



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 523

Foreign Service Assignment Travel

Document Quality Check Date: 03/05/2013
Partial Revision Date: 12/28/2011
Responsible Office: M/MS/TTD
File Name: 523_030513

Functional Series 500 - Management Services
ADS Chapter 523 - Foreign Service Assignment Travel
POC for ADS 523: Kenneth Hawkins, (202) 712-5713, khawkins@usaid.gov

Table of Contents

<u>523.1</u>	<u>OVERVIEW</u>	<u>3</u>
<u>523.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>3</u>
<u>523.3</u>	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u>	<u>3</u>
<u>523.3.1</u>	<u>Foreign Service Travel Policy</u>	<u>3</u>
<u>523.4</u>	<u>MANDATORY REFERENCES</u>	<u>5</u>
<u>523.4.1</u>	<u>External Mandatory References</u>	<u>5</u>
<u>523.4.2</u>	<u>Internal Mandatory References</u>	<u>5</u>
<u>523.5</u>	<u>ADDITIONAL HELP</u>	<u>5</u>
<u>523.6</u>	<u>DEFINITIONS</u>	<u>5</u>

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

ADS Chapter 523 – Foreign Service Assignment Travel

523.1 OVERVIEW

This chapter provides the policy and procedures for travel by Foreign Service employees and members of their families in the United States and abroad. It also covers the storage and shipment of their furniture, household and personal effects, and motor vehicles.

523.2 PRIMARY RESPONSIBILITIES

a. The **Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD)**, in conjunction with the Agency's **Office of Human Resources (O/HR)**, the **Office of the Chief Financial Officer (M/CFO)**, and the **Department of State**, is responsible for developing and promulgating travel policies and procedures, and for administering and coordinating the travel and transportation activities for the Agency.

b. **The traveler** is responsible for performing official travel in accordance with the governing regulations and for the payment of any charges incurred through noncompliance with applicable regulations, regardless of who may have assisted the traveler in making travel arrangements. In addition, the traveler is also responsible for the value of tickets in his or her possession when purchased with Government funds or through the exchange of transportation requests.

The traveler is also responsible for making a conscientious effort to minimize costs of official travel, and will assume any additional expenses incurred for personal convenience.

523.3 POLICY AND PROCEDURES

523.3.1 Foreign Service Travel Policy

It is the policy of the Government that the Uniform Foreign Affairs Travel Regulations, 6 FAM 100, govern the travel of

- Members of the Foreign Service;
- Foreign Compensation (FC) schedule employees of Participating Agency Service Agreements (**PASA**), including commissioned officers of the Uniformed Services assigned to USAID programs overseas; and
- Members of their families.

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

3

These regulations also govern the shipment and storage of their furniture, household and personal effects, and privately owned motor vehicles. These regulations apply to travel and transportation within the United States as well as overseas.

For information on specific policies and procedures governing foreign service assignment travel, see the applicable reference section cited in the following list:

- See [6 FAM 135](#) for information on the use of U.S. Flag carriers.
- See [6 FAM 134](#) for information on the use of U.S. and foreign flag vessels.
- See [6 FAM 131](#) for information about traveling within the employee's regularly scheduled workweek.
- See [6 FAM 132](#) for information on direct travel.
- See [6 FAM 132.2](#) for information on indirect travel.
- See [6 FAM 133.2-3](#) for information on the cost basis for interrupted travel and transportation.
- See [6 FAM 147.1-1](#), [6 FAM 147.1-2](#), [6 FAM 147.2-2](#), [6 FAM 147.2-3](#), [6 FAM 147.2-4](#) for information on the use of premium class travel.
- See [6 FAM 167](#) for information on the use of U.S. flag airlines incident to the shipment of household effects.
- See [6 FAM 163](#) for information about weight allowances for the shipment and storage of household effects.
- See [6 FAM 163.3](#) for information on the shipment of consumables.
- See [6 FAM 165](#) for information about the shipment of privately owned motor vehicles.
- See [6 FAM 126.9](#) for information on acquiring a new family member.
- See [3 FAM 3730](#) and [6 FAM 125.24](#) for information about visitation travel.
- See [3 FAM 3740](#) for information about emergency visitation travel.
- See [3 FAM 3750](#) for information about the travel of children of separated parents.

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

- See [DSSR 280](#) and [6 FAM 125.4](#) for information about educational travel of dependent children.
- See [DSSR 270](#) for information about educational allowance for dependent children.
- See [3 FAM 3720](#) for information about rest and recuperation travel.
- See [3 FAM 3710](#) and [6 FAM 125.14](#) for information about Medical Travel.
- See [3 FAM 3430](#) and [6 FAM 125.8](#) for information about Home Leave travel.

523.4 MANDATORY REFERENCES

523.4.1 External Mandatory References

- [3 FAM 3200, Allowances](#)
- [6 FAM 100, Travel, Transportation, and Storage](#)
- [Department of State Standardized Regulations \(DSSR\), Chapter 200, Cost of Living Allowances](#)
- [Foreign Assistance Act of 1961, as amended](#)
- [Foreign Service Act of 1980, as amended](#)
- [Section 901\(a\) of the Merchant Marine Act of 1936 \(46 U.S.C. 1241\(a\)\)](#)
- [Title 5, U.S.C., Chapter 57, Travel, Transportation, and Subsistence](#)

523.4.2 Internal Mandatory References

There are no Internal Mandatory References for this chapter.

523.5 ADDITIONAL HELP

There are no Additional Help documents for this chapter.

523.6 DEFINITIONS

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

accommodations (airplane)

- 1) First Class – Air travel accommodations at a higher cost than that for standard – economy class accommodations, but lower than premium fare.
- 2) Premium Fare – Air travel accommodations at a cost higher than that for standard first-class accommodations.
- 3) Business Class – Air travel accommodations at a cost lower than first-class accommodations and higher than the standard, economy fare.
- 4) Economy – Standard coach fare, unrestricted, subject to seasonal variances. (Chapter 523)

Agency

United States Agency for International Development, its Offices, Bureaus, divisions, and posts abroad. ([Chapter 485](#), 523)

American ship

Vessel registered under the U.S. (Chapter 523)

family/authorized dependents

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term 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 686.1); and (4) Spouse. (6 FAM-111.3) (Chapters [522](#), 523, [524](#), [525](#))

Non-Temporary Storage/Continuous Storage

Allowable expenses for continuous storage of household goods belonging to Agency employees. (Chapters 523, [524](#), [525](#))

523_020719