Trip**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See the Federal Travel Regulations (FTR) chapter 302-4.

**6 FAM 149.4-4 Temporary Quarters Allowance**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The items covered and the method for computing this allowance are found in the Federal Travel Regulations (FTR) chapter 302-5.

**6 FAM 149.4-5 Residence Transaction Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The items covered and the amount allowed for this allowance are found in the Federal Travel Regulations (FTR) chapter 302-6.

**6 FAM 149.4-6 Transportation of Mobile Home**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

See the Federal Travel Regulations (FTR) chapter 302-7.

**6 FAM 149.4-7 Transportation and Temporary Storage of Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Maximum weight limitations for shipment and storage of effects are as authorized in 6 FAM 148 and 6 FAM 162 . Transportation services are to be provided by appropriate transportation offices of the Foreign Affairs Agencies. Temporary storage for household effects authorized under these regulations will be for 90 days.

**6 FAM 149.4-8 Non-temporary Storage of Household Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Section 6 FAM 176 applies whenever non-temporary storage of household effects is required.

**6 FAM 149.5 Funds**

**6 FAM 149.5-1 Funds Advance**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

An employee may be advanced funds for employee's own transportation and travel expenses under these regulations. The expected allowance of an employee to reimbursement for the expenses listed below will form the basis for payment of a travel advance. Allowances which may justify an advance rate are as follows:

- (1) Per diem or actual subsistence expenses, mileage, and common carrier costs incident to relocation travel;
- (2) Authorized house hunting trip;
- (3) Subsistence while occupying temporary quarters; and
- (4) Transportation of mobile home.

**6 FAM 149.5-2 Funding Transfers Between Agencies**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

In the case of transfer from one agency to another, allowable expenses shall be paid from the funds of the agency to which the employee is transferred. However, in

transfers between agencies for reasons of reduction-in-force or transfer of functions, expenses allowable under this chapter may be paid in whole or in part by the agency from which the employee is transferred or by the agency to which the employee is transferred as may be agreed upon by the heads of the agencies concerned except as excluded in items (1) and (2) below.

- (1) Non-temporary storage when assigned to an isolated permanent duty station within the continental United States; and
- (2) Transfers to, from, or between foreign countries (except the areas and installations in the republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979)).

#### **6 FAM 150 PER DIEM**

(TL:GS-50; 05-21-1997)

#### **6 FAM 151 POLICY, SCOPE, AND AUTHORITY**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The Department has a uniform worldwide lodgings-plus per diem computation system for all official travel, based on travel inside and outside the Continental United States (CONUS).

#### **6 FAM 151.2 Scope and Applicability**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

- a. This subchapter applies to both the Foreign and Civil Service members of the agencies adopting these regulations.
- b. Per diem in lieu of subsistence is payable when a traveler is away from a post on official business. When reimbursement of actual subsistence expenses is authorized or approved, see 6 FAM 157. For children 11 years of age and under, per diem is allowed at one-half the applicable rate for lodging and one-half the rate for meals and incidental expenses.
- c. New appointees who reside within 40 kilometers/25 miles of the temporary duty location at the time of appointment, or other employees who commute daily from their permanent residence, are not entitled to any per diem or subsistence.

#### **6 FAM 151.3 Authorities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

In addition to the authorities listed in 6 FAM 111.6, 6 FAM 150 derives from the following authorities:

- (1) Section 5702 of Title 5, United States Code;
- (2) Section 32 of the State Department Basic Authorities Act of 1956, as amended;
- (3) Federal Travel Regulations (FTR), Chapter 301, Appendix A;
- (4) Section 925 of the Standardized Regulations; and
- (5) GAO Decision: B-223500, 3/16/87.

#### **6 FAM 152 RATES**

##### **6 FAM 152.1 Change in Rate after Travel Commences**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

If the maximum per diem rate authorized in accordance with 6 FAM 153 is changed after a traveler begins travel, the traveler is paid at the changed rate as of the date

such new rate becomes effective, unless a lower rate is specified in the travel authorization.

**6 FAM 152.2 Maximum Rates**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Maximum authorized per diem rates for official travel shall be daily rates not in excess of the rates established as provided in 6 FAM 152 . World-wide per diem rates include a maximum amount for lodging expense and a fixed allowance for meals and incidental expenses (M&IE). RECEIPTS FOR LODGING ARE REQUIRED. (For information on lodging locations, receipt requirements, and allowance expenses, see 6 FAM 153.1 ).

**6 FAM 152.2-1 Rates Applicable In CONUS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The maximum per diem rates authorized for travel within CONUS are established by the Administrator of General Services and listed in Federal Travel Regulations (FTR), Chapter 301, Appendix A.

**6 FAM 152.2-2 Rates Applicable In Foreign Localities**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The maximum per diem rates, based on the worldwide lodgings-plus system, for travel in foreign localities are those established by the Secretary of State. The rates are published in Section 925, the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

**6 FAM 152.2-3 Rates Applicable in Non-Foreign Localities Outside CONUS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The maximum per diem rates, based on the worldwide lodgings-plus system, for travel in parts of the United States outside of the continental United States (see definition in 6 FAM 111.3 ) are those established by the Per Diem, Travel and Transportation Allowance Committee of the Department of Defense. These maximum per diem rates are listed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register. These rates are also listed for convenience in Section 925, the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

**6 FAM 152.2-4 Deviation From Lodgings-Plus Per Diem System**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

An authorizing officer may determine that the lodgings-plus per diem system as prescribed in this section is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the U.S. Government or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. (For example, see situations described in 6 FAM 153.1 and 6 FAM 154.2 .) In such instances, a specific per diem rate may be established within the maximum per diem otherwise applicable to the travel situation and any appropriate reductions made in accordance with 6 FAM 153.1 , provided the exception from the lodgings-plus system and the specific per diem rate are authorized in advance on the travel authorization by an appropriate official of the agency concerned. Such specific per

diem rate authorized on the travel authorization shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee.

**6 FAM 152.2-5 Special Provisions Relating to Per Diem for Security Officers and Others (Foreign and Civil Service)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. In order to reimburse Department of State security officers on protective missions in the United States or abroad and other members of the Service and the Department for their extraordinary expenses, Title I, Section 32, of the State Department Basic Authority Act of 1956, as amended, provides that the Secretary may, without regard to Section 5702 of Title 5, United States Code, pay subsistence expenses of such officers who are on authorized missions.

b. The Secretary has determined that security officers of the Department (including agents on detail to the Department by agreement of the heads of their agencies) assigned to protective missions, away from their duty station, may be paid at a rate not to exceed the following special per diem rate: one-hundred-and-fifty (150) percent of the meals and incidental expenses (M&IE) portion of the locality per diem rate rounded out to the next whole dollar plus the actual cost of lodging. Receipts for lodging are to be submitted with the travel voucher.

c. The authority of this special provision is also applicable to permanent direct-hire employees of the Office of Language Services (A/OPR/LS) and other State Department employees who must advance and/or accompany foreign dignitaries and Department principals in the United States or abroad and who are required to stay in expensive accommodations that exceed the maximum per diem limitation.

d. Payment of the special per diem rates for travel within the Continental United States (CONUS) shall follow the methods outlined in the FTR, Chapter 1, Part VII. Payment of the special per diem rates for travel outside CONUS shall follow the methods outlined in 6 FAM 157 .

**6 FAM 152.2-6 Special Allowances and Per Diem Rates for OIG and Bureau Rovers (Foreign and Civil Service)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Office of the Inspector General (OIG) employees who occupy inspector, auditor, or investigator positions, or any bureau employees who occupy rover positions which require them to perform protracted temporary duty outside the continental United States on a recurring basis may be paid, without regard to Section 5702 of Title 5, United States Code, a special allowance under Section 32 of the State Department Basic Authority Act of 1956, as amended. This special allowance is intended to assist inspectors and rovers to defray expenses related to their extended absence from their duty stations.

b. To be eligible, the employee must:

- (1) Have his or her permanent residence in the United States;
- (2) Spend at least 90 cumulative days in official travel status in foreign areas each calendar year;
- (3) Re-establish eligibility each calendar year, with funding bureau's executive director's (or equivalent) written authorization, in advance (Note: If an employee becomes eligible for this allowance based on travel for more than one funding bureau, the costs of the allowance should be prorated between the benefiting bureaus by days in travel status abroad.); and

(4) Employees who qualify for the special authorizations contained in 6 FAM 152.2-5 are not eligible for the allowance contained herein.

d. An employee determined to be eligible will be paid at the following rate: applicable per diem using the lodging-plus method, plus \$20. Payment is authorized after the 90th travel day, and is retroactive to the first day of travel abroad. Employees remain eligible for the allowance regardless of the provisions of Standardized Regulations (Government Civilians, Foreign Areas), section 540.

**6 FAM 152.2-7 Special Provisions Relating to Payment of Per Diem of Families**  
(TL:GS-50; 05-21-1997) (USAID Only) (Foreign and Civil Service)

a. Payment of per diem during an employee's period of temporary duty, but not to exceed 30 calendar days total, is authorized for members of an employee's family accompanying the employee to the post of assignment when the employee is ordered to stop within the host country for orientation, training, or consultation while en route to post of assignment.

b. Layover per diem, not to exceed 3 work days, may be authorized by the USAID mission director when an employee and the employee's family traveling on home leave, transfer, or separation orders must come to mission headquarters from an outlying post at the time of travel for the purpose of storing effects or obtaining passports, visas, or immunizations.

c. Per diem may be authorized for the members of an employee's family during the period of an employee's temporary duty but not to exceed 30 calendar days total when the employee is ordered to stopover outside the country of destination for orientation, training, or other temporary duty while en route to the post of assignment, provided that the stopover is in the positive interest of the U.S. Government and is made necessary by a threat to the health, safety, or well-being of family if required to continue on to post of assignment other than in the company of the employee.

d. Per diem may be authorized members of families of USAID officials during stopovers in USAID/W while en route abroad to post of assignment in cases where the member of the family, because of representative responsibility, is required in the U.S. Government's interest to undergo special orientation and/or training designed to ensure the effective discharge of those responsibilities.

e. Stopovers shall not be authorized for members of families in connection with international, interagency, interregional, or intermission conferences.

f. All others see 6 FAM 126.5 .

**6 FAM 153 REDUCTIONS IN PER DIEM ALLOWANCES**

**6 FAM 153.1 Reductions In Maximum Per Diem Rates When Appropriate**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. See 6 FAM 153 Exhibit 153.1 .

b. No additional reduction is made in the employee's per diem when a member of the employee's family accompanies the employee at the employee's personal expense and such family member is provided U.S. Government accommodations. An appropriate charge should be made directly to the employee by the agency providing the meals and/or lodging.

**6 FAM 153.2 Reductions from the M&IE Allowance**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

M&IE rates for localities in non-foreign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in section 925 of the Standardized Regulations (Government Civilians, Foreign Areas) shall be allocated as shown in 6 FAM 153 Exhibit 153.2 when making reductions in non-foreign or foreign area per diem rates.

**6 FAM 153.3 Temporary Duty in United States**

**6 FAM 153.3-1 Definition**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. For the purpose of this section, "temporary duty" means a period of consultation, orientation, training, promotion panel service, other temporary detail, or any combination thereof, authorized in a travel order and performed while detailed to a location rather than assigned there.

b. Temporary duty in one location interrupted by leave or temporary duty of 30 days or more in another location is treated as two separate periods of temporary duty.

**6 FAM 153.3-2 Guidelines**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When a period of temporary duty in the United States is expected to last for 6 months or less, employees generally will be detailed to the location and per diem will be authorized in accordance with 6 FAM 153.3-3 .

b. If the duty is expected to last more than 6 months, employees usually will be assigned to that location. Travel and transportation for family and effects is authorized and no per diem will be paid other than while in travel status.

c. Maximum per diem rates based on the lodgings-plus system (see the FTR, Chapter 301, Appendix A) for Foreign Service employees during periods of temporary duty at any one location in the United States are as follows:

(1) For the initial 30 days of temporary duty in one location, the employee will be reimbursed the daily locality rate based on the lodgings-plus per diem system. Lodging receipts will be required for all temporary lodging.

(2) If no lodging cost is incurred, the employee's per diem will be reduced to the M&IE rate applicable to the location of the temporary duty assignment. If more than one temporary duty point is involved, the allowance will be the M&IE rate prescribed for the location where the majority of the time is spent performing official business. If lodging is furnished at nominal cost, the employee may be reimbursed the above M&IE cost plus the nominal cost of lodging not to exceed the maximum allowable lodgings portion of the per diem rate.

(3) For the 31st through the 120th day of temporary duty, the employee may be reimbursed at a daily locality rate not to exceed 50 percent of the lodging and 50 percent of the M&IE per diem rate.

(4) For the 121st day and succeeding day(s) of temporary duty, the employee may be reimbursed at the daily locality rate not to exceed 25 percent of the lodging and 25 percent of the M&IE per diem rate.

(5) If a period of temporary duty is initially scheduled for 30 days or less, and is extended or re-extended after the duty has commenced, the per diem rate in effect on the date the employee is notified of the extension or re-extension is continued

for up to 15 days from the original TDY termination date. The remaining portion of temporary duty (if any) is at the rates established under this section.

(6) Notwithstanding the provisions of this section, an authorizing officer may authorize or approve other rates (never, however to exceed the maximum locality per diem rate) when, in the authorizing officer's judgment, circumstances warrant such a determination. Such circumstances include the nature of the duty to be performed and the cost of suitable available lodging.

**6 FAM 153 Exhibit 153.2 ALLOCATION OF M&IE RATES TO BE USED IN MAKING DEDUCTIONS FROM THE M&IE ALLOWANCE**

(TL:GS-50; 05-21-1997)

The following table is to be used when making reductions to nonforeign or foreign area per diem rates.

For M&IE rates greater than \$35, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

M&IE Breakfast Lunch Dinner Incidentals M&IE Breakfast Lunch Dinner Incidentals  
Rate Rate

\$ 1	.....	\$ 0	.....	\$ 0	.....	\$ 0	.....	\$ 1
2	.....	0	.....	0	.....	1	.....	1
3	.....	0	.....	1	.....	1	.....	1
4	.....	1	.....	1	.....	1	.....	1
5	.....	1	.....	1	.....	2	.....	1
6	.....	1	.....	2	.....	2	.....	1
7	.....	1	.....	2	.....	3	.....	1
8	.....	1	.....	2	.....	3	.....	2
9	.....	1	.....	2	.....	4	.....	2
10	.....	2	.....	2	.....	4	.....	2
11	.....	2	.....	3	.....	4	.....	2
12	.....	2	.....	3	.....	5	.....	2
13	.....	2	.....	3	.....	5	.....	3
14	.....	2	.....	4	.....	5	.....	3
15	.....	2	.....	4	.....	6	.....	3
16	.....	2	.....	4	.....	7	.....	3
17	.....	3	.....	4	.....	7	.....	3
18	.....	3	.....	5	.....	7	.....	3
19	.....	3	.....	5	.....	8	.....	4
20	.....	3	.....	5	.....	8	.....	4
21	.....	3	.....	5	.....	9	.....	4
22	.....	3	.....	6	.....	9	.....	4
23	.....	3	.....	6	.....	9	.....	5
24	.....	4	.....	6	.....	9	.....	5
25	.....	4	.....	6	.....	10	.....	5
26	.....	4	.....	7	.....	10	.....	5
27	.....	4	.....	7	.....	11	.....	5
28	.....	4	.....	7	.....	11	.....	6
29	.....	4	.....	7	.....	12	.....	6
30	.....	5	.....	7	.....	12	.....	6
31	.....	5	.....	8	.....	12	.....	6
32	.....	5	.....	8	.....	13	.....	6



33..... 5.....8 ..... 13..... 7  
34..... 5.....9 ..... 13..... 7  
35..... 5.....9 ..... 14..... 7

**6 FAM 154 COMPUTING PER DIEM**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Calendar days are used for all per diem computations. When the traveler crosses the international date line (180th meridian) the actual elapsed days shall be used to compute per diem. The traveler will gain a day when traveling from west to east, and lose a day when traveling from east to west.

**6 FAM 154.1 Worldwide Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. **Travel of More than 24 Hours.** Per diem is computed as prescribed in 6 FAM 155 Exhibit 155.1-1 .

b. **Travel More than 12 Hours But Less Than 24 Hours.** Per diem is computed as prescribed in the FTR Chapter 301-7.7 and FTR Chapter 301- 7.5c.

c. **For Travel of 12 Hours or Less.** No per diem is allowed when a travel period is 10 hours or less during the same calendar day, except:

(1) When the travel is more than 6 hours in duration and begins before 6 a.m.; or  
(2) When the travel is more than 6 hours in duration and terminates after 8 p.m.

**6 FAM 154.2 Computations for Special Situations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

In special situations, per diem is computed in accordance with FTR Chapter 301-7.14.

**6 FAM 155 WHEN PAYABLE**

**6 FAM 155.1 General**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Per diem is payable only when an employee is away from their permanent duty station. When an employee commutes daily to his or her official station, per diem is not allowed either at their permanent duty station or place of abode.

**6 FAM 155.2 Travel Status**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

For computing per diem allowances abroad, official travel begins at the time the traveler leaves home, office, or other authorized point of departure and ends when the traveler returns to home, office, or other authorized point at the trip's conclusion.

**6 FAM 155.3 Delays and Interruptions En Route**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Per diem is allowed when interruptions occur on an official trip because of an authorized stopover, or because of circumstances beyond the control of the traveler.

b. Delays of travel which would require payment of two (2) days or more of per diem are considered inordinate delays. No per diem is payable for such a delay

absent adequate justification as determined by the office or authorizing official who approves travel.

**6 FAM 155.4 Awaiting Transportation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Per diem is allowed for only such periods awaiting onward transportation as are reasonably necessary under the circumstances. The travel voucher should contain an explanation of the circumstances necessitating any wait-ing period in excess of 12 hours at transfer points in the United States and 24 hours at transfer points abroad. Not more than 5 days per diem will be paid while awaiting ship transportation.

**6 FAM 155.5 Leave While in Travel Status**

**6 FAM 155.5-1 Leave of Absence**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Except as provided in 6 FAM 155.5-4 , no per diem is payable for leave of absence taken while in travel status except that per diem may be paid for days in which the leave taken is 4 hours or less.

**6 FAM 155.5-2 Non-Workdays**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Per diem is payable for non-workdays (normally weekends or holi-days), except when:

(1) Those non workdays are both preceded and followed by periods of leave other than sick leave granted in accordance with 6 FAM 156.5-4 ; or

(2) A leave of absence is both preceded and followed by non workdays, in which case payment of per diem is limited to 2 non workdays.

b. If an employee, while in travel status, for personal convenience re-turns on non-workdays to their post or place of abode from which they commute daily to their official station, they may be reimbursed for the round trip transportation and per diem en route in an amount not to exceed the per diem which would have been allowed had the employee remained at their temporary duty station.

**6 FAM 155.5-3 Illness or Injury**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Whenever a traveler takes leave of absence of any kind because of illness or injury not due to the traveler's own misconduct, per diem is con-tinued for periods not to exceed 14 calendar days in any one period of ab-sence unless, under the circumstances, a longer period is approved by the authorizing official for travel and/or M/DGP/MED.

b. No evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed at the traveler's post, as required by pertinent annual and sick leave regulations, will suffice.

c. Per diem is not payable where the traveler receives hospitalization and meals, or reimbursement for them, under any Federal statute, except that receipt of partial or total reimbursement under the Federal Employees Health Benefits Program does not preclude payment of per diem (see 6 FAM 133.3 for authority for return to post prior to completion of temporary duty assignment).

**6 FAM 155.6 Temporary Detail**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The following conditions govern payment of per diem for temporary de-tail (including consultation). However, nothing in this section shall be interpreted to authorize the payment of per diem after the date the employee reports for permanent duty at a post incident to the employee's transfer.

**6 FAM 156.6-1 General**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Per diem for temporary detail (including consultation) is allowed for a period not exceeding that stipulated in the travel authorization or for additional periods subsequently approved, as may be officially necessary. Payment of per diem during such detail is limited to employees, except where family members receive authorization in accordance with 6 FAM 126.5 (for USAID family members, see 6 FAM 152.2-6 ).

b. Per diem for such temporary detail is allowed even though the destination of the employee for leave is located in a metropolitan area (including Washington, D.C.).

c. When an employee is separated from the Service, no per diem is payable for consultation at the place of residence for Service separation.

**6 FAM 156.6-2 Detail Into Change of Station**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Occasionally, an employee's temporary detail (with per diem) immediately precedes/leads into a permanent change of station (PCS) to the de-tailed post. When that happens, the per diem is payable starting with the day the employee leaves on the temporary detail and ending at either the midnight of the day before the employee is officially notified of the PCS or on the effective date of the transfer, whichever time is shorter.

**6 FAM 155.6-3 Home Leave Destination Not Within Metropolitan Area of New Duty Station**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When the travel authorization of an employee directs the employee to proceed on leave and transfer to a post in the United States, including consultation performed upon arrival at the post, per diem for consultation is payable only if it is immediately followed by the employee taking leave and is not allowed for consultation performed after the employee completes leave and returns to employee's new post.

b. If the leave is canceled or postponed, authorized per diem for consultation continues through midnight of the day prior to the effective date of such cancellation or postponement.

c. Per diem is payable when additional consultation is ordered or when consultation is ordered during, but not after, home leave.

**6 FAM 156.5-4 Home Leave Destination Within Metropolitan Area of New Duty Station**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

When the home leave destination of the employee is within the metro-politan area of the post to which the employee is transferred, authorized per diem ceases upon arrival at the post and does not accrue for consultation which may be performed at the post before, during, or after the period of such authorized home leave.

## **6 FAM 156 REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES**

### **6 FAM 156.1 Conditions and Limitations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Authorization or approval for reimbursement of actual subsistence expenses will be limited to a specific travel assignment when, due to special or unusual circumstances of the assignment, the maximum locality per diem rate would be much less than the amount required to meet the necessary subsistence expenses of the traveler. When actual subsistence expense reimbursement is involved items of subsistence expenses are the same as those included in per diem as defined in 6 FAM 111.3 . When an employee is separated from the Service, no actual subsistence is payable for consul-tation at the place of residence for Service separation.

b. Authorization to travel on an actual subsistence expense basis is limited to those travel assignments where necessary subsistence costs are unusually high. Actual subsistence is not authorized where expenses may exceed the maximum locality per diem rate by only a small amount. Nor-mally, authorization to travel on an actual subsistence expense basis is lim-ited to cases where the cost of lodging (exclusive of meals) absorbs all or practically all of the maximum locality per diem rate and the traveler has no alternative but to incur such costs. Examples of some conditions warranting authorization or approval of actual expenses are:

(1) The employee is attending a meeting, conference, or training ses-sion away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs in-curred, because of these prearranged accommodations, absorb all or prac-tically all of the applicable maximum per diem rate; or

(2) The travel is to an area where the applicable maximum per diem rate is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as missile launching periods, international or national sports events, world fairs, conventions, or natural disasters.

c. In the event the travel assignment includes both normal and unusual conditions, reimbursement of subsistence on an actual expense basis is authorized or approved for only that portion of the travel where the unusual conditions prevail.

d. Authority to receive reimbursement of actual subsistence expenses must be included in the travel authorization or in an amendment thereto. Where actual expenses are less than the maximum authorized, only actual expenses are reimbursed. The amount authorized per calendar day for a specific travel assignment is stated on the travel authorization.

### **6 FAM 156.2 Maximum Daily Rates Allowable and Reimbursement Limitations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The amount of reimbursement to be allowed may not exceed the daily maximum rates. However, authorizing officers are encouraged to set ap-propriate rates lower than these maximum amounts.

### **6 FAM 156.2-1 Travel Inside CONUS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When traveling within the continental United States (CONUS), actual subsistence reimbursement may not exceed 300 per cent of the rate prescribed by Federal Travel Regulations, Chapter 301, Appendix A, rounded to the next higher dollar. Itemization of expenses is required in accordance with 6 FAM 156.4 .

b. Per diem rates for non-foreign locations are set by the Department of Defense; per diem rates for foreign areas are set by the Department of State. These rates are contained in Section 925, a Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

c. When traveling outside CONUS, actual subsistence reimbursement is limited to that amount fixed by the travel authorization. Authorization and reimbursement may not exceed the greater of 300 per cent of the applicable maximum per diem rate (rounded to the next higher dollar).

#### **6 FAM 156.2-2 Travel Outside CONUS**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

An employee may be reimbursed only actual expenses for each day. Maximum reimbursement is limited to that amount fixed by the travel authorization. Expenses incurred and claimed shall be reviewed and allowed only to the extent determined to be necessary and reasonable. HOWEVER, receipts will be required for an individual meal when the cost is over \$75. When only meals and incidental expenses (M&IE) are authorized, reimbursement may not exceed the greater of 300 per cent of the M&IE rate applicable to the temporary duty location.

#### **6 FAM 156.2-3 Specific Meals and Incidental Expenses Limitation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The meals and incidental reimbursement expenses may be limited to 100 percent of the applicable M&IE rate and deviate from the requirement for receipts and/or itemization of such expenses. In these instances, the M&IE rate shall be prorated for partial days of travel as shown in 6 FAM 156.1-2 item (e). **Authorizing officers must notify travelers of this limitation prior to travel.**

#### **6 FAM 156.2-4 Lodging Procured by Purchase Order**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

When lodgings are procured directly by purchase order, the authorizing officer must limit reimbursements made to the employee. The maximum amount an employee may be reimbursed is the M&IE rate for the temporary duty location in accordance with the provisions in 6 FAM 157.1-1 and 6 FAM 157.1-2 at the temporary duty location. A combination of the above expenses may not exceed the daily maximum per diem rate authorized.

#### **6 FAM 157.2 Computation of Mixed Travel**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Inside CONUS: FTR applies.

b. Outside CONUS: For travel involving both per diem in lieu of subsistence and payment of actual subsistence, the authorizing officer determines when the transition between reimbursement systems occurs. Only one method or system is

authorized for any given calendar day. For exceptions, see 6 FAM 157.2 Exhibit 157.2 .

**6 FAM 157.3 Itemization of Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

All travelers are required to submit with their travel vouchers an itemized listing of the amount spent daily for expenses incurred on an actual subsistence basis. This listing shows the daily amount spent for:

- (1) Lodging;
- (2) Meals (each meal cost should be listed separately); and,
- (3) All other items of subsistence expense.

**6 FAM 158 THROUGH 159 UNASSIGNED**

**6 FAM 160 TRANSPORTING EFFECTS**

(TL:GS-50; 05-21-1997)

**6 FAM 161 POLICY AND AUTHORITY**

**6 FAM 161.1 Applicability**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

These policies and procedures apply to members of the participating agencies' Foreign and Civil Services.

**6 FAM 161.2 Use Of U.S.-Flag Vessels**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. In accordance with the Merchant Marine Act of 1936 (49 Stat. 2015; 46 U.S.C. 1241 (a)), any officer or employee of the United States traveling on official business abroad or to or from any of the possessions of the United States shall travel and transport his or her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the employee's mission requires the use of a ship under a foreign-flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor.

b. Section 901 of the Merchant Marine Act of 1936 (see 6 FAM 163 ) provides that travel and transportation of effects shall be on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag. It also vests in the Comptroller General special enforcement responsibilities.

c. **USAID ONLY.** Although Executive Order 10784 exempts USAID from the requirements of section 901 of the Merchant Marine Act of 1936, which requires U.S. Government employees to use ships of U.S. registry when such ships are available, USAID's policy is that U.S.-flag vessels are to be used for transporting effects unless such ships are not available or their use is not feasible (see 6 FAM 166.3 ).

**6 FAM 161.3 Privately-Owned Vehicles (POV)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. It is the Department's policy that a travel authorization which includes authority for the transportation of effects constitutes authority for the transportation (i.e., water, rail, air, or driven), of one motor vehicle owned by the employee or by a

member of the employee's family when such transportation has been determined to be necessary or expedient, unless prohibited by regulation or administrative action. Not more than one motor vehicle may be transported to a post of assignment, except as provided by 6 FAM 165.3, 6 FAM 165.4, and 6 FAM 165.5.

b. It is hereby determined that transportation of a privately-owned vehicle (POV) by water, rail, or air is necessary or expedient when:

(1) Neither the authorized nor the actual points of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both. Employees posted to the following Mexican posts may be authorized to have their POVs shipped at U.S. Government expense (interior posts only):

- (a) Mexico City;
- (b) Merida;
- (c) Hermosillo;
- (d) Guadalajara; and
- (e) Monterrey.

(2) An employee is absent from post under orders (including combined home leave and transfer orders) and is therefore unable to drive the vehicle from the old post to the new post.

(3) In cases other than those specified above, an authorizing officer may determine that transportation of a privately-owned vehicle is necessary or expedient. Such cases frequently occur when danger or undue hardship would be involved if the employee or a member of the family drove the vehicle between the authorized points of origin and destination. A copy of this determination should be furnished the traveler for submission with the travel voucher.

#### **6 FAM 161.4 Household Effects (HHE)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Household effects shipments may include furniture, and household and personal items for the use of an employee and authorized eligible family members. Consumable items may be included in household effects shipment or shipped under the separate consumables allowance, if employee is assigned to a consumables post and wishes to save the HHE allowance for more household articles (see 6 FAM 163.3). Boats, aircraft, animals, birds, pets, plants, construction materials, and any items in commercial quantities are not considered household effects and may not be shipped at U.S. Government expense. Snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts, may be shipped as household effects.

#### **6 FAM 161.5 Limitations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The Chief, Transportation Division (A/OPR/ST/TD), is authorized to deny use of U.S. Government services and facilities in circumstances involving unusual boxing, crating, shipping, storage, and handling costs associated with personal property, requested by the employee; or in cases when an item cannot be shipped in any normal way, such as when it does not fit in standard containers. This provision includes, but is not limited to, requests to ship items of unusual size, or with special characteristics or qualities, or which are perishable, fragile, or contain hazardous material as established by international agreement; requests for more than two supplemental shipments; or multiple requests for pick-ups of HHE from locations

other than the residence. The Chief, Transportation Division (A/OPR/ST/TD) for State, Chief, M/ADT for USIA, Personnel Officer, USFCS/OIO/OFSP for Commerce, or Chief, FA/AS/TT for USAID, will de-terminate the extent to which these services can be denied. In such cases, employees retain the right to normal legal and administrative appeals.

**6 FAM 161.5-1 Weight Allowance For Shipment And Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

- a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,165 kilograms/18,000 pounds, net weight, for each employee, regardless of family status.
- b. A limited shipment allowance is set at 3,265 kilograms/7,200 pounds, net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. (For further information see 6 FAM 163 .)
- c. Storage is covered under 6 FAM 170 .

**6 FAM 161.5-2 Personally-Owned Firearms and Ammunition**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

- a. It is the responsibility of each employee to consult with the post report and/or the post administrative officer to determine the restrictions and limitations, if any, that are placed upon the shipment of personally-owned firearms or ammunition into the country of assignment. The post report will include the prescribed procedures that must be complied with under host country regulations when firearms and ammunition may be imported (see 2 FAM 170 ). When post reports are not available, the employee, before initiating shipment of firearms or ammunition, must secure in writing authorization and approval from the chief of the diplomatic mission, or designated representative.
- b. The Department of State will not ship ammunition as part of an employee's effects. Ammunition, a hazardous cargo, requires special handling and labeling. The employee should directly ship ammunition separately and consign it to an import handler.
- c. When an employee transfers directly without a Washington, D.C. assignment from one post to another post where fewer, or no, firearms are authorized, the employee must send the excess, or all, firearms back to the United States in accordance with regulations governing the importation of firearms and ammunition. See 6 FAM 168.5 for more information on shipping firearms and ammunition.

**6 FAM 161.6 Authority**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

- a. Section 901 of the Foreign Service Act 1980, as amended, authorizes the Secretary to pay the transportation expenses of members of the Service and their families, including costs or expenses incurred for:
  - (1) Transporting the furniture and household and personal effects of a member of the Service to successive posts of duty;
  - (2) Packing and unpacking, transporting to and from a place of storage, and storing the furniture and household effects of a member of the Service; and



- (3) Transporting for or on behalf of a member of the Service a privately owned motor vehicle (POV) in any case which the Secretary determines it is necessary.
- b. The authorization for the shipment of a privately owned motor vehicle is based upon section 901(13) of the Foreign Service Act of 1980 and on a GAO decision that an employee's effectiveness at a post of duty abroad is enhanced thereby.
- c. Foreign Service Act of 1980 Section 207.
- d. Use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees:
  - (1) Merchant Marine Act of 1936 Section 901(a);
  - (2) 46 U.S.C. 1241; and
  - (3) 41 CFR 101-41.309-1 Factual Support of Charges-International Shipments.
- e. 19 CFR 12.80.
- f. 49 U.S.C. 1159b.
- g. Merchant Marine Act of 1936 (49 Stat. 2015; 46 U.S.C. 1241 (a)).
- h. Military Personnel and Civilian Employee's Claims Act of 1964.
- i. Gun Control act of 1968.
- j. Executive Order 11432, effective October 22, 1968, transferred the importation provisions of section 414(B) of the Mutual Security Act of 1954, as amended (22 U.S.C. 1934), from the Secretary of State to the Secretary of Treasury. The Internal Revenue Service issued comprehensive regulations effective December 16, 1968, setting forth the rules governing the shipment of firearms and ammunition. The regulation governing the shipment of firearms and ammunition, entitled "Part 178-Commerce in Firearms and Ammunition" (22 CFR 178).
- k. Federal Travel Regulations.

**6 FAM 162 AUTHORIZED EXPENSES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Authorized expenses in connection with shipment of effects include the following (see also 6 FAM 168 ):

- (1) Packing, crating, unpacking, and necessary incidental cartage, including construction or purchase of necessary wooden containers;
- (2) Hire of lift vans (but not transportation of, or import or export duties on, empty lift vans);
- (3) Transportation of empty lift vans or shipping containers to or from the facilities of the owner or owner's agent, when such lift vans or containers are furnished without charge by steamship lines, rail roads, airlines, military installations, etc., for the movement of effects;
- (4) Freight by any type of carrier, including air if specifically authorized or more economical or advantageous to the U.S. Government;
- (5) Transshipment and handling charges, tonnage fees, cartage and storage en route, unavoidable demurrage charges (compensation paid for detention of freight or other cargo during loading and unloading beyond the scheduled time of departure), and all similar expenses incidental to direct shipment, but not import or export duties;
- (6) Services of customs brokers when the foreign establishment or United States Despatch Agency cannot make the customs entry;
- (7) Cartage at destination from the shipping terminal to the residence or place of unpacking and thence to the residence; or, when the effects are stored at U.S.

Government expense, from the shipping terminal to the place of storage and thence to the residence;

(8) General average contributions in connection with losses at sea (see 6 FAM 162 Exhibit 162 ); and

(9) Other miscellaneous expenses, not enumerated here, may be allowed when necessarily incurred in connection with the shipment of effects.

**6 FAM 162.1 Unpacking And Hauling Services**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Receiving posts pay for local costs incurred for receiving, handling, and unpacking pack-and-crate shipments. Through bill-of-lading shipments specify that all arrangements and payments with respect to customs documentation, packing, unpacking, local drayage (transport), and other related services will be handled by the carrier. Therefore, posts should merely inspect such shipments closely to determine that the carrier provided the services agreed upon. Posts should exercise particular care to make certain that when receiving through bill-of-lading shipments they make no payments for services rendered in connection with these shipments.

**6 FAM 162.2 Shipment Terminating Abroad**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Normally, the post will arrange for the unpacking and hauling of effects for delivery to the employee's residence, and will arrange for the payment of costs by the fiscal office for the post.

**6 FAM 162.2-1 Re-Weighing Inbound Shipments**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. If the post has reason to believe that the stated weight of an inbound shipment of household effects or unaccompanied air baggage is too high, a contractor should re-weigh the shipment upon its arrival at the post. In such cases re-weighing provides an excellent opportunity to protect the Department or Agency from paying overcharges for packing and transportation services based on net and gross weights which prove to be incorrect. When the shipment exceeds the employee's allowance, correct re-weighing procedures are especially beneficial to the employees, otherwise they would personally be required to pay excess charges.

b. At the time of receipt, each lift van should be weighed separately on the most accurate scale available to establish its gross weight. Following delivery and unpacking of the household effects, the lift van and any blocking and bracing material should be re weighed on the same scale to obtain the tare (empty) weight of the lift van. The gross weight less the tare weight will establish the actual net weight of the household effects as defined in 6 FAM 111.3 . Cartons and wrapping/padding material should not be included as part of the tare weight of the lift van. As stated in 6 FAM 111.3 , the weight of these items is part of the net weight of the household effects shipment. A weight ticket should be stamped by the weighing machine or completed by the contractor showing the gross, tare, and net weights.

c. When inbound household effects or unaccompanied air baggage (UAB) shipments are re-weighed and the ticketed vice actual gross or net weight is found to be significantly higher, the shipping post must be notified of all details (including

the re-weighing tickets) in order to undertake corrective measures with the contractor or carrier. If the shipment originated in the United States, the receiving post should notify the department or agency transportation office.

d. When a UAB shipment in excess of the employee's allowance arrives at post, the contractor should re-weigh it at the air carrier's terminal at time of pick-up. The air carrier's scale will probably be the most accurate and accessible for re-weighing the baggage shipment. If the weight of the UAB shipment differs from the weight shown on the air waybill, the delivering airline should note the correct weight before the receiving post takes possession of the baggage. The receiving post can then notify the origin transportation office regarding the discrepancy for follow up.

**6 FAM 162.3 Employee Responsibilities For Excess Transportation Costs**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Employees are responsible for any transportation, demurrage, storage, customs cartage, or other costs incurred by them or their agents which are not authorized by laws and regulations governing the shipment of effects or unaccompanied air baggage (UAB) at U.S. Government expense.

b. HHE may be shipped at U.S. Government expense to and from points listed on the employee's travel authorization, from authorized points of storage to onward post, and from post to authorized point of storage. Any other shipments to alternate destinations, or from alternate origins, will be made on a cost-constructive basis, with the employee paying any excess costs. When possible, the transportation office should advise the employee of excess transportation charges before effects are shipped. The employee should pay any such excess transportation charges to the transportation office at this time.

c. UAB may be shipped cost constructively between points other than those authorized (i.e., if its routing does not match the employee's actual travel itinerary), based on actual weight shipped, but not in excess of actual costs which would have been incurred had the shipment been made between authorized points of origin and destination.

d. When a single shipment is made and an employee exceeds employee's shipping allowance, the charges to be borne by the employee will be computed on the basis of the ratio of the excess weight to the total net weight.

e. When more than one shipment is made and an employee exceeds the shipping allowance, the charges to be borne by the employee will be computed on the basis of the ratio of the excess net weight to the total net weight of the specific shipment that has been determined excess. Any subsequent shipment(s) will be excess in entirety.

f. The net weight of any effects which become a total loss in transit due to military action, theft, fire, shipwreck, or other causes is not charged against the employee's weight allowance. Subsequent shipment may be made, equal to the weight of the lost or totally damaged effects, without excess transportation costs being charged to the employee.

g. **State and USIA Only.** The cost of shipping household effects for storage to an authorized storage point ( 6 FAM 174 ) may not be used as the basis for a constructive cost shipment of the effects to an alternate destination. In certain circumstances, exceptions to this regulation may be granted in accordance with 6 FAM 118 .

**6 FAM 162.3-1 Employee Actions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Employees should know their shipment limitations and the net weights involved. As a guide for estimating weight in future shipments, they should maintain personal records of each shipment's weight. Whenever possible, the employee should obtain a written estimate of the net weight of effects from the packing company.

b. Employees or their agents should furnish shipping and storage maximum weights and written instructions concerning articles to the packer or carrier. Packers should not fail to contact the employee for disposition instructions in the event effects exceed the weights specified. Employees should obtain written acknowledgment of their instructions. Failure to put instructions in writing will seriously jeopardize an employee's case if an excess shipment occurs and documentary evidence of instructions must be presented.

#### **6 FAM 162.3-2 Estimating Weights**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. 6 FAM 162 Exhibit 162.3-2 is a guide to assist employees in estimating the net weight of their effects prior to packing. This exhibit lists the household effects which generally comprise the majority of articles used to furnish a residence. An estimated net weight for fragile articles, which normally require preliminary packing before removal from the residence, includes the packing and crating materials ( 6 FAM 111.3 ).

b. Furniture is variable in size and weight. Employees should exercise care in utilizing the list in 6 FAM 162 Exhibit 162.3-2 to estimate the net weight of their effects. The figures furnished represent average weights and serve as a guide. Regardless of the estimated net weight arrived at by the use of this list, the actual net weight of the effects shipped or stored will be charged against an employee's authorized weight allowance.

c. The average cubic feet per piece is furnished as an indication of the size of the article for which the weight is shown. As a general rule, 112 kilograms per cubic meter/7 pounds per cubic foot may be used to estimate the net weight of the articles not listed. The net weight of effects shipped or stored is determined by weighing the effects on scales at the point of origin or destination, if possible. When the effects cannot be weighed before or after shipment, the net weight is determined on the basis of two thirds of the gross weight of the shipment (including gross packing and shipping materials). If the shipment cannot be weighed, net weight is determined on the basis of 96 kilograms per cubic meter/6 pounds per cubic foot measurement of the outside dimensions of the effects packed for export. When shipment is made by household goods motor van; and scales are not available at point of origin, at any point en route, or at destination, a constructive weight based on 112 kilograms per cubic meter/7 pounds per cubic foot of properly loaded van space may be used.

#### **6 FAM 162.3-3 Overweight and Cost-Constructive HHE/UAB Shipments From Post**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. All shipments are made by authorized weight allowance for each employee, whether for HHE or UAB. If a shipment is known to be in excess of the allowance,

it is not to be forwarded by the originating post until the employee is notified of the excess weight, is informed of the difference to be paid for the cost of shipping, and is told which options may be exercised.

b. There are two options, listed below. The shipment should be for-warded to the authorized destination, once the employee has exercised ei-ther option concerning the excess and has made payment to the post cashier.

(1) The employee must pay the post cashier for the cost of shipping the excess weight; or

(2) The employee may elect to identify items by inventory number and description for removal and/or placement into HHE or storage shipment. At the employee's expense, shipment can be made to the authorized storage point, unless the employee is being transferred to Washington, D.C. where storage would not be authorized.

c. Any costs incurred above the amount left with the post cashier, will be applied towards the employee's payment. This would be the case for shipments which are initiated by other than the originating post. The em-ployee is responsible for all costs resulting from excess weight and/or any HHE/UAB shipped on a cost-constructive basis, in accordance with 6 FAM 162.3 from locations other than those authorized in the travel authorization.

d. Posts should inform and caution transferring employees that when authorized weight allowances are exceeded, the employee will be respon-sible for all resulting costs if HHE/UAB shipments are made from other than the post of origin. This applies to excess weight and/or HHE/UAB shipped, in accordance with 6 FAM 162.3 on a cost-constructive basis, from loca-tions other than those specified in the travel authorization.

e. Excess weight cannot be placed into another employee's HHE/UAB shipment to avoid overweight charges.

#### **6 FAM 162.3-4 Loss of/or Damage to Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. In instances where the HHE, POV, or UAB of an employee may be lost or damaged in shipment, the post will advise and assist the employee in making proper written notification of the employee's intent to file a claim for the loss, damage or non-receipt of the effects. A notice of intent must be submitted to the claims office within 75 days of receipt, or non-receipt of the effects. In addition, the post will assist the employee in obtaining the neces-sary documentation, such as bills-of-lading and receiving reports, to ac-company the employee's claim. The post's claims assistance Officer will provide necessary guidance in accordance with 6 FAM 300 (USAID ID Handbook 20, Chapter 2, Appendix A and USAID Handbook 23, Chapter 10, Appendix a) (Commerce see DAO 203-17).

b. When loss or damage is clearly attributable to faulty or improper packing, the post which initiated the shipment should be notified promptly and be given specific information about errors or inadequacies.

c. Although employees may obtain some financial relief through the general average provision (see 6 FAM 162 Exhibit 162 ), recovery from carriers, and the Military Personnel and Civilian Employee's Claims Act of 1964, as amended, it is advisable for them to obtain personal insurance prior to shipment in an amount sufficient to provide maximum recovery for lost or damaged personal property.

#### **6 FAM 162 Exhibit 162.3 CONSUMABLES POSTS**

(TL:GS-50; 05-21-1997)

Personnel at the following posts are authorized shipment of additional consumables to post:

Abuja  
Accra  
Addis Ababa  
Algiers  
Almatay  
Antananarivo  
Apia  
Ashkhabad  
Asmara  
Baghdad  
Baku  
Bamako  
Bangui  
Belgrade  
Bishkek  
Bissau  
Bombay  
Brazzaville  
Bucharest  
Bujumbura  
Calcutta  
Chengdu  
Colombo  
Conakry  
Cotonou  
Damascus  
Dar es Salaam  
Djibouti Douala  
Dushanbe  
Freetown  
Georgetown  
Grenada  
Guangzhou  
Hanoi  
Havana  
Honiara  
Kaduna  
Kampala  
Kathmandu  
Khartoum  
Kiev  
Kigali  
Kinshasa  
Kishinev  
Kolonias  
Krakow

La Paz  
Libreville  
Lilongwe  
Lome  
Luanda  
Lubumbashi  
Lusaka  
Madras  
Majuro Malabo  
Maputo  
Moscow  
Minsk  
Mogadishu  
Monrovia  
Nairobi  
N'Djamena  
Niamey  
Nouakchott  
Oran  
Ouagadougou  
Paramaribo  
Phnom Penh  
Port au Prince  
Port-of-Spain  
Poznan  
Praia  
Rangoon  
Riga  
Sanaa  
Sao Tome  
Shanghai  
Shenyang  
Skopje  
Sofia  
St. Petersburg  
Tallinn  
Tashkent  
Tbilisi  
Tirana  
Ulaanbaatar Victoria  
Vilnius  
Vladivostik  
Yaounde Yekaterinburg  
Yerevan  
Personnel assigned to the following posts are granted consumables shipments from  
Bangkok only to post:  
Udorn

**6 FAM 162 Exhibit 162.3-2 LIST OF ARTICLES AND AVERAGE ESTIMATED NET WEIGHTS FOR ESTIMATING NET WEIGHT OF EMPLOYEES' EFFECTS TO BE SHIPPED OR STORED**

(TL:GS-50; 05-21-1997)

**Article Average Cubic Feet Per Piece Average Estimated Net Weight**

**Living Room** Bench (fireplace or piano type) 5 35 Bookcase 20 125 Bookshelves, sectional 3 25 Cabinet, music 10 50 Chair, occasional 15 90 Chair, overstuffed 25 50 Chair, rocker 12 50 Chair, straight 5 20 Chair with arms 10 50 Clock, grandfather 20 100 Desk, secretary 35 200 Desk, small 22 100 Desk, Winthrop 22 100 Fireplace equipment 5 35 Hide-a-bed 50 350 Lamp, floor 3 20 Pad for large rug 8 40 Pad for small rug 3 15 Phonograph (table model or portable) 3 25 Piano, baby grand 50 500 Piano, concert grand 125 1,000 Piano, parlor grand 100 800 Piano, spinet 40 350 Piano, upright 75 650 Rack, magazine 2 15 Radio, portable 2 10 Radio, table 2 15 Rug, large 10 70 Rug, small 3 20 Sofa, 2-cushion 35 245 Sofa, 3-cushion 50 350 Stand for telephone and chair 5 35 Stool, foot 2 10 Studio couch 50 300 Table (coffee, end, or nest) 5 35 Table, dropleaf 12 85 Table, library 20 150 Table, occasional 12 85 Television, combination (radio or phonograph) 25 175 Television, console 15 105 Television, portable S 40 Television, table model 10 70

**Dining Room** Bar, portable 15 100 Buffet 30 210 Cabinet, corner 20 140 Cart, tea 10 50 Chair, straight 5 35 Chinaware, in carton or dish-pack, per cubic foot 1 12 Closet, china 25 175 Pad for large rug 8 40 Pad for small rug 3 15 Rug, large 10 70 Rug, small 3 20 Server 15 100 Table, extension type 30 210

**Bedroom** Bed, bunk (set of 2, including spring and mattress) 70 300 Bed, double (including spring and mattress) 60 300 Bed, hollywood (including spring and mattress) 40 200 Bed, king-size (including spring and mattress) 70 400 Bed, single (including spring and mattress) 40 200 Bench for dresser 4 30 Bench for vanity table 4 25 Chair, boudoir 10 40 Chair, rocker 5 25 Chair, straight 5 20 Chaise longue 25 75 Chest of drawers 25 175 Chiffonier 25 175 Dresser 25 175 Dresser, vanity 20 175 Pad for large rug 8 40 Pad for small rug 3 15 Rug, large 10 70 Rug, small 3 20 Table, night 5 35 Wardrobe, large 40 280 Wardrobe, small 20 140

**Nursery** Bathinette 5 35 Bed, youth 30 150 Chair, child's 3 20 Chair, high 5 25 Chest of drawers 12 85 Chest, toy 5 25 Crib, baby 10 70 Pad for large rug 8 40 Pad for small rug 3 15 Playpen 10 35 Rug, large 10 70 Rug, small 3 20 Table, child's 5 35

**Kitchen** Bin, vegetable 3 15 Board, ironing 2 15 Cabinet, kitchen 30 200 Cabinet, utility 10 70 Chair to a breakfast suite 5 25 Roaster 5 35 Stool 2 10 Table, breakfast 10 70 Table, utility 5 35

**Miscellaneous** Basket, clothes 5 25 Bed, day 30 210 Bed, roll-away 20 140 Bicycle 10 50 Cabinet, filing 20 140 Cage and stand for a bird 5 35 Can, trash 7 15 Carriage, baby 20 75 Carriage, doll or folding 5 35 Carton, clothing 3 40 Carton, linens 5 65 Carton of books, per cubic foot 1 25 Clothes hamper 5 10 Fan, electric 5 35 Golf bag with clubs 2 40 Heater, gas or electric 5 35 Hose, garden (and tools) 10 70 Incinerator 10 70 Ladder, extension 15 45 Ladder, step 10 25 Lamp shades 10 20 Mower, hand 5 35 Mower, power 15 75 Sled 2 15 Tools, chest of 10 100 Tricycle 5 35 Trunk, footlocker 6 50 Trunk, steamer 10 70 Trunk, wardrobe 15 10S Vacuum cleaner 5 35 Wagon, child's 5 35 Wheelbarrow 8 50

**Appliances** Air conditioner, window 30 210 Dehumidifier 10 60 Dishwasher 20 140 Dryer, electric or gas 25 175 Freezer (10 cubic feet or less) 30 210 Freezer (11 to 15 cubic feet) 45 315 Freezer (16 cubic feet and over) 60 420 Mangle 12 85 Range, electric or gas 30 210 Refrigerator (6 cubic feet or less) 30 210 Refrigerator (7 to 10



cubic feet) 45 315 Refrigerator (11 cubic feet and over) 60 420 Sewing machine 10  
100 Sewing machine, portable 2 25 Washing machine 25 200  
**Porch, Outdoor Furniture, and Equipment** Bath, bird 5 35 Bench, picnic 5 35 Box,  
sand 10 50 Chair, lawn 5 35 Chair, porch 10 35 Glider 20 140 Grill or barbecue,  
portable 10 40 Gym set, outdoor, child's 20 140 Racks, dryer, outdoor 5 15 Rocker,  
swing 10 70 Rug, large 10 70 Rug, small 3 20 Settee 20 100 Slide, outdoor, child's 10  
70 Swing, outdoor 30 210 Table, picnic 20 140 Table, utility 10 70 Umbrella, outdoor  
5 35

**6 FAM 163 WEIGHT ALLOWANCE FOR SHIPMENT AND STORAGE (TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture) (Foreign and Civil Service)**

- a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,156 kilograms/18,000 pounds, net weight, for each employee, regardless of family status.
- b. The limited shipment allowance is set at 3,265 kilograms/7,200 pounds net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. An employee assigned to another limited shipment post may ship up to 7,200 pounds from the old post to the new post or to storage. Shipments to storage may be made on a cost-constructive basis.
- c. The limited shipment allowance for a chief of mission is set at 5443 kilograms/12,000 pounds, net weight. However, this limited shipment of household effects will be reduced to 4989 kilograms/11,000 pounds net when an additional 454 kilograms/1,000 pounds of unaccompanied air freight is authorized upon commencement of the assignment only (see 6 FAM 148.2).
- d. These weight allowances are not reduced when an employee ships excess luggage, unaccompanied air baggage, and/or a motor vehicle pursuant to 6 FAM 148 and 6 FAM 165.2. However, the weight of automotive replacement spare parts, tires, tubes, and accessories is chargeable against the total weight allowance (see 6 FAM 164.4 regarding loss of effects).
- e. If an employee's household effects weight allowance is reduced through revision of the new weight allowances while the employee is abroad under a limited shipment authorization, the employee's next authorization for shipment of effects will provide for shipment of the difference between the previously authorized and present weight allowance to the authorized storage point as designated in 6 FAM 174. When a U.S. assignment immediately follows an assignment to a limited shipment post, the weight of effects which were authorized to be shipped to that post may be returned to the United States.
- f. If the employee wishes to ship the former higher weight allowance to the next post, prompt application should be made to the appropriate agency's Committee on Exceptions. Such requests will be reviewed on an expeditious basis.

**6 FAM 163.1 Change In Family Status**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture) (Foreign and Civil Service)

When a change in family status occurs which would authorize the shipment of household effects, the effects may be shipped either from employee's former post or the United States to employee's current post of assignment.

**6 FAM 163.2 Unused Authorization of Unaccompanied Baggage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The weight allowances in 6 FAM 161.5-2 are increased automatically by the amount of any unused weight authorization for unaccompanied bag-gage (see 6 FAM 148.2 ).

**6 FAM 163.3 Shipping Consumables**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When the Department (A/OPR/ALS) designates a post as one at which conditions make it difficult to obtain locally the consumables required by employees and their eligible family members, an authorizing officer shall authorize a separate weight allowance for the shipment of consumables, in addition to the HHE weight allowance (see 6 FAM 161.5-2 ).

b. The weight allowance for shipment of consumables has been established at 1,134 kilograms/2,500 net pounds for a 2-year tour and 1,701 kilograms/ 3,750 net pounds for a 3-year tour for each employee, regardless of family status.

c. The employee will have one of the following consumable weight allowances on the initial orders and time limitations:

(1) Weight allowance for a two-year tour will be 1,134 kilograms/2,500 net pounds and there will be a one-year time limitation from the date of arrival at post within which to initiate shipment against this weight allowance;

(2) Weight allowance for a three-year tour will be 1,701 kilograms/3,750 net pounds with a two-year time limitation from the date of arrival at post within which to initiate shipment against this allowance; or

(3) The above one- and two-year time limitations may be extended with full justification. Request for extension and amendment to the assignment orders must be approved by the appropriate authorizing official in advance of any shipment.

d. Perishable or frozen foods may not be contained in a consumables shipment.

e. An additional weight allowance shall be provided under the following conditions:

(1) With each six-month extension an employee will be authorized an additional shipment of 284 kilograms/ 625 net pounds. Shipment is to be initiated within 30 days of the beginning of the extension (the request for an extension will also serve as the request that the original travel orders be amended to increase original weight allowance);

(2) With a one-year extension each employee will be authorized an additional 568 kilograms/1,250 net pounds. Shipment is to be initiated within 60 days of the beginning of the extension; and

(3) A second two- or three-year tour at post will entitle the employees to a full second consumables weight allowance. Shipment is to be initiated within one or two years respectively, of the beginning of the new tour of duty.

**6 FAM 163.3-1 Criteria for Consumables**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The intent of the consumables weight allowance is to recognize the extreme conditions at specific posts and to provide employees with adequate consumables.

b. In order for a post to be designated as a "consumables post," a post must have limited availability of consumables with items being extremely difficult to obtain locally; cannot be obtained from the closest source of supply such as a neighboring country; locally available goods are of standard quality; host government

importation policies severely restrict or prohibit import of consumables; or there is no means of establishing group orders or the size of the mission is too small to support a commissary or group order; e.g., goods cannot be shipped in sufficient quantity to meet minimum shipping requirements.

c. While cost is not a criterion because it is covered by cost-of-living allowances, Department (A/OPR/ALS) review and decision will be based on the most recent Retail Price Schedule (Form DSP-23Y), which posts submit to A/OPR/ALS, as well as post justification for a consumables weight allowance. Submissions must indicate consultation with all agencies at post.

**6 FAM 163.3-2 Justification**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. All consumables weight allowance posts are required to submit a new justification every two years. Justification renewals are to be forwarded to the Department, A/OPR/ALS, not later than September 30 of the reporting year.

b. A post may submit a new justification for review at any time that conditions at the post change.

c. An employee assigned to a consumables post is not affected if the post is deleted from the list of designated posts (see 6 FAM 163 Exhibit 163.3 ). When a post is added to that list, all employees with more than one year remaining in the tour of duty will qualify for a consumables weight allowance.

**6 FAM 163.4 Under a Separate Maintenance Authorization (SMA)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Transportation of HHE is authorized when family members are eligible to receive an a Separate Maintenance Authorization (SMA) grant under the Standardized Regulations (SR), Section 260, subject to the rules below.

b. **U.S. Origin Point HHE.** Upon the approval of an employee's initial election of SMA when transferring from the U.S. to a foreign post of assignment, HHE may only be shipped if the authorized SMA location is different from the employee's point of origin (see 6 FAM 126.1-2 ). Shipping weight to the SMA point combined with the weight of employee's shipment to a new assignment and the amount in storage may not exceed the combined, authorized shipping and storage allowance(s) permitted in the employee's travel authorization.

c. **HHE Transfers Between Foreign Locations.** Upon approval of the initial election of SMA when an employee is transferring between foreign posts, HHE may be shipped from the losing post to the authorized SMA location in the United States. If the initial election is for the family members to travel to the new post from an authorized SMA location, HHE may be shipped from the location in the United States to the gaining post. The total shipping weights must not exceed the employee's authorized weight allowance. When an alternate SMA location is selected in a foreign location for family member(s) the employee is responsible for paying any excess transportation of HHE charges on a cost constructive basis from the authorized SMA point. When the SMA grant of the family member(s) terminates in a foreign country due to an employee's subsequent foreign assignment, the employee will be responsible for paying any additional costs to the onward location.

d. **HHE During Tour Of Duty At Post:**

(1) When SMA is approved during a tour of duty at a foreign post, HHE may be shipped from post to the authorized SMA location. Weight of effects shipped to the SMA location and at the end of the tour may not exceed the employee's shipment allowance for that post of assignment.

(2) When the SMA grant terminates during a tour of duty at a foreign post, HHE may be shipped from the authorized SMA location in the United States to post up to the employee's remaining shipment allowance.

e. If the employee elects SMA at the time of transfer to a limited shipment (furnished quarters) post from a full shipment (unfurnished quarters) post, shipment of HHE to the authorized SMA point is not restricted to the limited shipment allowance. All shipments combined, including any amounts in continuing storage, must not exceed the limits established in 6 FAM 161. Employees' liabilities are established in 6 FAM 162.3.

## **6 FAM 164 PROCESSING SHIPMENTS OF HOUSEHOLD AND PERSONAL EFFECTS**

### **6 FAM 164.1 Through Shipments**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Whenever money can be saved by doing so, ship effects on a through bill-of-lading rather than to an intermediate point for transshipment.

### **6 FAM 164.2 Surface Shipments Between Posts**

#### **6 FAM 164.2-1 Obtaining Information**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

When preparing a surface shipment between posts, the losing post, before initiating shipment, should get specific instructions from the gaining post regarding the following factors:

- (1) Limitations of size and weight of shipping containers;
- (2) Port of discharge (if destination post is not a port of call);
- (3) Marking instruction to be placed on containers;
- (4) Suggested routing;
- (5) Consignee to be designated on ocean bill-of-lading; and
- (6) Import restrictions, if any, on certain commodities; e.g., alcoholic beverages, firearms, automobiles.

#### **6 FAM 164.2-2 Arranging for Shipment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

When arranging for packing effects, the post should make every effort to protect the employee and the U.S. Government from excess charges by taking the following actions:

- (1) Obtain economical and efficient packing services;
- (2) Assist the employee in obtaining an accurate estimate of the net weight of employee's effects;
- (3) Ascertain that the effects are properly packed in suitable containers of the minimum size, weight, and cubic measurements necessary to ensure their safe arrival at destination; and
- (4) Determine that the shipment is correctly marked, routed, and forwarded without delay.

#### **6 FAM 164.2-3 Telegraphic Notification of Shipment En Route**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When an employee's effects and/or POV are consigned to a U.S. Despatch Agent or to a post, the officer arranging the shipment must immediately prepare a "Telegraphic Notification of Shipment En Route" ( 6 FAM 164 Exhibit 164.2-3 ). A copy of the telegraphic notification should be sent to the gaining post with the following:

- (1) The original bill-of-lading;
- (2) Packing list;
- (3) Any keys needed for customs inspection;
- (4) Consular invoices when required by foreign authorities; and
- (5) Any other documents necessary for clearance and forwarding of the shipment.

b. When effects are consigned to a Despatch Agent for onward shipment to another post, or they transit ELSO, a copy of the "Telegraphic Notification of Shipment En Route" should be sent by the losing post to the receiving post with an information copy to ELSO or the Despatch Agency and to the employee's agency transportation office.

c. For shipment forwarding, copies of the telegraphic Notification of Shipment are preferable to the OF-199, Notice of Shipment of Effects. Copies of the OF-199 and the "Telegraphic Notification of Shipment En Route" should be included with the packing list and bill-of-lading for forwarding to the destination post. Receipt of these documents will provide advance notice so that the employee and the post can anticipate the arrival of the shipment and be prepared to handle it without delay.

#### **6 FAM 164.3 Arranging For Export Packing And Transportation Services**

##### **6 FAM 164.3-1 Shipment Originating Abroad**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The appropriate administrative personnel of each establishment are responsible for the packing, crating, and shipment of personal and household effects, and for their transportation to storage or to other destinations from posts abroad. When sufficient U.S. Government personnel are not available to perform these services, the services may be obtained by:

- (1) The use of small purchase and other simplified purchase procedures under the authority of Federal Acquisition Regulation (FAR) Part 13;
- (2) Sealed bidding under the authority of FAR Part 14; or
- (3) By negotiation under the authority of FAR Part 15.

b. Posts should establish reasonable service standards for the proper protection of effects to ensure high quality service. Excellent guides for the packing and protection of various articles used in the household are detailed in the Defense Supply Agency's publication Military Standard Preparation of Household Goods for Shipment and Storage and Related Services (MIL-STD-212, as amended). This publication has been sent to all posts and should be available for guidance. Except for the substitution of materials not available locally, the packing methods outlined in the publication should be used by the posts in developing their packing specifications.

##### **6 FAM 164.3-2 Establishing Requirements**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The arrangements made for packing and shipping household effects would be influenced by the size of the post, the type of quarters provided, and the presence of other foreign affairs agencies' programs, which increase the number of persons the post assumes responsibility for servicing.

b. Posts should estimate their packing, crating, and shipping requirements based upon anticipated normal transfer of personnel which will occur during a 12-month period. If the estimated volume of services is expected to exceed \$25,000 each year, give consideration to the establishment of an indefinite delivery contract in accordance with FAR 16.503 or 16.504. If the estimated volume of services is expected to be \$25,000 or less each year, it may be more appropriate to obtain the services (case-by-case) in accordance with one of the small purchase or other simplified purchase procedures set forth in FAR Part 13.

### **6 FAM 164.3-3 Competitive Solicitations for Packing, Crating, and Shipping Services**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. **Solicitation for Services.** Competitive solicitations shall be used to the maximum extent practicable consistent with the requirements of FAR 13.106(b) for small purchases, and FAR Subpart 6.1 for procurements estimated to exceed \$25,000. Once a post establishes its requirements, it must develop specifications that promote full and open competition, and must prepare a solicitation document that sets forth the responsibilities of the bidders/offers as well as the resultant contractor. FAR Subparts 13.107, 14.201, and 15.406 provide guidance for the preparation of solicitations.

b. **Ownership of Containers.** In the pack-and-crate method, the shipping container and the packing materials furnished by the contractor become the U.S. Government's. The destination post takes title and control over the shipping containers, cartons, and packing materials after the shipment is delivered and unpacked. All posts should try to salvage incoming containers received in good condition. The vans originating from Washington, D.C. are well-made and designed with removable doors to facilitate their reuse, allowing posts to obtain an appropriate reduction in packing charges by furnishing vans to their contractors. Shipping containers and packing materials used for shipment of effects by the through bill-of-lading method will remain the property of the carrier or its agent.

### **6 FAM 164.3-4 Determining Cost of Shipping Household Effects by Pack-and-Crate Method**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Pack-and-crate method means that the U.S. Government arranges for the export packing, local transportation, ocean shipment, and other services necessary to deliver effects to the employee's residence at destination.

b. Comparison of a quoted rate and the actual total cost for pack-and-crate shipments to a point will determine which is most advantageous to the U.S. Government. A post must know how to compute the costs of various segments of a movement to determine charges. Posts must consider the following separate service charges when using the pack-and-crate method:

- (1) Packing and preparing effects for shipment;
- (2) Inland freight to loading port;
- (3) Pier handling charges;

- (4) Ocean transportation charges to destination port;
- (5) Charges from discharge post to inland destination; and
- (6) Delivery and unpacking at residence.

c. To properly evaluate costs, the receiving post should obtain current destination charges at Washington, D.C., or other posts to which through bill-of-lading rates are being considered.

d. 6 FAM 164 Exhibit 164.3 illustrates the method a post should employ in computing its pack-and-crate costs. The basic information on packing factors and tare ratios should be developed from the post's own records, using the exhibit as a step-by-step instruction. The origin and transportation costs can be easily and accurately determined for comparison with rate quotations of through bill-of-lading carriers.

### **6 FAM 164.3-5 Through Bill-Of-Lading Services**

#### **A. Nature of Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. A through bill-of-lading (or residence-to-residence service) is available between many posts and the United States. It provides all necessary labor and materials required for a complete moving service from residence at origin to residence at destination under the control and responsibility of a single transportation company. It requires only one bill-of-lading or shipping document and the processing of a single voucher.

b. The charges for this type of shipment are based upon a single factor rate per 100 pounds net weight, subject to a minimum charge for 500 pounds at the applicable rate. The rates stipulated include the following services:

- (1) Preliminary packing at residence;
- (2) Stowing effects into shipping containers;
- (3) Transportation of shipment to port of embarkation;
- (4) Port clearance, loading, and ocean transportation;
- (5) Unloading and customs clearance arrangements at port of debarkation;
- (6) Hauling to residence at destination; and
- (7) Unpacking of effects and placement in residence.

c. The availability of this service does not mean that it is the best or most economical method of transporting a particular shipment. Posts must carefully compare rates offered with the overall costs of like service which would be incurred under the pack-and-crate method of shipment. To assist the post in computing its cost, refer to 6 FAM 164.3 Exhibit 164.3 .

#### **B. Limitations of Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. As a standard procedure, the administrative officer at the post, or designee, shall consult with employees assigned to the United States to determine if they will have a residence available to receive their household effects shipment upon its arrival. When employees are not able to accept delivery of their shipment of effects immediately upon its arrival at destination, the through-bill-of-lading service shall not be used.

b. The post should determine before shipping arrangements are completed what accessorial charges not included in the through single-factor rate will be assessed by the carrier or its agents. An estimate of these additional charges should be included

in the overall cost of making shipment by the through bill-of-lading method. It has been the practice of many through bill-of-lading carriers to have shipments delivered to their local agents at destination before an employee-owner of the effects is advised of their arrival. When the owner is notified of its availability and cannot accept immediate delivery, this subjects the shipment to one or more of the following additional accessorial charges which the carrier's local agent makes: warehouse handling in, temporary storage en route/storage in-transit charges (based on each 30-day period or any fraction thereof), warehouse handling out, and, frequently, redelivery charges.

c. Under the pack-and-crate arrangements, when effects are delivered to an unpacking contractor in the Washington, D.C. area, 15 calendar days of free storage are included in the contract prices without additional charge. Any additional storage charges are prorated on a daily basis at a much lower rate than that assessed by the carrier's local agent when storage-in-transit charges are made.

d. Through bill-of-lading service should be limited to household effects only. Never ship vehicles by this method. Shipments weighing less than 500 pounds, or consigned to permanent storage, should not be made by this method.

### **C. Arranging for Service**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

#### **a. Soliciting Rate Quotations:**

(1) When there is a requirement for through-bill-of-lading service, rate quotations should be obtained from those U.S.-based carriers that the post believe can meet its needs.

(2) Rates should not be solicited from carriers on a worldwide basis. Posts should only request rates to those destinations to which they are reasonably certain of having shipments. By sending an airmail request directly to the home office of the through bill-of-lading carriers, additional rate quotations may be obtained. The rates received should be compared with the costs by the conventional pack-and-crate method. If the quotation received is advantageous, it may be used.

b. It is not advantageous or desirable for a post to enter into a contract for through bill-of-lading services. No one carrier is in a position to offer the lowest rates to all possible destinations throughout the world; therefore, an exclusive contract should not be awarded to a single carrier for providing through bill-of-lading to post. Posts which entered into this type of contract with a carrier in the past should refrain from such commitments when present arrangements expire.

c. In the through bill-of-lading method of shipment, the post is purchasing service only. The shipping containers and packing materials used for the shipment of effects will remain the property of the carrier or its agent. The post should be certain that the containers and packing materials are adequate to protect the effects properly en route to destination. The quality of through bill-of-lading service depends significantly upon the ability of the carrier's origin and destination agents to perform excellent packing and unpacking services. Posts should take all precautions to ascertain that the carrier's agent can properly perform all the services required.

### **D. Posts to Which Through Bill-of-Lading Service Should Not be Used**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)



Through bill-of-lading (residence-to-residence) service should not be used as a method of shipping household goods or personal effects to a number of posts due to local difficulties or particular administrative shipping procedures. A list of the posts for which through bill-of-lading service should not be used is found in 6 FAM 164 Exhibit 164.3-4 .

**6 FAM 164.3-6 Documentation, Distribution, and Consignment Instructions for Through Bill-of-Lading Shipments**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Shipments on a through bill-of-lading basis should be made on a Form SF-1103, U.S. Government Bill of Lading (GBL). The General Service Officer should issue the GBL in the name of the through carrier assuming responsibility for the shipment, not to its local agent. The GBL should be prepared in such a manner that the post of origin can pay the charges in local currency when this is advantageous to the U.S. Government. The GBLs should bear the following statements:

(1) **Through residence-to-residence service at the rate of \$ [insert dollar amount and equivalent in local currency] per 100 pounds net weight. ;**

(2) An indication of the released valuation at which the lowest through rate will apply, such as: " **Released valuation [insert amount] cents per pound per article. ;**  
and

(3) **Storage in transit at destination may be authorized only after appropriate advance notice of the availability of shipment has been provided to the post ( 6 FAM 176 ).**

b. A copy of the completed GBL showing the rate and weight of the through bill-of-lading shipment (i.e., residence-to-residence method) should be sent by airmail to the destination post. Another copy should also be sent to the Department's Transportation Division (A/OPR/ST/TD), USAID's Travel and Transportation Management Division (M/SER/MO/TTM), or USIA's Travel and Transportation Branch (M/AST), as appropriate.

c. On all through bill-of-lading shipments to the United States, U.S. Customs Form 3299, Declaration for Free Entry of Unaccompanied Articles, must be completed by all employees before departure from the post. The completed form must be given to the carrier's local agent for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States ( 6 FAM 164.4-2 ).

d. The losing post should prepare for the gaining post a Telegraphic Notification of Shipment En Route (see 6 FAM 164 Exhibit 164.2-3 ), which is the preferred documentation governing shipment notification. As soon as a shipping date is available, the post should send telegram to the gaining post as action addressee, and send information copies to the employee's agency transportation office (as well as ELSO and/or a Despatch Agent if appropriate).

e. Through bill-of-lading shipments between posts should be made in accordance with consignment instructions obtained from the destination post with notification provided to the carrier's destination agent.

**NOTE:**

(1) Shipments made to the Washington, D.C. area or to other points in the United States should be consigned to the employee/owner's address at the delivery area, in care of the carrier or carrier's agent.

(2) Shipments to the United States should not be consigned in care of the United States Despatch Agent, nor should shipments be consigned to the Department's contractors for delivery and unpacking.

**6 FAM 164.3-7 Inspect Packing at Post**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The General Services Officer (GSO) should arrange to inspect the packing performance of all firms used by the post, whether the through bill-of-lading service or the pack-and-crate method is used. The GSO should examine all work to be certain that it is performed in accordance with the standards prescribed by the post. The GSO should pay particular attention to the following:

(1) Packing: Check to be sure that good quality packing materials and protection are used in the packing of the effects.

(2) Inventory: Ensure that a complete and proper inventory is prepared, which specifies the shipped articles and their condition.

(3) Shipping Container: Determine that the shipping container is well made, properly lined with a waterproof barrier, and sturdy enough to provide adequate protection to the shipment. Do not use a container too large for the effects.

(4) Loading: Be certain that effects are properly stowed and distributed within the container.

b. All space between cartons and pieces in the shipment should be filled by the insertion of cushioning material or dunnage to keep the load tight and to prevent it from shifting within the container. Heavy items should be placed on or near the floor of the lift van, not placed on top of light-weight and/or easily crushed items.

**6 FAM 164.4 Shipping Effects to United States**

**6 FAM 164.4-1 Surface Shipments Other Than Residence-to-Residence Movements**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The U.S. Despatch Agent must arrange for clearance through U.S. Customs for HHE shipments. Clearance will only be made for those shipments which conform to regulations. After clearance processes are completed, shipments will be forwarded to an approved inbound contractor for Washington, D.C., or a firm selected by the transportation office of the employee's agency. It is the employee's responsibility to contact his or her agency's transportation office to determine the name, address, and phone number of the packing firm receiving the inbound HHE shipment, and to contact the firm for arranging a date and time to deliver and unpack the HHE shipment.

b. The GSO at the originating post should ensure that the following actions are taken:

(1) The consignee shown on the ocean bills-of-lading should be the appropriate U.S. Despatch Agent as determined from the consignment markings, examples of which are given in 6 FAM 164 Exhibit 164.4-1 .

(2) At Canadian posts, the GSO will have the HHE shipments export packed in wooden lift vans and shipped utilizing van line carriers. The shipments will then be sent to the Department's inbound contractor if designated for permanent storage, or packed and shipped as a residence-to-residence van line move to the employee's metropolitan Washington, D.C. address (if known and available for occupancy upon arrival), or for temporary storage if the address is unknown or is unavailable for occupancy upon arrival. Posts in Mexico will have HHE shipments export

packed in wooden lift vans and sent by motor freight via the consulates at Nuevo Laredo or Tijuana to the Department's inbound contractor for either permanent or temporary storage.

(3) Shipping containers should be stenciled or otherwise legibly marked:  
**U.S. Despatch Agent (include city, state, and zip code) For Forwarding to: John Jones (Agency) c/o Department's Inbound Contractor Washington, D.C.**

**Via: Baltimore** (or other Despatch Agent as appropriate)

**PS or TS** (permanent or temporary storage awaiting delivery/ unpacking)

(4) When the HHE shipment originates at a Mexican post, the U.S. border gateway (i.e., Laredo or San Diego) should be placed in the remarks following "Via:".

(5) If the ultimate destination is a U.S. port of call, the HHE shipment should be routed to that U.S. port of call if service exists. If the destination is other than the metropolitan Washington, D.C. area, and is not a port of call, the HHE should be routed for discharge to the U.S. port closest to the inland destination. The shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name and address of the consignee and the port of discharge as follows:

**U.S. Despatch Agent (include appropriate city, state, and zip code) For Forwarding To: John Jones (Agency) 123 Main Street Waco, Texas Via: Houston**

**TS** (for temporary storage awaiting delivery/unpacking)

(6) If the ultimate destination is the West Coast of the United States, the Department maintains packing firms under contract in Seattle to which all HHE shipments should be consigned. Shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name of the employee in care of the unpacking contractor as follows:

**U.S. Despatch Agent (include city, state, and zip code) For Forwarding To: John Jones (Agency) c/o U.S. DESPATCH AGENCY SEATTLE, WASHINGTON**

**PS or TS** (permanent or temporary storage awaiting delivery/ unpacking)

**6 FAM 164.4-2 U.S. Customs Documentation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When HHE shipments are destined for the United States by a through bill-of-lading carrier, the employee must in all cases complete a U.S. Customs Form 3299, Declaration for Free Entry of Unaccompanied Articles. The GSO will give the completed form to the local agent of the through bill-of-lading carrier for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States ( 6 FAM 164.3-5 ).

b. When shipments destined for the United States are made by the pack-and-crate method, a Customs Form 3299 is not necessary as the shipments are consigned directly to the U.S. Despatch Agent for clearance.

**6 FAM 164.4-3 Within 50-Mile Radius of Washington, D.C.**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Direct payment for cost of local cartage, delivery, and unpacking on behalf of employees will be made by the Department or Agency for employees who are assigned to the Washington, D.C. area, who plan to reside and who have shipments terminating within a 50-mile radius of Washington, D.C.. This procedure, however, is not applicable to effects held in the Washington, D.C. area in loose storage, nor does it affect incoming motor-van movements.

b. **Authorizing services:** The Department or Agency will issue an order to the contractor allowing for performance of in-transit storage, local cart-age, and unpacking services. At the time of delivery to residence, the contractor will unpack and place all effects in the employee's residence as directed by the owner or the owner's representative. Packing materials and shipping containers, except metal or special type vans which are the property of another firm, become the property of the contractor.

c. Employees who have any doubt whether or not the destination of their HHE shipment lies within a 50-mile radius of Washington, D.C. should contact the Department's Transportation Division (A/OPR/ST/TD) or USIA's Travel and Transportation Branch (M/AST).

**6 FAM 164.4-4 Beyond 50-Mile Radius of Washington, D.C.**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture) (Foreign and Civil Service)

The U.S. Despatch Agency responsible for clearing HHE shipments terminating in the United States (see definition in 6 Fam 111.3 ) beyond a 50-mile radius of Washington, D.C. (in conjunction with the employee's agency's transportation office), will select an appropriate local moving firm near the employee's ultimate destination. The firm will receive the HHE shipment from the motor freight carrier bringing it from the U.S. port of entry and will be temporarily held until the employee calls to arrange for a delivery date and time. The Department or Agency will make direct payments to the local moving firm for delivery, unpacking, and removal of all debris for items which the firm unpacked.

**6 FAM 164.4-5 Unaccompanied Air Baggage (UAB) Shipments of Personal Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture) (Foreign and Civil Service)

a. Shipments of Unaccompanied Air Baggage (UAB) destined for the Washington, D.C. metropolitan area on direct flights to Washington's Dulles International Airport only, are to be marked, consigned, and prepaid directly to the Department's Transportation Division (A/OPR/ST/TD). Air shipments of UAB destined for areas of the United States other than the Washington, D.C. metropolitan area should be marked, consigned, and prepaid to the appropriate U.S. Despatch Agent based on the U.S. gateway designated in 6 FAM 164 Exhibit 164.4-5 .

**Note:** The air shipment is to terminate at the U.S. gateway designated in 6 FAM 164 Exhibit 164.4-5 . The U.S. Despatch Agent will arrange for customs clearance and issue a new GBL to forward the air freight to the ultimate destination. The employee's name (and agency), destination address, telephone number, and appropriate fiscal data must be typed in the "Nature and Quality of Goods" section of the air waybill. A complete and legible inventory of the UAB or HHE shipment must accompany the shipment in a waterproof pouch on the number one piece or box. The inventory must be in English, or have an accurate translation attached.

b. The United States Air Gateway (i.e., point at which the shipment enters the U.S.) should be determined in advance and one of the following instructions should be endorsed on the air waybill:

(1) Either

**On arrival at Washington, D.C. (Washington Dulles International Airport only), notify the Transportation Division (OPR/ST/TD), Department of State, Washington, D.C. 20520, to arrange for customs clearance.**

(2) Or

**On arrival, notify the U.S. Despatch Agent, (place address and telephone number of appropriate Despatch Agent here from list found in 6 FAM 164 Exhibit 164.4-5), to arrange customs clearance.**

c. **EXCEPTION:** If there are non-stop (i.e., direct) flights from employee's area to one of the approved U.S. gateways other than the one listed for employee's area and this U.S. gateway is closer to the employee's ultimate destination, the GSO should route the air shipment to the alternate U.S. gateway. There the U.S. Despatch Agent will issue a new GBL and forward the shipment to the ultimate destination. UAB arriving at Dulles International Airport for the Washington, D.C. metropolitan area and will be collected by one of the Department's inbound delivery contractors for delivery to the employee's residence.

d. If the employee has a bona fide delivery address and telephone number before departing from post, they should be typed on the air waybill and a cable notification to State (A/OPR/ST/TD) and to the appropriate U.S. Despatch Agency. If the destination is outside the airline delivery area or the airline cannot telephone the employee or his/her agent to arrange for a delivery, the UAB shipment will be turned over to the inbound delivery contractor in Washington, D.C. or a local moving firm at the final destination for delivery to the employee's residence.

e. To ensure the clearance of effects through U.S. Customs with minimal delay, the "Telegraphic Notice of Shipment" for air freight en route (see 6 FAM 164 Exhibit 164.2-3) must be sent when the losing post initiates the shipment. Copies of the notice should go to the U.S. Despatch Agent or the Department's Transportation Division (A/OPR/ST/TD) with an information copy to the employee's agency, if other than State.

f. Posts forwarding shipments by air to a U.S. Despatch Agent must attach legible copies of the packing list and an inventory (HHE or UAB) to the air waybill as well as the "Telegraphic Notice of Shipment En Route" (6 FAM 164 Exhibit 164.2-3). The packing list/inventory, with the air waybill, must be sent to the U.S. Despatch Agent by the fastest means possible (i.e., APO air mail, international air mail, or courier service). The packing list must be legible and in English (or a bona fide English translation must accompany the original) and must provide the following information:

- (1) Name of employee, Agency, and whether HHE or UAB;
- (2) Type of shipping container (e.g., box, crate, carton, etc.);
- (3) Detailed listing of inventory numbers for each shipping container (**NOTE:** posts must instruct their packers to mark the shipping containers with "1 of 1," "1 of 4," "3 of 5," etc., to identify each container on the packing list);
- (4) Gross cubic (in cubic meters and feet) and outside dimensions (length by width by height in centimeters and inches) of each shipping container;
- (5) Net and gross weight (in kilos and pounds) of each shipping container;
- (6) Ultimate destination with address and telephone number (if known); and
- (7) Fiscal data.

g. U.S. Customs regulations require that the U.S. Despatch Agent submit a detailed packing list and inventory with the U.S. Customs Form 3299.

h. Failure to provide the packing list and inventory may delay the shipment from being cleared (in some instances, for 2 to 3 weeks), inconvenience the employee, and result in increased cable traffic, storage charges, and unpacking and examination charges. If the shipment transits ELSO, the post should forward the

packing list and inventory to ELSO-Antwerp. ELSO will forward the documents to the appropriate U.S. Des-patch Agent at the time the shipment is forwarded to the United States.

**6 FAM 164.4-6 Prohibited Shipments**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Alcoholic beverages, residence-to-residence shipments, non-conforming personal vehicles for all U.S. Government employees, and shipments of household effects and personal vehicles for members of the Marine security guard or Defense attachés are not to be sent through the U.S. Despatch Agent (see 6 FAM 168.3-1 concerning alcoholic beverages).

**6 FAM 164.5 Shipments of Effects From United States**

**6 FAM 164.5-1 Surface Shipments of Effects From United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. U.S. Despatch Agencies will forward HHE to be shipped by surface from the United States, by other than residence-to-residence movements, to Foreign Service posts. Transportation offices of the State Department, USAID, and USIA issue TSRs or Packing Authorizations. These TSRs allow packers in the United States (contract and non-contract) to pack and pick up HHE shipments from the employee's residence or vendors, and load the HHE into wooden lift vans that meet Department specifications. These lift vans become the property of the U.S. Government. Transportation offices are responsible to ensure that export HHE shipments are made available in a timely manner, and that the appropriate U.S. Despatch Agent is utilized for moving the shipment to post. The various agency transportation offices monitor and control the shipment until it is in the hands of the Despatch Agency. The U.S. Despatch Agency receives and books the HHE shipment on a vessel.

b. Until the shipment is loaded aboard and sails, the U.S. Despatch Agent is not to be contacted for status reports of HHE shipments. Instead, the post or mission abroad should request status reports from the appropriate agency transportation office, unless the Department has been authorized on behalf of an agency to issue a TSR or Packing Authorization.

c. When status is required for the shipment of a privately-owned vehicle (POV), posts and missions overseas should inquire directly of the U.S. Despatch Agency to which the employee submitted the automobile shipping form.

**6 FAM 164.5-2 Outside Washington, D.C. Area** (TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture) (Foreign and Civil Service)

For employee shipments originating in localities more than 50 miles from Washington, D.C., the Department or USIA will select a firm to export-pack, store, and provide related services in their local area.

**6 FAM 164.5-3 In Washington, D.C. Area**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The employee should notify the Department or respective Agency each time service is required in connection with the transportation or storage of personal or household effects located in the Washington, D.C. area. This includes effects or purchases made subsequent to the initial shipment (see 6 FAM 162.1 on supplemental shipments). Employees should not make arrangements with

commercial firms for performance of services in connection with such effects until they have obtained instructions from their agency's transportation office:

- (1) **Departments of State and Commerce - Transportation Division (OPR/ST/TD);**
- (2) **USAID - Travel and Transportation Management Division (M/SER/MO/TTM);**  
and
- (3) **USIA - Travel and Transportation Branch (M/AST).**

b. When the Department has contracts or price arrangements with designated packers, forwarders, carriers, or other firms, payment for authorized services performed by those firms is an allowable expense. If other firms are used at the request of employees and pre-approved by the Chief, A/OPR/ST/TD, they are responsible for all excess costs involved, and must make personal arrangements with the firm or firms selected ( 6 FAM 168.2 ). Allowable expenses are limited to actual expenses incurred, not exceeding the amount which the U.S. Government would have paid un-der its contract or other price arrangements. When two or more firms have been approved to perform a particular service, reimbursable expenses are limited to the average price of the approved firms.

**6 FAM 164.5-4 Authorization to Pack and Ship**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The Department or the Agency will issue the necessary documents to the firm or firms that will perform the required services. Letters of authoriza-tion will not be issued to cover preparation for export shipment of newly purchased items that include a markup to cover export packing. Employees shall personally pay these charges and submit a reimbursement voucher supported by receipted invoices.

**6 FAM 164.5-5 Unaccompanied Air Baggage Shipments From United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

UAB shipments from the United States are controlled by the transporta-tion office of the employee's agency or State (A/OPR/ST/TD). If State pre-pares the documentation for an employee of another agency, a "Tele-graphic Notification of Shipment En Route" ( 6 FAM 164 Exhibit 164.2-3 ) is forwarded by State or the agency's transportation office, to the employee's post of assignment, citing the air waybill number, weight and cube, number of pieces, and UAB airline shipping date (based on information from the packer). If the UAB does not arrive within a time frame determined normal, the GSO at post can initiate tracer action. Requests for status or tracer ac-tion should be sent to the transportation office of the employee's agency and not the U.S. Despatch Agency.

**6 FAM 164.6 Shipments Handled by ELSO (European Logistical Support Office)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Shipments originating at one of the U.S. Despatch Agencies and bound for ELSO-serviced posts utilize U.S.-flag steamship companies which normally discharge at the Ports of Rotterdam and Bremerhaven. The U.S.-flag steamship companies then deliver the cargo and containers by truck to their terminals located in Antwerp and Bremen at which point ELSO takes receipt of the shipments. The U.S. Despatch Agent provides ELSO and the destination post with advance shipping information in the form of the "Telegraphic Notification Of Shipment En Route" telegram, packing lists, and shipping documentation. The average transit time between the

U.S. East Coast until ELSO actually receives the shipment at its facilities ranges between 17 to 20 days.

b. Once a shipment is in its possession, ELSO arranges for the on-ward movement of the shipment to the consignee. ELSO inspects arriving shipments against the shipping documents to ensure the total number of pieces shipped have actually arrived. When necessary, ELSO repairs and/or repacks shipments. If applicable, claims are filed with the parties responsible for damages. As soon as shipments are booked, ELSO advises the destination post by a "Telegraphic Notification Of Shipment En Route" telegram with shipping details. Posts should immediately notify ELSO of a shipment's arrival or non-arrival to allow ELSO to begin tracing action on missing shipments, make payment of shipping charges, and update and close ELSO shipping files.

c. Destination posts should take into consideration unavoidable delays, (i.e., delayed arrival of carrier, bad weather, inaccessible road transportation, customs problems, etc.), before requesting the status of household and personal effects shipments transiting ELSO. Posts should allow at least 20 days from the actual departure date of the shipment from the U.S. before asking ELSO about transshipment information. **REMINDER:** When requesting information for any shipment, posts should refer to either the U.S. Despatch Agent or ELSO shipment number, if known.

d. To improve forwarding of shipments of household and personal effects to/from/via ELSO, reduce transit times, and avoid storage charges, note the following:

- (1) Normally, route only household effects and personally-owned vehicles via ELSO for transshipment;
- (2) Follow procedures outlined in 6 FAM 164.4-1 for shipments to the United States;
- (3) Use a through air waybill whenever possible from the origin post to destination post for UAB shipments;
- (4) Unless no other routing is available to the post, do not consign UAB shipments to ELSO for transshipment.

e. Posts must provide ELSO with a "Telegraphic Notice Of Shipment En Route" telegram containing the proper information for household effects and personally-owned vehicle shipments transiting Antwerp. Posts must also provide ELSO with the name of the post to which shipments are to be forwarded. Shipping information must reach ELSO well in advance of the actual shipment. All boxes/liftvans must be clearly marked as directed by the gaining post. All shipping documents must include the employee's name and final destination, and must indicate "VIA ANTWERP" or "VIA BREMEN," as appropriate. Whenever possible, fiscal data should be included on the actual shipping documents.

f. Surface shipments (ocean/truck/train) from posts forwarded via Antwerp for transshipment must be consigned:

American Consulate General (ELSO) Noorderlaan 147, Bus 12A (Atlantic House)  
2030 Antwerp, Belgium Tel. (32)(3) 542-4775/6

**NOTE:** Do not consign any surface shipments routed via Antwerp to a forwarder. ELSO will provide a delivery address when the carrier notifies ELSO of the arrival of the shipment in Antwerp. Shipping documentation should be forwarded directly to ELSO Antwerp via fastest available means.

g. Surface shipments (ocean/truck/train) from posts forwarded via ELSO's agent in Bremen for transshipment must be consigned:



American Consulate General (ELSO) c/o Carl Hartmann Internationale Spedition  
Rembertistrasse 28 2800 Bremen 1, Germany

All shipping documentation should be forwarded directly to ELSO Antwerp, not to Carl Hartmann in Bremen.

h. Shipments forwarded to ELSO by air-serviced posts via any of the airports located in Paris should be consigned:

American Consulate General (ELSO) Antwerp c/o Transaction Marketing  
Internationals 3, Rue Du Remblais B.P. 10573 95710 Roissy-C.D.G. CEDEX/Paris

NOTE: Do not consign these shipments to Amembassy Paris or include Amembassy Paris as either an action or info addressee on the "Telegraphic Notification of Shipment En route" telegram.

i. A "Telegraphic Notification Of Shipment En Route" telegram should be prepared for shipments for ELSO arriving at the Paris airports with RUFHSO/USOFFICE ELSO ANTWERP as action addressee. Shipping documents should be forwarded to ELSO via fastest possible means.

j. Shipments destined for permanent storage in Antwerp must be con-signed as follows:

American Consulate General (ELSO) Permanent Storage: Property of: (Name) c/o  
Arthur Pierre N.V. 700 Noorderlaan 2030 Antwerp, Belgium

k. Posts experiencing difficulties with shipments forwarded via ELSO should immediately send an UNCLASSIFIED telegram to "RUFHSO/USOFFICE ELSO ANTWERP" providing as many details as possible about the shipment(s). ELSO will do all they can to resolve specific problems.

**6 FAM 164.7 Use of Advantageous Rates**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

When lift vans are not used and different freight rates are applicable to various goods comprising the effects, posts should package and describe the effects to permit utilization of a lower rate or combination of rates.

**6 FAM 164.8 Maximum Dimensions of Lift Vans to Be Used for Shipment or Permanent Storage of Household Effects**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

For shipment or permanent storage of HHE wooden or plywood lift van, maximum dimensions should not exceed 8 feet in length, 6 feet 10 inches in height, and 6 feet in width. These measurements are necessary for proper and safe handling of lift vans at piers and warehouses. The limitations en-sure that lift vans fit into steamship containers wherever this service is pro-vided by the ocean carrier.

**6 FAM 164.9 Estimating Freight Rates on Shipments Within United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

In most countries local shipping agents are able to furnish accurate in-formation on the distance from the port of arrival to the destination within the U.S. as well as the cost per mile. If this information is not available, use the following information.

Freight rates for shipment of effects from ports of arrival to their ultimate U.S. destination, or from points of origin in the United States to ports of departure shall be computed at an average cost of 3 cents per mile for each 100 pounds of freight.

**6 FAM 164.10 Bills-of-Lading**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

List each employee's effects on a separate bill-of-lading. Each of the following items must be entered on a separate bill-of-lading or specifically itemized on the same bill-of-lading in accordance with 6 FAM 168.3-1 (2). The term "specifically itemized" used here means there is a line entry specifying the name of each items, its weight or volume, and total number. See 6 FAM 168 when case(s) of alcoholic beverages and tobacco products are being shipped to the United States.

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**6 FAM 164 Exhibit 164.2-3 TELEGRAPHIC NOTIFICATION OF SHIPMENT EN ROUTE**

(TL:GS-50; 05-21-1997)

**NOTE:** Enter N/A in item 1 if it is for supplies and equipment, and not for an individual.

**6 FAM 164 Exhibit 164.3 COMPUTATION OF COST BY PACK-AND-CRATE METHOD**

(TL:GS-50; 05-21-1997)

Under the conventional pack-and-crate method, the charges for various segments of the movement are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing the costs of through bill-of-lading shipments to that of a conventional pack-and-crate shipment.

A review should be made of all shipments export-packed during a recent period to ascertain the total net weight, gross weight, cubic measurement, and cost. If the basis for the packing charge is other than per 100 pounds net weight, the cost per 100 pounds net weight can be computed by dividing the total net weight into the total cost.

The net weight and gross weight are defined in 6 FAM 162.1-1 . The tare weight is the gross weight minus the net weight. The tare ratio, which is the percentage of the tare weight to the net weight, is obtained by dividing the tare weight by the net weight. The number of pounds gross weight in a cubic foot may be obtained by dividing the gross weight by the number of cubic feet.

**EXAMPLE**

Conversion factors developed from post records: 100 pounds net weight = 138 pounds gross weight (38% tare ratio); there are 9.2 pounds of gross weight contained in 1 cubic foot.

**Cost Per Origin Costs 100 Pounds Net**

Export packing charged at \$12 per 100 pounds net weight, including cost of local hauling and cost of containers: 100 lbs. net weight (1 x \$12.00) \$12.00

Inland freight to port-of-origin charged at \$4 per 100 pounds gross weight: 138 lbs. x \$4.00 5.52

Port charges at origin at \$3 per ton (2,000 pounds) of gross weight: (\$3.00 divided by 2,000 lbs.) x 138 = .2070 .21

**Cost Per Origin Costs 100 Pounds Net**

**Ocean Transportation**

Ocean freight charged at \$60 per 40 cubic feet: (\$60.00 divided by 40 cu. ft.) x (138 lbs. divided by 9.2 lbs.) \$22.50

**Destination Costs**

Port charges at destination at \$ .03 per cubic foot: (138 lbs. divided by 9.2 lbs.) x \$ .03  
.45

Inland freight from port-of-destination charged at 138 lbs. x \$ .94 = \$1.297 1.30

Local delivery and unpacking at final destination charged at \$2.50 per 100 pounds  
gross weight: 138 lbs. x \$2.50 3.45

Total cost per 100 pounds net weight \$45.43

**6 FAM 164 Exhibit 164.3-4 POSTS TO WHICH THROUGH BILL-OF-LADING  
SERVICE IS NOT TO BE USED**

(TL:GS-50; 05-21-1997)

The posts listed below request that through bill-of-lading (residence-to-residence)  
service not be used as a method of shipping household goods or personal effects to  
posts due to local difficulties or administrative ac-tionsspecifying particular shipping  
procedures.

Abidjan, Cote d'Ivoire

Addis Ababa, Ethiopia

Algiers, Algeria

Amman, Jordan

Bangui, Central African Republic

Belgrade, Yugoslavia

Belize City, Belize

Berlin, Germany

Bombay, India

Bujumbura, Burundi

Calcutta, India

Cape Town, South Africa

Caracas, Venezuela

Ciudad Juarez, Mexico

Colombo, Sri Lanka (Ceylon)

Cotonou , Benin

Dakar, Senegal

Dhaka, Bangladesh

Douala, Cameroon

Durban, South Africa

Gaborone, Botswana

Guadalajara, Mexico

Hermosillo, Mexico

Islamabad, Pakistan

Istanbul, Turkey

Johannesburg, South Africa

Kabul, Afghanistan Kaduna, Nigeria

Karachi, Pakistan

Kathmandu, Nepal

Khartoum, Sudan

Kingston, Jamaica

Kinshasa, Zai re

Krakow, Poland

Lagos, Nigeria

Lahore, Pakistan

La Paz, Bolivia

Lubumbashi, Zaire  
Malabo, Equatorial Guinea  
Maracaibo, Venezuela  
Maseru, Lesotho  
Matamoros, Mexico  
Mazatlan, Mexico  
Mbabane, Swaziland  
Merida, Mexico  
Mexico, D.F., Mexico  
Monterrey, Mexico  
N'Djamena, Chad  
Niamey, Niger  
Nuevo Laredo, Mexico  
Ouagadougou, Burkina-Faso  
Panama, Panama  
Peshawar, Pakistan  
Port-au-Prince, Haiti  
Poznan, Poland  
Pretoria, South Africa  
Rabat, Morocco  
Rangoon, Burma  
Sanaa, Yemen Arab Republic  
Santiago, Chile  
Tijuana, Mexico  
Warsaw, Poland  
Yaounde, Cameroon  
Zagreb, Yugoslavi a

**6 FAM 164 Exhibit 164.4-1 CONSIGNMENTS FOR SHIPMENTS DESTINED  
FOR THE UNITED STATES**

(TL:GS-50; 05-21-1997)

**Port of Discharge Consignee**

All Atlantic coast ports, except Balti-more, Norfolk, and all ports in North Carolina, South Carolina, and Florida. U.S. Despatch Agent Parkway Towers, Bldg. B 485B, U.S. Route 1, South Iselin, New Jersey 08830-3013 [Tel: 201-855-8880]

Baltimore, Norfolk, and ports in North Carolina and South Carolina. U.S. Despatch Agent Room 125, 220 Broening Highway Baltimore, Maryland 21224 [Tel: 410-631-1500]

All ports in Florida and the Gulf of Mexico. U.S. Despatch Agent P.O. Box 522396 Miami, Florida 33152-2396 [Tel: 305-526-2905]

All Pacific coast ports. U.S. Despatch Agent 2800 S. 192nd St., Suite 108 Seattle, Washington 98188 [Tel: 201-764-3805]

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**6 FAM 164 Exhibit 164.4-1—Continued  
SHIPMENT ILLUSTRATIONS**

**Lift Van Markings**

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**6 FAM 164 Exhibit 164.4-1—Continued  
6 FAM 164 Exhibit 164.4-1—Continued**

**Consignment Markings— UAB Shipment Ending at JFK International Airport  
(Final Destination Is San Francisco)**

see page 243

The post consigns, marks, and prepays the shipment to the New York Despatch Agent at the DA's JFK Liaison Office. (The shipment enters the United States and ends at this airport.)

The post sends the shipment prepaid only as far as JFK Airport. The DA's Liaison Office clears the shipment through U.S. Customs and makes all arrangements to send the effects on to

**Consignment Markings— UAB Shipment Ending at Washington's Dulles International Airport (Final Destination Is Washington, D.C.)**

see page 243

The Department's Liaison Office at Dulles International Airport will clear the shipment through U.S. Customs. Unless the post has provided a delivery address on the air waybill, the Dulles Liaison Office will give the UAB to the Department's Inbound Contractor to hold.

**6 FAM 164 Exhibit 164.4-1—Continued**

**Consignment Markings— Household Effects (HHE) Going to Washington, D.C.-  
Transshipping through ELSO**

**6 FAM 164 Exhibit 164.4-5 U.S. AIR GATEWAYS**

(TL:GS-50; 05-21-1997)

**U.S. Despatch Agent or U.S. Gateway Office to be Notified**

New York and all other Atlantic coast gateways except Washington, D.C., Maryland, Virginia, and Miami. U.S. Despatch Agent J.F.K International Airport Room 2114 Jamaica, New York 11430 [Tel: 718-553-1629]

Miami, New Orleans, and other Gulf gateways. U.S. Despatch Agent P.O. Box 522396 General Mail Facility Miami, Florida 33152-2396 [Tel: 305-526-2905]

San Francisco and other Pacific coast gateways (except for shipment destined for the Washington, D.C., Maryland, and Virginia areas carried on Northwest Orient Airlines' flights which terminate at Dulles International Airport). U.S. Despatch Agent 2800 S. 192nd St., Room 108 Seattle, Washington 98188-5163 [Tel: 206-439-0484]

Washington, D.C., Maryland, and Virginia arriving at Dulles International Airport (consignees only). Transportation Operations Branch OPR/ST/TD/TO U.S. Department of State Washington, D.C. 20520-1244 [Tel: 703-285-2374/2383]

**6 FAM 165 PRIVATELY-OWNED MOTOR VEHICLES**

**6 FAM 165.1 Allowable Expenses**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The cost of transporting a motor vehicle is allowable only when the POV is owned by the employee or an eligible family member. Except as provided in 6 FAM 165.3, 6 FAM 165.4, and 6 FAM 165.5, no expenses are allowed in excess of the cost of transportation between the authorized points of origin and destination or between the factory site and the authorized destination, whichever involves the lesser cost.

**6 FAM 165.2 Shipment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When it is necessary to ship an automobile in connection with transfers between posts and to assignments in the United States, avoid crating if possible. The following factors are to be considered:

- (1) Adequacy of port loading and unloading facilities;
- (2) Nature of carrier and cargo;
- (3) Possibility of transshipment;
- (4) Danger of pilferage;
- (5) Overland haul, if any; and
- (6) Cost of crating.

b. If crating is unavoidable, give consideration to partial dismantling, if feasible. Removing wheels may significantly reduce cubic footage and shipping costs. The cost of crating should be held to a practicable minimum.

c. To prevent damage to automobiles due to improper servicing and to expedite clearance at the port of entry, the forwarding post arranges to have the following precautions taken at the port before the loading of any vehicle, boxed or unboxed:

- (1) Disconnect the battery;
- (2) Drain gasoline from the tank;
- (3) Drain water from both radiator and engine block unless certain that vehicle contains sufficient permanent antifreeze to protect it during transit;
- (4) Remove all detachable items, such as hubcaps, windshield wipers, outside mirrors, cigarette lighter, radio antennas, etc., from vehicle before shipment and lock them in the trunk of the car.

**Note:** Safety equipment; i.e., windshield wipers and outside mirrors, must remain on the car in order for drive-away services in the United States to move the vehicle to/from the port legally;

- (5) Obtain assurance from the shipping company that vehicle will be stowed below deck to prevent water damage;
- (6) Surrender to the steamship company at the time the vehicle is delivered to the pier the ignition and trunk keys that accompany the automobile;
- (7) Leave windows open approximately one-half inch for ventilation when vehicle is boxed; and
- (8) Remove all mud and soil from chassis and body of vehicle consigned to the United States, in compliance with U.S. Department of Agriculture requirements.

d. See 6 FAM 165 Exhibit 165.2 for the list of posts to or from which an automobile must be shipped boxed in order to ensure its secure and safe arrival.

#### **6 FAM 165.3 Emergency Replacement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The transportation of one additional POV from the United States or other designated place of purchase may be authorized, in advance, by an authorizing officer during any 4-year period as an emergency replacement of the last motor vehicle transported at U.S. Government expense, when the authorizing officer determines, in advance, that:

- (1) The replacement is in the interest of the U.S. Government and is necessary for reasons beyond the control of the employee; and
- (2) The use of the replacement vehicle is in the interest of the U.S. Government.

b. Conditions warranting emergency replacement of motor vehicles include loss or destruction of the motor vehicle through fire, theft, accident, rapid deterioration

due to severe climate or driving conditions at a post abroad, civil disturbance, military actions, riot, or similar causes.

**6 FAM 165.4 Periodic Replacement**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The transportation of one POV from the United States or other designated place of purchase to the employee's post of assignment abroad may be authorized by an authorizing officer as the replacement of a motor vehicle previously transported at U.S. Government expense, provided that:

(1) There is a lapse of at least 4 years between the initial date of shipment from the United States of the vehicle to be replaced at the employee's present or previous post abroad and the date on which the transportation of the replacement vehicle will commence;

(2) The employee has remained in continuous service outside the continental United States during that 4-year period. Home leave or temporary duty in the United States during or between permanent duty assignments abroad does not constitute a break in continuous service outside the continental United States;

(3) The employee is assigned to a post which is 124 or more kilometers/ 200 or more miles from the continental United States, or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post;

(4) The employee has not received cost constructive shipment of a new POV or previous State or agency elective alternatives during the prior 4- year period;

(5) The employee has not had a POV shipped between foreign posts at U.S. Government expense for 1 year (9 months for personnel with an 18- month tour of duty) prior to the date on which he or she requests periodic replacement authority; and

(6) On the date a request for periodic replacement authority is made, the employee is scheduled to remain at post of assignment for at least 1 year (9 months for personnel with an 18-month tour of duty). The shipment of a new motor vehicle at the employee's personal expense from the United States or other place of purchase to his or her post of assignment has no effect on eligibility for periodic replacement authority, provided the criteria outlined above are met.

**6 FAM 165.5 No Previous Shipment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. If an employee has not had a POV transported at U.S. Government expense from the United States to the his or her present or previous posts abroad, an authorizing officer may, when funds are made available and subject to the time limitations in 6 FAM 165.4 (6) , authorize shipment of a motor vehicle from the United States to the employee's present post abroad if such shipment is determined to be necessary or expedient.

b. **For State, Commerce, and USIA**, shipment of the vehicles discussed in this section is authorized and funded by Washington headquarters; for USAID, shipment is authorized by USAID/W and funded by the posts.

**6 FAM 165.6 Delivery or Pickup of a Vehicle**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When an employee or eligible family member who is not in travel status makes a separate trip for the purpose of delivering or picking up a motor vehicle, the commercial shipment of which has been authorized, the employee may be reimbursed the following expenses:

- (1) Mileage for driving the vehicle one way between the post and the point of delivery or pickup; and
- (2) Cost of the employee's transportation by common carrier one way between the post and the point of delivery or pickup.

b. The reimbursement may not exceed the cost of commercial shipment of the vehicle. No per diem is allowable and leave must be charged for absence from the post.

**6 FAM 165.7 Limitations at Specific Posts**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Under section 207 of the Foreign Service Act, the chief of mission, in consultation with other Foreign Affairs agency heads in the country, determines what restrictions or limitations, if any, are placed upon the motor vehicles brought to posts under the chief of mission's jurisdiction.

b. These may include, but are not limited to, provisions to assure that the vehicle is suitable and that the import of the vehicle is not primarily for resale.

c. When there is reason to believe that a motor vehicle was shipped to post at U.S. Government expense and/or was imported under diplomatic or official privileges and immunities primarily for the purpose of sale at a profit and not for the bona fide personal use of the employee or employee's eligible family members, the chief of mission or designee must investigate. The investigation is to include the following factors:

- (1) Whether a profit was made or anticipated on the sale; and
- (2) Whether the vehicle was sold or scheduled to be sold before the last 6 months of the employee's scheduled home leave or departure from post, taking into account factors such as curtailment of assignment, evacuation, or extensive damage to the vehicle.

d. If, based on the investigation under paragraph b above, the chief of mission determines a violation of regulations has occurred, the chief of mission will:

- (1) Require the employee to repay the U.S. Government the original cost of transporting the vehicle to the post; or
- (2) Deny the employee the benefits of 6 FAM 165.3 and 6 FAM 165.4 (Emergency Replacement and Periodic Replacement); or
- (3) For such other action as may be taken by the chief of mission, see 2 FAM .

e. For additional information on the importation, purchase, and sale of personal property under diplomatic or official privileges and immunities, see 4 FAM 368 .

**6 FAM 165.8 Limitations on Type and Size of Vehicles**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Vehicles that may be transported include passenger automobiles, station wagons, and certain small trucks or similar vehicles that may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use.

b. Transportation at U.S. Government expense is limited to vehicles having a gross size for shipping purposes of not more than 15 measurement tons (16.8 cubic



meters/600 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at U.S. Government expense must pay all costs which result from the excess size of the vehicle.

**6 FAM 165.9 Shipping Foreign Vehicles**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

A foreign-made vehicle purchased and delivered in the United States may be treated in the same manner as a U.S.-manufactured motor vehicle for the purpose of transportation. A foreign-made, foreign-purchased motor vehicle may be shipped to or between posts, but may not be shipped to the United States at U.S. Government expense unless it qualifies under one of the provisions of 6 FAM 165.9-1. Shipment of foreign-made, foreign-purchased motor vehicles to the United States must meet all the Environmental Protection Agency's (EPA) and Department of Transportation's regulations.

**6 FAM 165.9-1 General Exceptions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. A foreign-made, foreign-purchased motor vehicle owned by an employee or family member authorized to travel may be shipped or returned to the United States when the vehicle:

- (1) Was purchased after September 11, 1970, and prior to October 24, 1972;
- (2) Was purchased by a new appointee at least 3 months prior to the notification of appointee's selection for appointment;
- (3) Cannot legally be sold or disposed of at the overseas post of assignment;
- (4) Must be shipped for evacuation purposes; or
- (5) Was purchased for use in a country where the following conditions apply:
  - (a) Local laws or other requirements permit only the operation of right-hand drive vehicles;
  - (b) Parts and service are not available for U.S. made vehicles at the post (written justification submitted by post to Washington, D.C. headquarters must bear certification of the chief of mission, or principal officer when there is no immediate supervisory post); or
  - (c) Use of a foreign-made vehicle is necessary for reasons of personal safety of employees (prior Washington, D.C. headquarters authorization is necessary).

b. Any vehicle which would qualify for shipment to the United States under the provisions of paragraph a(5) of this section remains qualified for shipment to the United States even if subsequently shipped to a post that is not eligible under the provisions of paragraph a(5). See 6 FAM 168.3 concerning import restrictions.

c. Authority to ship a foreign-made, foreign-purchased motor vehicle under any of the general exceptions must be contained in the employee's travel authorization or amendment thereto.

**6 FAM 165.9-2 Posts Granted Exceptions**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Posts that are granted an exception to the restriction on shipment of foreign-made, foreign-purchased POVs to the United States at U.S. Government expense under one or more of the provisions of 6 FAM 165.9-1 paragraph a are found in 6 FAM 165 Exhibit 165.9-2.

Will actually call at such port of loading within 30 days as scheduled; and will actually discharge cargo at scheduled destination port within two weeks after arrival regardless of port congestion; and where agents of foreign-flag vessels can give such assurance due to their preferential berthing arrangements at the port; or

Will discharge cargo at scheduled destination port without trans-shipment; and where agents of foreign ships can give such reason-able assurance.

(c) The authorizing officer at the post determines that safe storage facilities are not available and that delay in shipment would expose effects to serious damage or loss from climatic conditions, excessive humidity, pilferage, sabotage, or other hazards beyond the control of the post. In such instances, a statement justifying the use of a foreign-flag vessel is required.

b. When the origin or destination is a seaport, it is not necessary to send the shipment to another port in order to utilize a U.S.-flag vessel.

**6 FAM 165 Exhibit 165.2 POSTS THAT REQUIRE BOXING OF VEHICLES**

(TL:GS-50; 05-21-1997)

**Posts**

Bangui, Central African Republic

Bujumbura, Burundi

Dar es Salaam, Tanzania

Douala, Republic of Cameroon

Khartoum, Sudan

La Paz, Bolivia

Lilongwe, Malawi

Lubumbashi, Zaire

Malabo, Equatorial Guinea

Mogadishu, Somalia

Santiago, Chile

Yaounde, Republic of Cameroon

**6 FAM 165 Exhibit 165.9-2 POSTS GRANTED EXCEPTIONS**

(TL:GS-50; 05-21-1997)

**NOTE:** Shipments of all foreign-made, foreign-purchased motor vehicles to the United States must meet all the Environmental Protection Agency (EPA) and Department of Transportation's regulations.

Posts granted exceptions to the restriction on shipment of foreign-made, foreign-purchased, privately-owned vehicles to the United States at Government expense are as follows.

a. Operation of a right-hand vehicle only:

Canberra

Melbourne Perth

Port Louis Valletta

b. Parts and services not available for American vehicles:

Abidjan

Accra

Addis Ababa

Alexandria

Algiers

Alma Ata

Amman

Amsterdam

Antananarivo  
Antwerp  
Apia  
Ashkabad  
Baghdad  
Baku  
Bamako  
Bandar Seri Begawan  
Bangkok  
Bangui  
Banjul  
Barcelona Beijing  
Beirut  
Belfast  
Belgrade  
Belo Horizonte  
Berlin  
Bern  
Bilbao  
Bishkek  
Bissau  
Bombay  
Bonn  
Bordeaux  
Brasilia  
Bratislava  
Brazzaville  
Bridgetown  
Brisbane  
Brussels  
Bucharest Budapest  
Bujumbura  
Cairo  
Calcutta  
Cape Town  
Casablanca  
Cebu  
Chengdu  
Chiang Mai  
Chisinau  
Colombo  
Conakry  
Copenhagen  
Cotonou  
Dakar  
Damascus  
Dar es Salaam  
Dhaka  
Djibouti

Douala

Dublin

Durban

Dushanbe

Dusseldorf

Edinburgh

Florence

Frankfurt

Freetown

Fukuoka

Gaborone

Geneva

Genoa

Georgetown

Guangzhou

Hague, The

Hamburg

Hamilton

Harare

Helsinki

Hong Kong

Honiara

Ibadan

Islamabad

Jakarta

Johannesburg

Kabul

Kaduna

Kampala

Kano

Karachi

Kathmandu

Khartoum

Kiev

Kigali Kinshasa

Kolonia

Koror

Krakow

Kuala Lumpur

Lagos

Lahore

Libreville

Lilongwe

Lisbon

Lome

London

Lubumbashi

Lusaka

Luxembourg  
Lyon  
Madras  
Madrid  
Majuro  
Malabo  
Managua  
Manila  
Maputo  
Marseilles  
Martinique  
Maseru  
Mbabane  
Medan  
Milan  
Minsk  
Mogadishu  
Mombasa  
Monrovia  
Moroni Moscow  
Munich  
Muscat  
Naha  
Nairobi  
Naples  
N'Djamena  
New Delhi  
Niamey  
Nice  
Nicosia  
Nouakchott  
Oporto  
Oran  
Osaka-Kobe  
Oslo  
Ouagadougou  
Palermo  
Paris  
Peshawar  
Phnom Penh  
Ponta Delgada  
Port Moresby  
Port of Spain  
Porto Alegre  
Poznan  
Prague  
Praia  
Pretoria  
Rabat

Rangoon  
Recife  
Reykjavik  
Riga  
Rio de Janeiro  
Rome  
St. George's  
Salzburg  
Sanaa  
Sao Paulo  
Sapporo  
Seville  
Shanghai  
Shenyang  
Singapore  
Sofia  
Songkhla St. Petersburg  
Strasbourg  
Stuttgart  
Surabaya  
Suva  
Sydney  
Tallinn  
Tangier  
Taskhent  
Tirana  
Tokyo  
Trieste  
Tripoli Turin  
Tunis  
Udorn  
Victoria  
Vienna  
Vientiane  
Vilnius  
Warsaw  
Yaounde  
Yerevan  
Zagreb  
Zurich

**6 FAM 166.2 Documentation**

**6 FAM 166.2-1 Compliance With Title 41 of the Code of Federal Regulations (41 CFR 101)**

(TL:GS-50; 05-21-1997) (Uniform State/USIA) (Foreign and Civil Service)

To ensure compliance with section 901(a) of the Merchant Marine Act of 1936, and 46 U.S.C. 1241 regarding the use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees, see 41 CFR 101-41.309-1 Factual Support of Charges-International Shipments.

**6 FAM 166.2-2 Issuance of Certificate**

(TL:GS-50; 05-21-1997) (Uniform State/USIA) (Foreign and Civil Service)  
When the post deems use of foreign-flag service justified under 6 FAM 166.1 , written authorization must be issued. This certificate of justification (format shown in 6 FAM 138 Exhibit 138.5 ) must be signed by either an authorizing officer designated by the Department or foreign affairs agency, or a post's principal officer. The certificate must show full justification for the use of a foreign-flag vessel. The certificate (which may be reproduced locally) must be prepared in triplicate. The original and one copy are submitted to the ocean carrier, freight forwarder, or household goods transporter, as appropriate; one copy is retained by the issuing officer or post. The transportation company must be instructed to submit one signed copy of the certificate with the bill to the paying office.

**6 FAM 166.3 Exceptions to Use of U.S.-Flag Vessels**

(TL:GS-50; 05-21-1997) (USAID Only) (Foreign and Civil Service)

a. Instances of exception to the use of U.S.-flag vessels include the following:

- (1) When USAID/W or the USAID mission director certifies that U.S.-flag vessels do not provide adequate service to the destination;
- (2) When the shipment of effects would be delayed an unreasonable period of time awaiting an U.S.-flag vessel; and
- (3) When payment or services can be made through use of surplus foreign credits owned by the United States or from USAID trust funds and U.S.-flag steamship lines will not accept such funds.

b. Whenever a foreign-flag vessel is used, the USAID mission or USAID/W MS/AS/TT, as appropriate, is to annotate its records to indicate the reason for such use.

**6 FAM 167 SHIPPING EFFECTS ON U.S.-FLAG AIRLINES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. When shipment of effects or baggage is made by air, and U.S.-flag air service is available, such service must be used in accordance with 49 U.S.C. 1159b, unless such use would involve delays which would jeopardize the cargo (for example, vaccines) or be incompatible with the purpose of the shipment (for example, emergency medical supplies and equipment). Unaccompanied air baggage shipments need not be delayed in excess of 48 hours to make use of U.S.-flag airlines.

b. When U.S.-flag air service is not available at the point of origin of the shipment, routings will provide for transshipment at the nearest practicable interchange point to connect with U.S.-flag air service. An interchange point is not considered practicable if the shipment would be delayed in excess of 48 hours or if transshipment would jeopardize the cargo.

c. Whenever the post or the Department routes a shipment via a foreign-flag air carrier, certification similar to that appearing in 6 FAM 138 Exhibit 138.5 must be stamped on the SF-1103, Government Bill-of-Lading, and be completed by the authorizing officer. When the shipment is dispatched on a U.S.-flag air carrier and no routing is shown, the carrier will be responsible for certification.

d. Shipments made through international freight forwarders must comply with the above standards. Forwarders are instructed to submit with their bills a copy of the air waybill or manifest showing the air carriers utilized and justification for any use of foreign-flag air carriers where U.S.-flag air carriers provide service.

**6 FAM 168 GENERAL PROVISIONS AFFECTING SHIPMENTS**

**6 FAM 168.1 Advance Shipment of Effects at U.S. Government Expense**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. The Department of State or agency may authorize or approve the advance shipment of an employee's furniture, household and personal effects, and privately owned motor vehicle from a post to employee's place of residence, or to an intermediate storage point, prior to the issuance of separation or transfer orders to the employee when advance travel has been authorized in accordance with 6 FAM 126.2 , or when it is administratively determined that it is in the best interests of the Service. In addition, the USAID mission director may authorize advance shipment of effects in connection with advance travel authorized in 6 FAM 126.2 . No storage of effects shipped in advance is allowable. When advance shipment is authorized, a repayment agreement similar to that prescribed in 6 FAM 126 Exhibit 126.1-4 shall be executed by the employee.

b. The employee is liable for any costs resulting from the advance shipment of effects in excess of those costs which may be authorized subsequently; therefore, this authority should be used with extreme care.

c. The advance shipment of household effects may be authorized to the employee's separation address of record in the United States in connection with marital separation or divorce only if a legal property settlement exists or the employee otherwise agrees in writing and identifies those effects which are to be shipped as the property of the spouse. Cost-constructive shipment to any other points would be based on shipment to the employee's separation address of record in the United States. No shipment of a POV will be authorized at U.S. Government expense under this section. The employee's shipment allowances on the next travel authorization to include shipment of effects will be reduced by the amount shipped in advance. No repayment liability will exist for this advance shipment based on the employee's next authorized destination for shipment of effects. Shipment may also be authorized subsequent to the return travel of the spouse under 6 FAM 126.10 after execution of a legal property settlement or written agreement by the employee, either as advance shipment, or at the time of the employee's next authorization for shipment of effects. As this shipment is to be considered final return of effects to the United States, no further shipment of the effects transported under a legal property settlement or the employee's written agreement will be authorized at U.S. Government expense.

**6 FAM 168.2 Designated Packers and Shippers**  
(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

Where the Department, agency, or post has contracts or approved prices or arrangements with designated packers and shippers, payment for the services of such packers and shippers is allowable. If other firms are used at the request of the employee, the employee must pay for any excess costs involved.

**6 FAM 168.3 Free Entry of Effects Into United States**

**6 FAM 168.3-1 Personnel Returning From Extended Duty**

**A. Privilege**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. U.S. Government employees who return to the United States upon termination of "assignment to extended duty," abroad may import effects free of duty under



subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS). This same privilege applies to returning family members who have resided with employees at such post and to any person evacuated to the United States under U.S. Government orders.

b. For a definition of "assignment to extended duty," see 19 CFR 148.74(d) in 6 FAM 168.3-1 .

**B. Notation on Travel Orders**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Travel orders for employees entitled to duty free entry show the employee's diplomatic title (if any) and the following:

**The personal and household effects of this employee and members of the employee's family are eligible for duty-free entry under subheading 9808.00.50, Harmonized Tariff Schedule of the United States (HTSUS) since the employee has completed an assignment of extended duty abroad.**

b. If the employee is returning to the same post for another tour of duty after home leave, the following is also to be added to the statement:

**Home leave covered by these orders is statutory leave prior to return for a new assignment to extended duty abroad.**

**C. Limitations**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. 19 CFR 148.74 (c) cited in 6 FAM 168 Exhibit 168.3-1 , limits the amount of alcoholic beverages (and tobacco) that may be imported duty-free into the United States by persons 21 years of age and over and requires that such items accompany the person making the claim for free entry upon the person's arrival in the United States. Under no circumstances should alcoholic beverages be combined with unaccompanied baggage (see 6 FAM 147.3 ) or household effects for shipment under travel orders.

b. U.S. customs authorities reserve the right to examine all shipments entering the United States. If a shipment of unaccompanied baggage or household effects is found to contain alcoholic beverages, the owner will be subject to penalties by law. Neither the Department nor the agency will take action to assist the employee in such circumstances and the Department or agency will cooperate fully with the prosecuting authorities. In addition, the Department or the agency may impose administrative penalties against any employees who violate this regulation.

c. Alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not shipped in care of Despatch Agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and state taxes to the Customs authorities without the assistance of Despatch Agencies.

**6 FAM 168.3-2 Courtesy of the Port**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

High officials of the executive branch shall be extended "courtesy of the port."

Under this practice, priority treatment is accorded by Customs inspectors (in those ports where such treatment can be of value), but the returning official is liable to inspection of baggage and for payment of duty on official imports over and above the normal exemption provided by law.

**6 FAM 168.4 Prohibitions in Connection With Resignation, Retirement, or Separation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The U.S. Government does not pay for the cost of transporting effects (including a privately-owned motor vehicle) in connection with resignation, retirement, or separation from the Service, unless the effects were the property of the employee or eligible family member while the employee was in an active duty status in the Service and did not consist, in any part, of effects or POV acquired en route to the place of residence upon separation. Certification of compliance with this section is required on the employee's travel voucher. (See 3 FAM and USAID M.O. 479.1 for provisions on eligibility for travel upon Service separation.)

**6 FAM 168.5 Employee Responsibility for Shipment of Personally-Owned Firearms and Ammunition**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

The importation provisions of the Gun Control act of 1968, which became effective on October 22, 1968, are administered and enforced by the Internal Revenue Service, Department of the Treasury. Executive Order 11432, effective October 22, 1968, transferred the importation provisions of section 414(B) of the Mutual Security Act of 1954, as amended (22 U.S.C. 1934), from the Secretary of State to the Secretary of Treasury. The Internal Revenue Service issued comprehensive regulations effective December 16, 1968, setting forth the rules governing the shipment of firearms and ammunition. The regulation governing the shipment of firearms and ammunition, entitled "Part 178-commerce in Firearms and Ammunition" (22 CFR 178), provides:

- (1) Personnel may ship to the United States any firearms or ammunition which they originally shipped from the United States provided they can prove to the satisfaction of the United States Customs officials that they possessed the firearms or ammunition in the United States. Methods of proof are:
  - (a) Bill-of-sale or other commercial document showing transfer of the firearms or ammunition in the United States;
  - (b) Registration on Customs Form 4457, Foreign-made Article Taken Abroad and Returned, or on any other registration document available for this purpose;
  - (c) Household effects inventory or packing list prepared in the United States on outbound shipments; and
  - (d) A sworn statement in the form of an affidavit attested to and bearing the official seal of the consular office at the employee's post of assignment;
- (2) Personnel able to meet one of the above methods of proof may have their firearms shipped back to the United States packed inside the household effects container. Ammunition must be packed separately and must not under any circumstances be included in household effects or baggage shipments;
- (3) Personnel who purchase firearms or ammunition outside of the United States must arrange for importation into the United States strictly in accordance with the importation regulation (26 CFR 178.113). This applies to U.S.- as well as foreign-manufactured firearms and ammunition. There are no exemption provisions for civilian U.S. Government employees nor are there any waiver provisions;
- (4) Personnel in this category must arrange for a importer or dealer located in their state of residence in the United States to handle the importation of the firearms or

ammunition. For a permit, the owner must complete in triplicate, IRS Form 6, Application and Permit for importation of Firearms, and forward it to the importer or dealer who will complete the application and forward it to the Internal Revenue Service, Department of the Treasury, Washington, D.C. A single permit will cover one or more firearms and one or more types of ammunition;

(5) The firearms and ammunition must be shipped directly to the importer or dealer handling the importation. Under no circumstances may firearms and ammunition in this category be included in household or personal effects shipments to the United States, nor shipped separately in care of the U.S. Despatch Agent. Expenses for shipments of firearms or ammunition, including importer's fees, may be charged against the travel authorization of the employees concerned. The method of shipment must be determined by each post on the basis of available facilities.

**6 FAM 168.6 Federal Motor Vehicle Safety Standards**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. It is the responsibility of each employee importing a personally-owned vehicle into the United States to ensure that the vehicle conforms to Federal motor vehicle safety standards (19 CFR 12.80) at the time the vehicle is imported into the United States.

b. The employee should complete Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards, issued by the U.S. Department of Transportation, National Highway Traffic Safety Administration, and forward it to the respective U.S. Despatch Agent at the time bills-of-lading and other shipping documents are forwarded under existing procedures.

c. The National Highway Traffic Safety Administration has prepared a booklet, "Federal Motor Vehicle Safety Standards" including import regulations, which provides basic information concerning import restrictions and compliance with safety standards. Complete information as to current applicable safety standards must be obtained from the U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington, D.C. 20590.

**6 FAM 168 Exhibit 168.3-1 IMPORTING PERSONAL AND HOUSEHOLD EFFECTS**

(TL:GS-50; 05-21-1997)

19 CFR 148.74 through 148.77 provides for free entry of personal and household effects as follows:

Section 148.74 Exemption on termination of assignment to extended duty or on evacuation.

(a) Exemption. With the limitation on alcoholic beverages and tobacco products provided in paragraph (c) of this section, entry free of duty and tax under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), may be accorded personal and household effects of:

(1) Any person in the service of the United States who returns to the United States upon the termination of assignment to extended duty at a post or station outside the Customs territory of the United States;

(2) Members of his family who have resided with him at such post or station and are returning upon the termination of his assignment; or

(3) Any person evacuated to the United States under U.S. Government orders or instructions.

(b) Applicability of exemption. The term "personal effects" as used in subheading 9805.00.50, HTSUS, is not confined to that class of articles de-scribed in subheading 9804.00.20, HTSUS, nor is any period of use, such as is prescribed by subheading 9804.00.05, HTSUS, applicable to house-hold effects entered under subheading 9805.00.50, HTSUS. The privilege of free entry under subheading 9805.00.50, HTSUS, does not apply to:

(1) Articles imported for sale, or for the account of any person not specified in subheading 9805.00.50, HTSUS; or

(2) Articles which have not been in the direct personal possession of the claimant, or a member of his household, while abroad.

(c) Limitation on alcoholic beverages and tobacco products. A total of not more than 4 liters of alcoholic beverages and not more than 100 cigars shall be accorded free entry under subheading 9805.00.50, HTSUS, subject to the conditions that:

(1) These articles accompany the person making the claim for free en-try upon his arrival in the United States;

(2) Not more than 1 liter of any such alcoholic beverages shall have been distilled or otherwise manufactured and bottled in any place other than the United States or its possessions;

(3) Such individual has not concurrently claimed exemptions as a re-turning resident under subheadings 9804.00.65 and 9804.00.70, HTSUS; and

(4) Such person, if other than one in the service of the United States, shall have attained the age of 21.

(d) Termination of assignment to extended duty. The requirement of subheading 9805.00.50, HTSUS, that the person "returns to the United States upon the termination of assignment to extended duty" shall be con-sidered met upon the necessary proof being submitted that any one of the following is applicable:

(1) The person is returning upon the termination of a tour of duty out-side the Customs territory of the United States of at least 140 days' dura-tion.

(2) The person is returning after the termination of an assignment under permanent change of station orders to duty at a post or station outside the Customs territory of the United States, regardless of the duration of the duty. A crew-member, including a member of a command, serving on a United States naval vessel when it departs from the United States on an intended deployment of 120 days or more outside the Customs territory of the United States and who continues to serve on the vessel until it returns to the United States may be considered as returning after the termination of an assignment of duty under permanent change of station orders.

(3) The person is returning to the United States upon the termination of a tour of duty at any time after leaving the United States for duty of not less than 140 days outside the Customs territory of the United States.

(4) The person, although not returning to the United States, is ordered by the U.S. Government agency involved from duty at a post or station out-side the Customs territory of the United States to duty at another post or station outside the Customs territory of the United States necessitating the return to the United States of his personal and household effects.

Section 148.75 Persons ineligible for exemption on termination of assign- ment.

(a) Persons returning from temporary assignment. No person, or member of his family, shall be allowed free entry of personal and household effects under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), where the person returns to the United States pursuant to U.S. Government orders or instructions which authorized him initially to proceed to a foreign post or station and return to the United States upon termination of temporary duty, except as it may otherwise be deemed proper in accordance with the provisions of Section 148.74(d) or Section 148.76.

(b) Persons returning on leave or before termination of extended duty assignment. A person returning on leave, other than on re employment leave at the termination of assignment to extended duty as defined in Section 148.74(d), or otherwise returning before the termination of an assignment to extended duty outside the Customs territory of the United States, with or without orders covering the return, is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

(c) Person returning on temporary duty assignment. A person returning to the United States under orders on temporary duty assignment at the termination of which he is returned to his duty station abroad to resume his regular duties is not regarded as returning to the United States at the termination of extended duty outside the Customs territory of the United States and is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

Section 148.76 Waiver of requirements or limitations.

In any case in which the limitation on the quantity of alcoholic beverages and tobacco products which may be exempted from duty and tax under Section 148.74(c) or the failure of the person to meet the requirements that he be returning upon the termination of assignment to "extended duty," as explained in Section 148.74(d), will cause undue hardship to the person through no fault of his own, but rather because of the nature of his assignment or other hardship circumstances, the Commissioner of Customs, upon receipt of a request from the U.S.

Government agency involved, may waive the limitation or the requirement, as the case may be, if he deems such waiver warranted by the facts.

Section 148.77 Entry of effects on termination of assignment to extended duty, or on evacuation.

(a) General procedure. All articles for which free entry is claimed under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), shall be entered or withdrawn in accordance with the requirements prescribed by the Tariff Act of 1930, as amended. District directors shall be satisfied in all cases that the articles for which free entry is claimed under subheading 9805.99.50, HTSUS, are personal and household effects of the importer entitled to the benefits of subheading 9805.00.50, HTSUS, particularly in those cases where the quantity of effects imported may appear to be unreasonable for personal or household use. No invoice shall be required for articles accorded free entry under this provision.

(b) Declaration and entry—

(1) Person entitled to exemption. Declaration and entry for articles claimed to be exempt from duty and tax under subheading 9805.00.50, HTSUS (19 U.S.C. 1202), may be made on Customs Form 6061, or Department of Defense Form (DD) 1252 when entry is made in the name of the person who is entitled to the benefits of the

exemption. The date of the person's last departure from the United States shall be indicated on the declaration and entry.

(2) Designated official. Customs Form 6061, executed on behalf of the owner of unaccompanied personal and household effects by either a United States Despatch Agent or a designated responsible military official in his own name, may be accepted by the Customs officer as the declaration and entry if there is a valid reason evident from the owner's travel orders or information at hand why the United States Government agency concerned is unable to present Department of Defense Form (DD) 1252 or Customs Form 6061 executed by the owner. The date of the owner's last departure from the United States need not be indicated on the form. The following statement shall be added across the face or to the back of Customs Form 6061:

This form is completed on behalf of:  
(Name of Government employee)

Travel orders and information on hand in this office show that the named person has met all requirements of Section 148.74 of the Customs Regulations and is entitled to the benefits of subheading 9805.00.50, Harmonized Tariff Schedule of the United States, The shipment imported consists of nothing but personal and household effects of the named person, which effects are not imported for sale or as an accommodation for others.

(c) Verification of claim for exemption—

(1) By travel orders. The declaration and entry shall be verified by the Customs officer by an inspection of the owner's travel orders. If the district director accepts an inspection of the owner's travel orders as evidence that the effects were brought into the United States within the requirements of subheading 9805.00.50, the owner's travel orders shall be identified on the entry, which shall be handled like a free baggage declaration.

(2) By other evidence. The declaration and entry may be verified by other evidence which satisfies the district director that the effects were brought into the United States in connection with:

(i) The person's return to the United States upon the termination of assignment to extended duty, as explained in Section 148.74(d);

(ii) The return of members of his family who have resided with him at his post or station upon the termination of his assignment; or

(iii) The evacuation of a person to the United States under Government orders or instructions.

## **6 FAM 169 PREPARATION AND USE OF U.S. GOVERNMENT BILL OF LADING**

### **6 FAM 169.1 Bill of Lading Preparation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

For use and preparation of U.S. Government bills-of-lading (GBLs), see the General Services Administration's handbook, "How to Prepare and Process U.S.

Government Bills of Lading." This publication is available through the Government Printing Office (GPO) under National Stock Number 7610- 00-62-6740. The

Accountable Officer shall notify the Office of the Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of

missing GBLs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of the GBLs.

**6 FAM 169.2 Equal Employment Opportunity Provision**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Before any GBL is used, Special Condition 9 on the reverse side should be examined to be certain that the proper Equal Employment Opportunity (EEO) provision is contained on the white Original (SF-1103) and the pink Shipping Order copy (SF-1104). The latest version of this provision reads as follows:

**Equal Employment Opportunity Condition 9 hereof is revised as follows: The nondiscrimination clauses contained in Section 202 of Executive Order 11246 relative to equal employment opportunity for all persons without regard to race, creed, color, or national origin, and the implementing rules and regulations of the Secretary of Labor are incorporated herein.**

b. An earlier version of the GBL has on its reverse side slightly different wording of the provision, based on Executive Order 10925. This reads as follows:

**Equal Employment Opportunity Condition 9 hereof is revised as follows: The nondiscrimination clauses contained in section 301 of Executive Order 10925, as amended, relative to equal employment opportunity for all persons without regard to race, creed, color, or national origin, and the implementing rules and regulations of the President's Committee on Equal Employment Opportunity are incorporated herein to the extent the carriers are not exempted from Section 301 by the rules and regulation of the President's Committee on Equal Employment Opportunity.**

c. The latter notation shown on the GBL is sufficient. Action need not be taken to modify GBLs which already show the provision. New GBL stocks have the proper language pertaining to Condition 9 on the reverse side.

d. If the stocks presently on hand do not include either version of the Equal Employment Opportunity provision cited in this section, the notation may be inserted by typewriter, rubber stamp, or other suitable method, either on the face of the document or on the reverse side in the blank space under "Special Services Ordered" (for USAID, see HB22, Travel and Transportation).

**6 FAM 169.3 Commercial Ocean Bills-of-Lading**

**6 FAM 169.3-1 Required Provision**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Whenever commercial ocean bills-of-lading are used to cover shipments of U.S. Government property or personal effects moving at U.S. Government expense, the terms and conditions of the GBL (SF-1103) are to be included on the commercial document. The following provision must be overprinted or stamped on the commercial ocean bill-of-lading:

**This shipment is made under all terms and conditions of the Standard Form 1103, Government Bill of Lading, and is subject to the terms and procedures set forth in Comptroller General of the United States Circular Letter B-150556, dated June 16, 1967.**

b. Compliance with this provision is mandatory for U.S.-flag carriers and should be enforced to the extent possible when commercial ocean bills-of-lading are issued by foreign-flag carriers. These provisions cannot be applied against foreign-flag carriers without their concurrence.

c. A copy of the Comptroller General's Circular Letter B-150556 ( 6 FAM 169 Exhibit 169 ) may be given, upon request, to any carrier unfamiliar with its terms.

**6 FAM 169.3-2 Payment**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
(Foreign and Civil Service)

a. Ocean carriers may be paid either when the vessel has arrived at the destination port, or at the port of origin 30 days after the cargo has been loaded aboard the vessel, whichever is earlier. In order for the certifying and disbursing officer to determine the proper date of payment, the ocean carrier shall indicate on the face of the SF-1113, Public Voucher for Transportation Charges:

(1) The date of arrival at destination; or

(2) The loading date. Billings presented in compliance with this section are to be processed expeditiously. The ocean carrier is not required to support its billing with a consignee's certificate of delivery. Payments made under this procedure are subject to adjustment if determination is made that cargo is lost or damaged, or has not been delivered to the destination specified in the bill-of-lading contracts; and the budget and fiscal officer is advised.

b. Each U.S. Government office or Foreign Service post that arranges for ocean carriage is required to establish a reasonable numbering system for the payment and control of commercial ocean bills-of-lading to prevent duplicate payments and to simplify the task for personnel involved with accounting, certifying, and disbursing. For example, the New York Despatch Agency might annotate ocean bills-of-lading covering shipments commencing each fiscal year with DA/NY-1, DA/NY-2, etc., and Embassy Beirut might use EM/Beirut-1, EM/Beirut-2, etc.

**6 FAM 169 Exhibit 169.3-1 TEXT OF COMPTROLLER GENERAL'S CIRCULAR LETTER B-150556**

(TL:GS-50; 05-21-1997)

COMPTROLLER GENERAL OF THE UNITED STATES WASHINGTON, D.C.  
B-150556 June 16, 1967

To the Heads of Departments (other than the Department of Defense and its constituent military departments), Independent Establishments, and Others Concerned:

Subject: Procurement of ocean freight transportation services

The General Accounting Office has been concerned for some time that many ocean freight shipments made for the account of the United States by Government agencies, other than the Department of Defense, are moving on commercial ocean bills of lading, without the customary controls of the Government bill of lading regarding proof of delivery and other administrative safeguards. Our analysis of the particular conditions involved in the usual shipping arrangements for these agencies indicates that shipments are frequently consigned to a port agent for forwarding or holding for the carriers to obtain accomplished bills of lading in such cases. We have also been advised that other documents for ocean shipments must be prepared by the ocean carriers in any event.

Under these circumstances, we have developed procedures that are mutually satisfactory to the Government and to the United States ocean carriers generally, whereby the particular problems encountered by ocean carriers in endeavoring to obtain delivery receipts can be eliminated while retaining reasonable compliance with statutes designed for the protection of the Government and controlling payments for services rendered on ocean freight shipments.



Effective August 1, 1967, the provisions of 5 GAO 3000, for the procurement of ocean freight transportation services by Departments (other than the Department of Defense and its constituent military departments) and independent establishments, hereinafter called civil agencies, are there modified insofar as they require: (1) the use of Government bills of lading, SF 1103, for procuring transportation services for the account of the United States Government and (2) the proper accomplishment of these bills of lading as a condition of payment. Civil agencies will procure and pay for such services in accordance with the following procedures:

1. (a) Ocean shipments made by civil agencies for the account of the U.S. Government may, at the option of the agency, move: (1) on standard Government bill of lading forms: or (2) on commercial bill of lading forms over-printed or stamped with the provision, "This shipment is made under all terms and conditions of the Standard Form Government Bill of Lading and is subject to the terms and procedures set forth in Comptroller General of the United States Circular letter B-150556 dated June 16, 1967."

(b) Execution of the Consignee's Certificate of Delivery on the Government bill of lading form will not be required on ocean freight shipments by or for the account of civil agencies. The provisions of 5 GAO 3035.10 are therefore modified to provide that the original Government bill of lading, when used for ocean freight shipments by civil agencies, will be surrendered to the ocean carrier's agent for retention and billing.

2. The ocean carrier's billings will not submit their bills for payment for the involved ocean transportation until the vessel has arrived at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin port, whichever is earlier, such governing date to be shown on the carrier's billing.

3. The ocean carrier's billings will be presented on Standard Form 1113, Public Voucher for Transportation Charges, and the carriers will indicate on the face thereof the date the shipment arrived at destination port or the loading date. The date shown should be identified as (1) the date of arrival at destination or (2) the loading date.

4. The ocean carriers will comply with any reasonable numbering system which may be established by each involved agency for payment and accounting control. The ocean carriers are no longer required to support their billing with a consignee's certificate of delivery. Shipments made under these procedures are subject to the terms and conditions of the Standard Form Government Bill of Lading, including Condition 1 thereof, wherein entitlement to payment is predicated on proof of delivery at destination. Therefore, payments made under these procedures are subject to adjustment, if otherwise proper, when the cargo is lost, damaged or not delivered to the destination specified in the bill of lading contracts.

The Government does not waive the right of preaudit of charges where such action is determined to be necessary to protect the interests of the Government.

Civil agencies using the facilities of despatch agents, commercial forwarders, or carriers for the preparation of ocean shipping documentation shall establish procedures to assure that the terms and conditions of the standard Government bill of lading form will be incorporated by reference on the commercial bill of lading form. Each agency affected shall establish procedures to assure that billings are not paid prior to arrival of the vessel at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin whichever is earlier. Also, in

view of the requirements imposed herein upon ocean carriers as to time of presentation of their billings, the agencies should process billings presented in compliance therewith as expeditiously as possible.

Under the express provisions of 31 U.S.C. 82g, disbursing and certifying officers are relieved of responsibility and liability for overpayments or overcharges for transportation furnished on Government bills of lading when due to the use of improper rates or classification. Inasmuch as the terms and conditions of the Government bill of lading are incorporated by reference on the commercial documentation used under these procedures, the relief afforded such officers under 31 U.S.C. 82g shall be afforded such officers as to payments for shipments moving in accordance with these procedures. Additionally, as to shipments hereunder, the certifying and disbursing officers are relieved of the present requirement that the consignee's certificate of delivery must be obtained before payment is made for ocean freight shipments.

The administrative agencies shall continue to be responsible for making diligent effort to collect all agency claims arising under these procedures and for reporting uncollected debts to the Transportation Division, U.S. General Accounting Office, as provided in 5 GAO 5040.25.

Comptroller General of the United States

#### **6 FAM 170 STORING EFFECTS**

(TL:GS-50; 05-21-1997)

#### **6 FAM 171 POLICY AND AUTHORITY**

##### **6 FAM 171.1 Places of Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. **State Only:** Storage of effects is authorized at the Department's designated facilities located in the Washington, D.C. metropolitan area for employees transferring from Washington, D.C., or effects located in Washington, D.C. which are approved for placement in storage. For transfers and appointments from other U.S. locations, storage of effects is authorized at Hagerstown, Maryland. For other authorized locations for posts worldwide, see 6 FAM 171 Exhibit 171 .

b. **USAID, USIA, Commerce, and Agriculture:** Storage of effects may be authorized at the place where the effects are located or, if no adequate storage is available at such place, at the nearest authorized storage point. See 6 FAM 171 Exhibit 171 for post's designated storage locations.

c. The Department or any other Foreign Affairs agency may, at its discretion, transfer effects in storage under contracts between the Department or Agency and the storage firm, from one storage firm to another, when deemed necessary for the proper protection of the effects or when in the best interest of the U.S.

Government, without the U.S. Government's incurring any liability arising out of the transfer. The Department or agency assumes no obligation, apart from claims payable under 31 U.S.C. 240 through 243, nor will it undertake any services with respect to effects not in storage under contracts between the Department or agency and the storage firm.

##### **6 FAM 171.2 Temporary Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Temporary storage of household goods at U.S. Government expense may be allowable only when such storage is incident to transportation of the household goods at U.S. Government expense (see 6 FAM 171.4 ).

##### **6 FAM 171.3 Continuous Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Continuous storage of household effects is authorized when an employee is assigned or transferred to a post abroad or in the United States other than Washington, D.C.

b. Continuous storage for employees assigned to Washington, D.C. must be specifically authorized. Employees assigned as Foreign Service inspectors, traveling auditors, roving administrative specialists, or in any similar capacity requiring frequent and extensive travel, may qualify. In addition, when an authorizing officer determines that it would be in the public interest or more economical, such storage may be authorized.

**6 FAM 171.4 Emergency Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When specifically authorized, an employee may store furniture, household and personal effects, and a privately-owned motor vehicle for the duration of the emergency and for an additional period not to exceed 3 months.

**6 FAM 171.5 Authority**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Section 901 of the Foreign Service Act of 1980, as amended, authorizes the Secretary to pay the storage expenses of members of the Service and their families the member is absent from post of assignment or when assigned to a location where furniture and household and personal effects cannot be taken or at which they cannot be used, or when it is in the public interest or more economical to authorize storage.

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**6 FAM 171 Exhibit 171 POST STORAGE FACILITY LOCATIONS**

(TL:GS-50; 05-21-1997)

The Department of State has designated storage facility locations for effects for all posts worldwide. These storage facility locations are Antwerp, Belgium and Hagerstown, Maryland.

**Region/ Storage Region/ Storage Post Location Post Location NORTH AMERICA**

**Canada** Ottawa Hagerstown Calgary Hagerstown Halifax Hagerstown Montreal

Hagerstown Quebec Hagerstown Toronto Hagerstown Vancouver Hagerstown

**CENTRAL AMERICA AND WEST INDIES** Antigua and Barbuda St. John's

Hagerstown **Bahamas** Nassau Hagerstown **Barbados** Bridgetown Hagerstown

**Belize** Belize City Hagerstown **Bermuda** Hamilton Hagerstown **Costa Rica** San

Jose Hagerstown **Cuba** Havana Hagerstown **Dominican Republic** Santo Domingo

Hagerstown **El Salvador** San Salvador Hagerstown **Grenada** St. George's

Hagerstown **Guatemala** Guatemala City Hagerstown **Haiti** Port-au-Prince

Hagerstown **Honduras** Tegucigalpa Hagerstown **Jamaica** Kingston Hagerstown

**Martinique** (Fr. Caribbean Dept.) Fort-de-France Hagerstown **Mexico** Mexico City

Hagerstown Ciudad Juarez Hagerstown Guadalajara Hagerstown Hermosillo

Hagerstown Matamoros Hagerstown Mazatlan Hagerstown Merida Hagerstown

Monterrey Hagerstown Nuevo Laredo Hagerstown Tijuana Hagerstown

**Nicaragua** Managua Hagerstown **Netherlands Antilles** (Curacao) Hagerstown

**Panama** Panama City Hagerstown **Trinidad and Tobago** Port-of-Spain Hagerstown

**SOUTH AMERICA** **Argentina** Buenos Aires Hagerstown **Bolivia** La Paz

Hagerstown **Brazil** Brasilia Hagerstown Porto Alegre Hagerstown Recife

Hagerstown Rio de Janeiro Hagerstown Sao Paulo Hagerstown

**Chile** Santiago Hagerstown **Colombia** Bogota Hagerstown Barranquilla  
Hagerstown **Ecuador** Quito Hagerstown Guayaquil Hagerstown **Guyana**  
Georgetown Hagerstown **Paraguay** Asuncion Hagerstown **Peru** Lima Hagerstown  
**Surinam** Paramaribo Hagerstown **Uruguay** Montevideo Hagerstown **Venezuela**  
Caracas Hagerstown Maracaibo Hagerstown **EUROPE** **Albania** Tirana Antwerp  
**Armenia** Yerevan Antwerp **Austria** Vienna Antwerp Salzburg Antwerp **Azerbaijan**  
Baku Antwerp **Belgium** Brussels Antwerp Antwerp Antwerp **Bulgaria** Sofia  
Antwerp **Croatia** Zagreb Antwerp **Cyprus** Nicosia Antwerp **Czechoslovakia**  
Bratislava Antwerp Prague Antwerp **Denmark** Copenhagen Antwerp **Estonia**  
Tallinn Antwerp **Finland** Helsinki Antwerp **France** Paris Antwerp Bordeaux  
Antwerp Lyon Antwerp Marseilles Antwerp Strasbourg Antwerp **Georgia** Tbilisi  
Antwerp **Germany** Bonn Antwerp Berlin Antwerp Frankfurt am Main Antwerp  
Hamburg Antwerp Leipzig Antwerp Munich Antwerp Stuttgart Antwerp **Greece**  
Athens Antwerp Thessaloniki Antwerp **Holy See, The** Vatican City Antwerp  
**Hungary** Budapest Antwerp **Iceland** Reykjavik Antwerp **Ireland** Dublin Antwerp  
**Italy** Rome Antwerp Florence Antwerp Genoa Antwerp Milan Antwerp Naples  
Antwerp Palermo Antwerp **Kazakhstan** Almatay Antwerp **Kyrgyzstan** Bishkek  
Antwerp **Latvia** Riga Antwerp **Lithuania** Vilnius Antwerp **Luxembourg**  
Luxembourg Antwerp **Malta** Valletta Antwerp  
**Moldava** Chisinau Antwerp **Netherlands** The Hague Antwerp Amsterdam  
Antwerp **Norway** Oslo Antwerp **Poland** Warsaw Antwerp Krakow Antwerp  
Poznan Antwerp **Portugal** Lisbon Antwerp Oporto Antwerp Ponta Delgada  
Antwerp **Romania** Bucharest Antwerp **Russia** Moscow Antwerp St. Petersburg  
Antwerp Vladivostik Hagerstown Yekaterinburg Antwerp **Slovenia** Ljubljana  
Antwerp **Spain** Madrid Antwerp Barcelona Antwerp Bilbao Antwerp **Sweden**  
Stockholm Antwerp **Switzerland** Bern Antwerp Geneva Antwerp Zurich Antwerp  
**Tajikistan** Dushanbe Antwerp **Turkey** Ankara Antwerp Adana Antwerp Istanbul  
Antwerp Izmir Antwerp **Turkmenistan** Ashgabat Antwerp **Ukraine** Kiev Antwerp  
**United Kingdom** London Antwerp Belfast Antwerp Edinburgh Antwerp  
**Uzbekistan** Tashkent Antwerp **Yugoslavia** Belgrade Antwerp **AFRICA** **Benin**  
Cotonou Antwerp **Botswana** Gaborone Antwerp **Burkina-Faso** Ouagadougou  
Hagerstown **Burundi** Bujumbura Antwerp **Cameroon** Yaounde Antwerp Douala  
Antwerp **Cape Verde** Praia Antwerp **Central African Republic** Bangui Antwerp  
**Chad** N'Djamena Antwerp **Comoros** Moroni Antwerp **Congo, People's Republic**  
of Brazzaville Antwerp **Cote d'Ivoire** Abidjan Antwerp **Djibouti, Republic of**  
Djibouti Antwerp **Equatorial Guinea** Malabo Antwerp **Ethiopia** Addis Ababa  
Antwerp **Gabon** Libreville Antwerp **Gambia, The** Banjul Antwerp **Ghana** Accra  
Antwerp **Guinea** Conakry Antwerp **Guinea-Bissau** Bissau Antwerp **Kenya** Nairobi  
Antwerp Mombasa Antwerp  
**Lesotho** Maseru Antwerp **Liberia** Monrovia Antwerp **Madagascar** Antananarivo  
Antwerp **Malawi** Lilongwe Antwerp **Mali** Bamako Antwerp **Mauritania**  
Nouakchott Antwerp **Mauritius** Port Louis Antwerp **Mozambique** Maputo  
Antwerp **Namibia** Windhoek Antwerp **Niger** Niamey Antwerp **Nigeria** Lagos  
Antwerp Kaduna Antwerp **Rwanda** Kigali Antwerp **Senegal** Dakar Antwerp  
**Seychelles** Victoria Antwerp **Sierra Leone** Freetown Antwerp **Somalia** Mogadishu  
Antwerp **South Africa, Republic of** Pretoria Antwerp Cape Town Antwerp  
Durban Antwerp Johannesburg Antwerp **Sudan** Khartoum Antwerp **Swaziland**  
Mbabane Antwerp **Tanzania** Dar es Salaam Antwerp **Togo** Lome Antwerp **Uganda**  
Kampala Antwerp **Zaire** Kinshasa Antwerp Lubumbashi Antwerp **Zambia** Lusaka

Antwerp **Zimbabwe** Harare Antwerp **NEAR EAST AND SOUTH ASIA**  
**Afghanistan** Kabul Antwerp **Algeria** Algiers Antwerp Oran Antwerp **Bahrain**  
Manama Antwerp **Bangladesh** Dhaka Antwerp **Egypt** Cairo Antwerp Alexandria  
Antwerp **India** New Delhi Antwerp Bombay Antwerp Calcutta Antwerp Madras  
Antwerp **Iraq** Baghdad Antwerp **Israel** Tel Aviv Antwerp **Jerusalem** Jerusalem  
Antwerp **Jordan** Amman Antwerp **Kuwait** Kuwait Antwerp **Lebanon** Beirut  
Antwerp **Morocco** Rabat Antwerp Casablanca Antwerp **Nepal** Kathmandu  
Antwerp **Oman** Muscat Antwerp **Pakistan** Islamabad Antwerp Karachi Antwerp  
Lahore Antwerp  
Peshawar Antwerp **Qatar** Doha Antwerp **Saudi Arabia** Riyadh Antwerp Dhahran  
Antwerp Jeddah Antwerp **Sri Lanka (Ceylon)** Colombo Antwerp **Syria** Damascus  
Antwerp **Tunisia** Tunis Antwerp **United Arab Emirates** Abu Dhabi Antwerp Dubai  
Antwerp **Yemen Arab Republic** Sanaa Antwerp **EAST ASIA AND PACIFIC**  
Australia Canberra Hagerstown Brisbane Hagerstown Melbourne Hagerstown  
Perth Hagerstown Sydney Hagerstown **Brunei** Bandar Seri Begawan Hagerstown  
**Burma** Rangoon Hagerstown **Cambodia** Phnom Penh Hagerstown **China, People's**  
**Republic of** Beijing Hagerstown Chengdu Hagerstown Guangzhou Hagerstown  
Shanghai Hagerstown Shenyang Hagerstown **Fiji** Suva Hagerstown **Hong Kong**  
Hong Kong Hagerstown **Indonesia** Jakarta Hagerstown Medan Hagerstown  
Surabaya Hagerstown **Japan** Tokyo Hagerstown Fukuoka Hagerstown Naha  
Hagerstown Osaka-Kobe Hagerstown Sapporo Hagerstown **Korea** Seoul  
Hagerstown Pusan Hagerstown **Laos** Vientiane Hagerstown **Malaysia** Kuala  
Lumpur Hagerstown **Marshall Islands** Majuro Hagerstown **Micronesia** Kolonia  
Hagerstown **Mongolia, People's Republic of** Ulaanbaatar Hagerstown **New**  
**Zealand** Wellington Hagerstown Auckland Hagerstown **Papua New Guinea** Port  
Moresby Hagerstown **Philippines** Manila Hagerstown Cebu Hagerstown  
**Singapore** Singapore Hagerstown **Solomon Islands** Honiara Hagerstown  
**Thailand** Bangkok Hagerstown Chiang Mai Hagerstown Songkhla Hagerstown  
Udon Hagerstown **Western Samoa** Apia Hagerstown

#### **6 FAM 172 FACILITIES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. The Department stores all HHE domestically in the Washington, D.C. metropolitan area or Hagerstown, Maryland. Department-designated storage facilities for all posts worldwide are located in Antwerp, Belgium and Hagerstown, Maryland. See 6 FAM 171 Exhibit 171 for posts' designated storage locations.
- b. Use of public storage facilities, e.g., those entities which do not control access to the facility and which offer storage based on area or volume without regard to controlling weight, are not recognized as places of storage unless specifically authorized in the employee's travel authorization.

#### **6 FAM 172.1 Storage in United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

- a. For authorized storage of effects in the United States, the employing Foreign Affairs agency will make direct payment for the cost of packing, hauling, and preparation of effects incident to storage.
- b. Employees from Foreign Affairs agencies other than State who do not have packing companies assigned to do their pack-out, must notify their employing agency (USAID, USIA, etc.), of the firm selected to store effects and the location of the effects. The employee will notify the firm directly when and where the effects

may be picked up. The employing agency will issue a letter of authorization and instructions to the firm.

**6 FAM 172.2 Storage Abroad**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Posts will arrange for packing, hauling, and preparation of effects incident to authorized storage abroad and will arrange for direct payment for services rendered in accordance with 6 FAM 173.1 .

**6 FAM 172.3 Transfer of Storage Lots**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
When a person's effects in storage with one company must be moved, for compelling reasons, to another company, the employee will receive prompt notification from the agency concerned. In addition, when operationally feasible, an inspector from the Department or agency will be present during the transfer. A/OPR/ST/TD arrange this inspection.

**6 FAM 173 ALLOWABLE STORAGE EXPENSES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Allowable expenses for storage of effects may include the cost of:

- (1) Storage.
- (2) Packing necessary to prepare the effects for storage.
- (3) Cartage incident to storage.
- (4) Warehouse labor charges.
- (5) Carting, warehouse labor charges, and unpacking effects when residence quarters are next occupied.
- (6) In cases involving continuing storage, if no adequate facilities for such storage are available at the place where the effects are located, expenses in connection with shipment of the effects to a designated place of storage shall be allowable in accordance with the applicable provisions of 6 FAM 162 .
- (7) Other miscellaneous expenses, not enumerated in this section, when necessarily incurred in connection with the storage of effects.
- (8) Services of designated storage firms, with which the Department has contracts or approved prices or arrangements. If other firms are requested by an employee, approval must be authorized, in advance, by the Chief, Transportation Division (A/OPR/ST/TD). If approved, the employee must pay any excess storage charges involved.
- (9) **State, Commerce, and USAID Only:** Expenses may be authorized for access to, segregation, and removal of effects already in storage for the purpose of shipping the effects to a new post of assignment (applies only to employees on permanent change of station assignments). Shipment of effects removed from storage may be authorized on a cost constructive basis. When an employee requests access to and segregation of effects, and the employee is unable to be present, employee's agency will, subject to limitations of personnel availability, have an inspector present.

**6 FAM 173.1 Controlled Storage**

**6 FAM 173.1-1 High Value Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)  
Controlled storage may be authorized for non-furniture items of high value. High-value (or Hi-Val) items include non-furniture items which:

- (1) Have value exceeding \$1,500;
- (2) Are a part of a set and which, as a set, have a value of greater than \$1,500;

(3) Are one-of-a-kind articles that are irreplaceable, and have a substantial, albeit hard-to-determine monetary or insurable value; and

(4) Have special storage requirements.

b. Notwithstanding the \$1,500 limit stated above, controlled storage of usable (in working condition) firearms may be authorized.

#### **6 FAM 173.1-2 Cold Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Cold storage is limited to furs, art work, or other delicate items that clearly require cold temperatures to prevent deterioration or damage.

b. Requests for controlled storage should be by memorandum with an itemized inventory of items to be stored, addressed to the appropriate office of the employing agency for approval and amendment of travel authorization. The value of the items and justification for special treatment must be supported by an independent certified appraisal. Requests may be forwarded to the following offices:

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State: PER/CDA;

USAID: M/AS/TT;

USIA: M/PFO;

Commerce: USFCS/OIO/FSP;

FAS: DIRECTOR, MANAGEMENT SERVICES DIVISION: FSB;

APHIS: IS-RESOURCE MANAGEMENT SUPPORT

#### **6 FAM 173.2 Payment**

##### **6 FAM 173.2-1 Storage in United States**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Payment of initial and recurring storage charges for effects stored in the United States are made directly by the Department or agency. Annual renewals are automatic and do not require requests from the employee for continued authorization.

##### **6 FAM 173.2-2 Storage Abroad**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

New storage lots will not generally be authorized for storage at posts. Posts are, however, authorized to make direct payment for continuing storage of effects which are already being stored at posts. Prior to the beginning of each fiscal year in which storage is required, posts must cable the Department, Attn.:

PER/EX/ADM or the employing agency requesting funds for the annual renewal of storage.

#### **6 FAM 174 LIMITATIONS ON AMOUNTS STORED**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

The total amount of effects stored and shipped shall not exceed the limitations in 6 FAM 162. Amounts of less than 91 kilograms/200 pounds (net weight) shall not be placed in storage at U.S. Government expense. This minimum applies to each separate lot of effects, with the exception of those in authorized controlled storage.

#### **6 FAM 175 MOTOR VEHICLES**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Storage of motor vehicles may not be authorized or approved except in emergencies (see 6 FAM 177).

b. In such emergencies, one vehicle owned by the employee or eligible family member may be stored at U.S. Government expense for a period not to exceed the

employee's tour of duty plus an additional three months. The vehicle must have been owned and in the employee's possession prior to the later of:

- (1) The employee's notification of assignment, or
- (2) The condition creating the emergency.

c. When storage is authorized in accordance with 6 FAM 177 the employee or eligible family member may be authorized shipment of one POV from the previous post of assignment (or point of origin, for a newly hired employee) to the new post of assignment.

d. The employee may select only one of the vehicles to be shipped at U.S. Government expense to an onward assignment or separation address (whichever is listed as the ultimate destination on the next permanent change of station order).

#### **6 FAM 175.1 Emergency Storage Location For POVs**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Baltimore, Maryland and Antwerp, Belgium (ELSO) are both authorized locations for the emergency storage of POVs.

(1) POVs sent to Baltimore for emergency storage should be marked for emergency storage and consigned to the U.S. Despatch Agency, Baltimore, to include the employee's name and agency in parentheses. The U.S. Despatch Agency, Baltimore, will provide the employee's agency with a copy of the document showing when the POV was placed into emergency storage, the name of the firm storing the POV, the storage rate, and the file/storage number.

(2) POVs sent to ELSO for emergency storage should be marked for emergency storage and consigned to ELSO, to include the employee's name and agency in parentheses. ELSO will provide the employee's agency with a copy of the document showing when the POV was placed into emergency storage, the name of the firm storing the POV, the storage rate, and the file/storage number.

b. The employee's agency must be contacted directly in writing when the employee or the employing agency requests the removal of the POV from storage and delivery to a specific address in the U.S., or requests that it be shipped overseas or that it be picked up by the employee or employee's agent. Reference must be made to the file/storage number, with a copy of the employee's order (if the agency is to pay for any transportation charges), and exact instructions as to the disposition of the POV must be given.

#### **6 FAM 176 TEMPORARY STORAGE**

##### **6 FAM 176.1 Periods of Temporary Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Storage of effects pending shipment is allowable from the date of the departure of the employee from employee's old post to new post or, in the case of a new employee, from the day of departure from new employee's place of residence until shipment is made.

b. Another period of temporary storage is authorized for a period of three (3) months after the date of arrival of the employee at new post or the establishment of residence quarters, whichever is shorter; or three (3) months from the date of arrival of the family member(s) at the SMA location. An additional period of up to 90 days may be authorized in extraordinary circumstances.

c. Temporary storage is permitted during any period when the employee is absent from post under orders and residence quarters at employee's post are not maintained.



d. In connection with the separation of an employee from the Foreign Service, temporary storage is authorized for an aggregate period of three (3) months for each separate storage lot of household effects. For effects already in storage in the United States, the 3-month authorization commences from last day in pay status. For effects originating overseas or in the United States (other than from storage), the 3 months authorized may be applied to storage in-transit and/or storage at destination. An additional period of up to 90 days may be authorized in extraordinary circumstances.

**6 FAM 176.2 Termination of Temporary Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Upon expiration of the periods above, no further temporary storage is paid by the U.S. Government unless specifically authorized in accordance with 6 FAM 177 and 6 FAM 178 .

**6 FAM 176.3 Storage in Transit**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Storage-in-transit is the holding of a through bill-of-lading shipment in the warehouse of the carrier or its authorized agent. This holding is authorized by a specific written order of an authorized representative of the U.S. Government, before delivery to the destination residence.

b. Placing a shipment in storage-in-transit does not constitute a delivery or completion of service. Delivery of the shipment to the owner's residence and completion of services shall be performed by the carrier after the goods are removed from storage-in-transit as a part of the through service at the single-factor rate. Storage-in-transit must be authorized by issuance of a "Storage-in-Transit Authorization" (format shown in 6 FAM 176 Exhibit 176.3 ) signed by an authorizing officer at the post.

c. This authorization (which may be reproduced locally) must be prepared in triplicate with the original and one copy retained by the authorizing post. The carrier is required to submit the original of the authorization with its bill for such services.

d. Authorization for storage-in-transit may be given when all of the following conditions are present:

- (1) A through bill-of-lading shipment arrives at destination and the post or the employee-owner is unable to accept delivery;
- (2) The through bill-of-lading carrier has provided the post with adequate advance notice of availability of the shipment at destination (on shipments to or from the United States, 7 days' advance notice must be given by the carrier); and
- (3) The charges for handling in and out of storage, and the storage rate are not unreasonable.

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**6 FAM 176 Exhibit 176.3 FORMAT FOR STORAGE-IN-TRANSIT**

**AUTHORIZATION**

(TL:GS-50; 05-21-1997)

In connection with the transportation of household an/or personal effects of:  
moving under GBL number  
between  
and

storage-in-transit at is hereby authorized for  
a period beginning and ending .

(Signature of Authorizing Officer)  
(Title)

(Post or Organization)

**NOTE:** Posts type storage-in-transit authorizations as needed.

#### **6 FAM 177 CONTINUOUS STORAGE**

##### **6 FAM 177.1 When U.S. Government-Furnished Quarters Are Available**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When it has been determined that suitable U.S. Government-furnished quarters are available for the employee, limited shipment of effects will be authorized. If the employee elects to ship all or a portion of the authorized limited shipment allowance, the balance of the applicable combined shipment and storage allowance will be available for continuous storage. However, if the employee ships more effects to the post than may be accommodated in the quarters provided, these effects may not be placed in continuous storage at U.S. Government expense at the post.

##### **6 FAM 177.2 U.S. Government-Furnished Quarters Not Available**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

When it has been determined that U.S. Government-furnished quarters are not available and the employee has been granted a full shipment of effects, the employee may decide what proportion of effects within the combined shipment and storage allowance to ship or store. Exercise care however, in deciding what to ship. Those effects that are shipped and which will not fit into the employee's residence, will not be placed in continuous storage at post at U.S. Government expense.

##### **6 FAM 177.3 When Type of Quarters Is Unknown**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Pending determination of the type of quarters to be occupied, a limited shipment will be authorized and continuous storage of the remaining effects within the employee's combined shipment and storage allowance will be authorized in accordance with 6 FAM 176.1. If a determination is made by the gaining post that the employee will occupy unfurnished quarters, the TMFOUR will be amended to authorize full shipment of effects.

##### **6 FAM 177.4 Changes in Occupancy Status**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

An employee is authorized and initiates a full shipment of household effects to a post because it was previously determined that U.S. Government-furnished quarters were not available. Subsequently, U.S. Government-furnished quarters become available and the officer in charge at the post directs the employee to occupy those quarters. In such an instance, the employee is authorized storage of excess household effects at the designated storage point for the post (see 6 FAM 172). However, authority for storage of such effects must be included in the employee's travel authorization or amendment thereto.

##### **6 FAM 177.5 Continuous Storage under Voluntary Separate Maintenance Allowance (SMA)**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. Upon commencement of the SMA grant, stored HHE may be accessed and all or part may be removed from the storage facility, shipped to the authorized SMA location(s), and delivered and unpacked at U.S. Government expense. HHE will not be re-consigned to storage once accessed during the period of an SMA grant.

b. HHE in previously authorized storage facilities may remain in storage during the SMA period.

c. **For State:** Upon termination of the SMA grant of family members, any HHE located at the SMA residence which is designated for storage will be transported and consigned at U.S. Government expense to the U.S. Government authorized storage point if the employee is authorized continuing storage.

d. **For USAID and COMMERCE:** Storage of all HHE not removed from the storage location will continue at the SMA location until the next travel authorization is issued authorizing removal of HHE.

e. **For USIA, FAS, and APHIS:** Each agency will designate a non-temporary storage facility:

For USIA: Contact M/AST (Travel Office).

For FAS: Contact MSD/Field Services Branch, Room 6068, South Building.

For APHIS: Contact APHIS/IS-RMS, Room 668 FB, Hyattsville, Maryland.

f. The combination of storage and all shipments to a subsequent post of assignment must not exceed the limits established in 6 FAM 162 or the travel authorization.

#### **6 FAM 177.6 Permanent Removal**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Access to, segregation and removal of a portion of effects already in storage at U.S. Government expense, or total removal of effects from storage, may be authorized in connection with permanent return travel of eligible family members to the United States (such as provided for in 6 FAM 126.10 due to marital separation or divorce of an employee, or in 6 FAM 126.4 covering the return of children over 21 years of age). Delivery and shipment (if required) of household effects may be authorized from the storage location to the employee's service separation address of record in the United States. Shipment to any other point would be made on a cost-constructive basis. Removal of effects from storage may be authorized under this provision only if a legal property settlement exists or the employee otherwise agrees in writing and identifies those effects which are to be removed as the property of the spouse. As removal from storage in such circumstances is intended to be permanent, return of the effects to storage will not be authorized at U.S. Government expense.

#### **6 FAM 178 EMERGENCY STORAGE**

##### **6 FAM 178.1 Authorized/Ordered Evacuation**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

Emergency removal, shipment, and storage of household effects and privately-owned vehicles (POVs) may be authorized when the Under Secretary For Management (M) determines that it would be in the best interest of the U.S. Government and that it is feasible to do so.

##### **6 FAM 178.2 Storage In Transit**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When specifically authorized by the Under Secretary For Management (M), household/personal effects and privately-owned vehicles (POVs) of the employees may be removed, shipped, and stored in transit at the nearest practicable place for the duration of the emergency.

b. Access to, or segregation or removal of all or a portion of effects, or privately-owned vehicles (POVs) stored in transit at U.S. Government expense is not authorized.

c. When the Under Secretary For Management (M) determines that the danger of loss or destruction is past, and when it is feasible to do so, the household/personal effects and privately-owned vehicles (POVs) of the employees may be returned to the post from which they were shipped.

d. This authority to ship, store, and return household/personal effects and privately-owned vehicles (POVs) expires with the effective date of the termination of the evacuation or not later than 180 days from the original date of the authorized evacuation. At the end of this period, if it is not feasible to return effects to the post from which they were evacuated, they will be placed into continuous storage until issuance of the employee's next travel authorization, which includes the authority to transport effects. Shipment will be considered an advance shipment in connection with the employee's travel upon completion of assignment to that post.

**6 FAM 178.3 Other Emergency Storage**

(TL:GS-50; 05-21-1997) (Uniform State/USAID/USIA/Commerce/Agriculture)

a. When the Under Secretary For Management (M) specifically authorizes, an employee may store furniture, household/personal effects, and a privately-owned motor vehicle (POV) for the duration of the emergency and for an additional period not to exceed 90 days.

b. Emergency conditions warranting authorization of storage include, but are not limited to the following:

- (1) Non-availability of usual transportation facilities;
- (2) General civil disturbance or imminent threat thereof, including but not restricted to war, civil war, uprisings, riots, strikes, blockades, or martial law.
- (3) Acts of nature, including but not restricted to earthquakes, tidal waves, flood, fire, storm, or disease of pestilence resulting in quarantine or refusal of transportation or entry or exit of effects; and
- (4) Unusual import or export restrictions or obstructions, or other conditions recognized as emergencies and set forth on the document authorizing or approving storage payment.

c. Emergency storage under this section may be done in conjunction with a permanent change of station, or in conjunction with a determination by the appropriate regional bureau director that such action is necessary.

**6 FAM 179 UNASSIGNED**