

3 FAM 3700 TRAVEL

3 FAM 3710 MEDICAL TRAVEL

*(TL:PER-481; 08-19-2003)
(Office of Origin: HR)*

3 FAM 3711 GENERAL

*(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)*

- a. The general policy of the Department of State is to provide all medical program participants with the best medical care possible at post. In a situation where local medical facilities are inadequate to provide required services, travel to locations where such services can be obtained may be authorized.
- b. Subject to the limitations herein, medical travel may be authorized only for medical and dental treatment which cannot be postponed until the individual's next scheduled travel (e.g., transfer, home leave, rest and recuperation (R&R), or post funded TDY travel). To the greatest extent possible, medical and dental treatment should be scheduled to coincide with other non-medical travel in order to avoid the necessity of separate medical or dental travel. Employees will not be required to reschedule or redirect R&R travel for the purpose of obtaining required medical care. All medical travel is performed in accordance with the Foreign Service Travel Regulations and Procedures. (See 6 FAM 100.)

3 FAM 3712 ELIGIBILITY

*(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)*

- a. An individual who is covered by the Department of State medical

program, as defined in 3 FAM 1900, is eligible to receive medical travel, per *Diem*, and/or allowances.

- b. This eligibility applies to all Foreign Service employees and their eligible family members when assigned abroad and Civil Service employees on assignment or on temporary duty abroad.

3 FAM 3713 AUTHORITY

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

The authority is found under Section 901 of the Foreign Service Act of 1980.

3 FAM 3714 ADMINISTRATIVE APPROVAL PROCESS

(TL:PER-481; 08-19-2003)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. For purposes of these regulations, the title of Foreign Service medical provider (FSMP) refers to a regional medical officer (RMO), regional psychiatrist (RMOP), or Foreign Service health practitioner (FSHP).
- b. When the Foreign Service medical provider (FSMP) determines that a patient is unable to obtain suitable medical care at post, the principal or *management officer* at post will authorize travel to the nearest medical evacuation site designated by the FSMP. When the FSMP recommends medical evacuation to the United States for medical or obstetrical cases, concurrence and approval of the Medical Director or designee is required.
- c. Prior to authorizing medical travel, per *Diem*, and/or allowances, the authorizing officer must obtain the concurrence of the FSMP, the financial officer for the employee's agency at post, and, when required by these regulations, the Medical Director or designee.

3 FAM 3715 TYPES OF MEDICAL TRAVEL

3 FAM 3715.1 Medical Evacuations (MEDEVACS)

3 FAM 3715.1-1 When Appropriate

(TL:PER-481; 08-19-2003)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

When the FSMP determines that a patient is unable to obtain suitable medical care at post, the principal or *management officer*, at post, authorizes the patient travel to the nearest medical evacuation site designated by the FSMP. Medical evacuation to the United States recommended by the FSMP for medical or obstetrical care requires the concurrence and approval of the Medical Director or designee.

3 FAM 3715.1-2 Types of Authorized Transportation

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

Authorized transportation includes ground transportation, commercial emergency air transport companies, and military airlift command (MAC) transportation.

3 FAM 3715.1-3 Travel to the United States

(TL:PER-481; 08-19-2003)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

- a. Travel to the United States is permitted for medical and obstetrical care when approved by the Medical Director or designee.
- b. The Medical Director or designee must approve travel to the United States prior to actual travel, except in emergency situations where prior consultation with the Office of Medical Services is not possible. In such situations, the principal or *management officer*, at post, may authorize travel to the United States without approval of the Medical Director. The authorizing officer must provide the Medical Director with the date, travel arrangements, request for hospitalization, and reason for the evacuation

as soon as possible following the authorization of the evacuation.

3 FAM 3715.2 Travel for Obstetrical Care (Ob Evac)

3 FAM 3715.2-1 When Appropriate

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

A pregnant patient who is abroad under U.S. Government authorization is strongly encouraged to have her delivery in the United States. The patient may depart from post approximately *45 days* prior to the expected date of delivery and is expected to return to post *45 days* after delivery, subject to medical clearance or approval. See also 3 FAM 3717.1, paragraphs c and d (addressing delayed departures and returns).

3 FAM 3715.2-2 Delivery in the United States

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

If a patient elects to have her delivery in the United States, the patient may specify the location within the United States. Travel and per *Diem* will be at the rate of the specified location. Return travel back to post will be authorized for the mother and infant only after a medical clearance has been issued for each by the Office of Medical Services.

3 FAM 3715.2-3 Delivery Outside the United States

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

If a patient elects to have her delivery away from post but outside of the United States, travel and per *Diem* will be at the rate of the location abroad or at the rate for Washington, D.C., whichever is lower. Travel back to post will be authorized for the mother and infant only after a medical approval has been issued for each of them by the Office of Foreign Programs (MED/FP).

3 FAM 3715.3 Travel for Dental Care

3 FAM 3715.3-1 When Appropriate

(TL:PER-481; 08-19-2003)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

The principal or *management officer* may authorize travel of an employee or eligible family member for emergency or required dental care when recommended by the FSMP. The adequate dental care site is determined by the FSMP in the region.

3 FAM 3715.3-2 Definitions

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. Emergency dental care is defined as care for a dental condition that causes severe pain or for which postponement of treatment would cause permanent damage to the teeth or supporting dental structures.
- b. Required dental care is defined as dental treatment which cannot be postponed until scheduled leave or travel and which, if delayed, can be expected to result in a dental emergency.
- c. Routine dental care (e.g., prophylactic care such as cleaning or sealing) and cosmetic dental care are not regarded as emergency or required dental care and, specifically, are excluded as reasons for dental evacuation travel.

3 FAM 3715.3-3 Travel Limits

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

Travel for required dental care is limited to one round trip during a treatment year. For this purpose, a treatment year begins on the first day of travel for required dental care and ends one year later.

3 FAM 3715.4 Medical Examination and Immunizations

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

Travel will not be authorized for an employee or eligible family member to receive a medical examination for medical clearance or to obtain immunizations.

3 FAM 3715.5 Cost-Constructive Travel and Per Diem

(TL:PER-453; 09-19-2002)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

An employee or eligible family member who is authorized travel for medical or dental care may elect to travel to a locality other than the designated site. The employee will be required to pay any excess of the travel costs (transportation and per *Diem*) to the patient's selected location over the travel costs to the FSMP designated location. Travel for obstetrical care is addressed in 3 FAM 3715.2.

3 FAM 3716 TRAVEL OF ATTENDANTS AND FAMILY MEMBERS

3 FAM 3716.1 General

(TL:PER-481; 08-19-2003)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)
(All Foreign Service and Civil Service Employees)

- a. The principal or *management officer* may authorize a medical or non-medical attendant to accompany a patient when the patient is a minor child or an adult who is incapacitated or unable to travel alone, pursuant to 3 FAM 3716.1, paragraph b or c below. The authorization for an attendant or family member should be included on the patient's travel orders. The attendant or family member is provided transportation and per *Diem* related to the medical evacuation for up to three days,

excluding travel time, at the medevac destination.

- b. The Medical Director or designee is responsible for approving any authorization for attendants or family members traveling to the United States and any non-concurrent travel of family members.
- c. Either the FSMP or the Medical Director or designee is responsible for approving any authorization for attendants or family members traveling to medevac sites not in the United States.

3 FAM 3716.2 Family Members

(TL:PER-481; 08-19-2003)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. **Family member as non-medical attendant:** Upon recommendation of the FSMP, the principal or *management officer* may authorize a family member to accompany a patient as a non-medical attendant when the patient is a minor child or an adult who is unable to travel alone. In such cases, the family member must be included on the patient's travel orders. Refer to 3 FAM 3716.1, paragraph a.
- b. **Family member incapable of self-care at post:** If a family member is incapable of self-care at post and no suitable arrangements can be made for the care of that family member, the *management officer* at post may authorize the family member(s) to travel with the patient. In such cases, the family member(s) should be included on the patient's travel orders and be eligible for per *Diem*.
- c. **Non-concurrent travel of family member:** Non-concurrent travel of a family member may be approved by the Medical Director or designee when that family member's presence is medically required during the evaluation or treatment of a patient. Such travel must be approved prior to the family member's travel. The Medical Director or designee approves per *Diem* for the family member for the period of time medically advisable during the evaluation and treatment of the patient.

3 FAM 3716.3 Non-Employee Attendants

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. A non-employee attendant may be authorized to accompany a patient.

In such cases, the employee's agency pays the cost of the transportation, the expenses related to travel (exclusive of subsistence) and compensation.

- b. The amount spent on compensation and expenses may not exceed the prevailing local rate for service and per *Diem*.

3 FAM 3717 MEDICAL PER DIEM

3 FAM 3717.1 Per *Diem* for Medical Evacuation Patients

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. **General:** Per *Diem* is not authorized during periods of hospitalization or home leave. With the exception of travel for obstetrical and dental care, per *Diem* may be authorized for patients who are employees or eligible family members for a period up to 180 days. Per *Diem* cannot be authorized for a period past the point when the patient is issued a final medical clearance determination. Per *Diem* will be based on the per *Diem* rate of the designated medevac location or the patient's selected location, whichever is lower. The Medical Director or designee may be extended per *Diem* beyond 180 days by requiring prolonged treatment for exceptional medical circumstances.
- b. **Uncomplicated obstetrical care:** Per *Diem* may be authorized for a period of up to 90 days for an evacuation for obstetrical care. The per *Diem* rate within the United States is the rate of the elected location within the United States. The per *Diem* rate for a location away from post, but outside the United States, is the rate of the selected location abroad or Washington, D.C., whichever is lower. The patient may depart from post approximately *45 days* prior to the expected date of delivery and is expected to return to post *45 days* after delivery.
- c. **Complicated obstetrical care:** If the Medical Director or designee or the FSMP at post determines that there are medical complications necessitating early departure from post or delayed return to post, per *Diem* at the rates described in 3 FAM 3717.1, paragraph b, may be extended, as necessary, from 90 days for up to a total of 180 days.
- d. **Extensions of per *Diem* beyond 180 days for medical or obstetrical care:** Per *Diem* beyond 180 days authorized for complicated obstetrical

care may be granted only by the Medical Director or designee in unusual and unforeseen circumstances. (Refer to 3 FAM 1900.) Additional per *Diem* may not be granted after the point at which the patient is issued a final medical clearance determination or maximum benefit of treatment has been reached.

3 FAM 3717.2 Newborns

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

Per *Diem* for newborns is authorized at one-half of the applicable local rate where the infant is located, excluding periods of hospitalization.

3 FAM 3717.3 Emergency and Required Dental Care

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. **Emergency Dental Care:** Three days of per *Diem* are authorized.
- b. **Required Dental Care:** One day of per *Diem* is authorized.
- c. **Additional Per *Diem*:** In exceptional situations involving a prolonged need for treatment, the Medical Director may authorize additional per *Diem*.

3 FAM 3717.4 Medical Per *Diem* in Conjunction with U.S. Government-funded Travel

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

When the employee or eligible family member is traveling on U.S. Government-funded travel orders, medical per *Diem* may be authorized in conjunction with U.S. Government travel orders, including R&R travel, medical evaluation and treatment of a condition that would have resulted in a medical evacuation. The Medical Director or designee must approve authorization for medical per *Diem* in these circumstances.

3 FAM 3718 SEPARATE MAINTENANCE ALLOWANCE (SMA) IN CONNECTION WITH MEDICAL TRAVEL

(TL:PER-453; 09-19-2002)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps—USDA)

(All Foreign Service and Civil Service Employees)

- a. An employee may be eligible for SMA when an eligible family member is away from post for 90 or more consecutive days for medical care.
- b. SMA may be authorized for an employee if an eligible family member is delayed for 30 or more days while awaiting medical clearance. SMA and per *Diem* cannot be paid for the same period. (Refer to 3 FAM 3232.3-1 for additional information.)
- c. SMA cannot be paid on behalf of an eligible family member for the period that the family member is hospitalized at U.S. Government expense.

3 FAM 3719 UNASSIGNED