

## **4 FAM 800 MISCELLANEOUS FINANCIAL ISSUES**

### **4 FAM 810 MARINE SECURITY GUARD PAYMENT POLICY**

*(CT:FIN-367; 12-07-2004)*  
*(Office of Origin: RM/FPRA/FPMC)*

#### **4 FAM 811 SCOPE AND AUTHORITY**

*(CT:FIN-367; 12-07-2004)*

- a. Under the authority of 10 U.S.C. 5983, at the request of the Secretary of State, the Secretary of the Navy may assign enlisted members of the naval service to serve as custodians under the supervision of the principal officer at any embassy, legation, or consulate. This section of the FAM provides administrative and operational policy guidelines for using Marine Corps personnel assigned to the Foreign Service. (See 12 FAM 430, Marine Security Guard Program). The specific guidelines for operating the Marine Security Guard Program are based on the Memorandum of Agreement of January 9, 2001, between the Department of State and the U.S. Marine Corps, contained in 12 FAM 431 Exhibit 431 B.
- b. The Department of State assumes disbursing responsibility for payments to Marine personnel. All payments are subject to the same Department of State provisions in the FAM, the FAH, the Joint Federal Travel Regulations (JFTR), as well as any specific instructions of the Department.

#### **4 FAM 812 GENERAL POLICY**

##### **4 FAM 812.1 Applicability**

*(CT:FIN-367; 12-07-2004)*

The regulations and procedures in the subchapter are applicable only for payments to Marine Corps personnel assigned to Department of State Foreign Service posts as Marine security guards, regional Marine officers,

and detachment commanders in charge of security guards. (See 4 FAM 810 Exhibit 810.)

## **4 FAM 812.2 Disbursing Responsibility**

### **4 FAM 812.2-1 Department of State**

*(CT:FIN-367; 12-07-2004)*

- a. Payments to Marine security guards for allowances, medical, and international conference travel and transportation expenses, language training, and certain miscellaneous expenses incurred on their behalf that are chargeable to Department of State funds are made by U.S. disbursing officers (USDOs) or by cashiers at posts, if so authorized.
- b. The USDO may make payments to Marine security guards that are chargeable to:
  - (1) Navy funds for assignment travel, transportation expenses, and other authorized expenses; and
  - (2) Marine Corps funds for the following other entitlements:
    - (a) Liquidation of temporary additional duty;
    - (b) Dislocation allowances;
    - (c) Local tuition for education of dependent children;
    - (d) As specifically provided; or
    - (e) Other authorized expenses.
- c. The USDO will maintain separate accounts for the Department of the Navy and the Marine Corps. Other agency accounts should be maintained in accordance with procedures in 4 FAM 030.

### **4 FAM 812.2-2 Department of Defense**

*(CT:FIN-367; 12-07-2004)*

- a. Payment of expenses chargeable to the Marine Corps and the Department of the Navy are subject to the Joint Federal travel Regulations (JFTR), the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM) and/or the Navy and Marine Corps Military Pay Procedures

Manual and the Navy Comptroller Manual. Obtain these references from the Department of Defense.

- b. The following items are chargeable to Department of Defense funds and should be directed to the Defense Finance and Accounting Service, Kansas City Center, Kansas City, Missouri:
  - (1) Pay, allowances, travel per diem expenses, and travel costs for commissioned officers and their dependents;
  - (2) All enlisted Marines' basic pay, foreign shore pay, separation or combat pay, when authorized, and uniform maintenance;
  - (3) Basic subsistence and cost-of-living allowances of noncommissioned officers, staff sergeant or above, who are accompanied by their dependents to the post; and
  - (4) Cost of schooling for dependent minor children of Marine Corps personnel.

See 4 FAH-3 H-814 for detailed expenses chargeable to Marine Corps funds.

## **4 FAM 812.3 Changes in Payments, Policy and Procedures**

### **4 FAM 812.3-1 Routine Changes**

*(CT:FIN-367; 12-07-2004)*

The Marine Corps or Department of the Navy, via the detachment commander, will communicate with Foreign Service posts regarding routine changes in pay and dependency that affect allowances funded with military appropriations.

### **4 FAM 812.3-2 Policy and Procedures**

*(CT:FIN-367; 12-07-2004)*

- a. Changes in basic policy or procedures are cleared through the Department by the Marine Security Guard Branch in the Bureau of Diplomatic Security (DS/SPC/MSG) and set forth in 12 FAM 430.
- b. DS/SPC/MSG manages and directs the Marine Security Guard program for the Department and coordinates matters concerning policy and procedures between the Department and the Marine Corps (12 FAM 430).

## **4 FAM 812.4 Frequency of Payments**

*(CT:FIN-367; 12-07-2004)*

Payments to Marine security guards for allowances are normally made semimonthly, but may be effected monthly if agreeable to the personnel concerned.

## **4 FAM 813 EXPENSES CHARGEABLE TO DEPARTMENT OF STATE ADMINISTRATIVE SUPPORT FUNDS**

### **4 FAM 813.1 Quarters, Subsistence, and Allowances Overseas**

#### **4 FAM 813.1-1 Quarters**

*(CT:FIN-367; 12-07-2004)*

- a. The Department will fund and provide fully furnished U.S. Government-owned or -leased quarters for all single enlisted Marines. Single enlisted Marines within detachments will normally be quartered together in a fully furnished Marine house for which the Department will fund all expenses, to include utilities, maintenance, and supplies and equipment in accordance with 6 FAM 700 (see 12 FAM 430).
- b. The Department will provide separate, fully furnished U.S. Government-owned or -leased housing for:
  - (1) Detachment commanders;
  - (2) Staff noncommissioned officers in positions designated as assistant detachment commanders in the DS/FPD/MSG authorized Table of Organization;
  - (3) Company commanders; and
  - (4) Regional Company Headquarters personnel of the rank of staff sergeant and above.
- c. All housing for Marine security guard program personnel is provided in accordance with 6 FAM 700.

## **4 FAM 813.1-2 Subsistence**

*(CT:FIN-367; 12-07-2004)*

Based upon the Memorandum of Agreement, the Department will provide subsistence in kind for all single enlisted Marines, including those assigned to a regional company headquarters, and married unaccompanied staff noncommissioned officers.

## **4 FAM 813.1-3 Allowances**

*(CT:FIN-367; 12-07-2004)*

- a. The Department pays Basic Allowance for Quarters (BAQ) to officers and enlisted personnel without dependents and married personnel with dependents where Government-owned or -leased quarters are not provided (see 12 FAM 430). As stated in paragraph 30303 of DODPM, a “second BAQ” may be authorized when Government quarters are not provided to married unaccompanied detachment commanders. Payment of BAQ is as authorized in the DODPM.
- b. Basic Allowance for Subsistence (BAS) is paid by the Department to all enlisted personnel without accompanying dependents, when subsistence in kind is not furnished. Payment of BAS is as authorized in the DODPM.
- c. A credit of leave rations of enlisted personnel, including single detachment commanders and married unaccompanied detachment commanders, is made in lieu of basic allowance for subsistence. All other allowances are credited for the leave period. The Department of State pays leave rations for all authorized leave, including emergency leave in the continental United States when the Marine is returned to post. To substantiate entry of leave in personnel and disbursing records, the post FMO, or designee, makes appropriate certification on the leave orders when presented by the detachment commander after the end of the leave period. It is important to note that when figuring inclusive leave dates for payment and certification, Marine Corps regulations differ from State Department regulations. Marine Corps regulations state that the date of departure on leave is a day of duty, and the day of return from leave is a day of leave if the Marine returns after 0859. No certification is required on leave orders of married, accompanied detachment commanders, as rations in lieu of BAS are payable from Marine Corps regulations.
- d. The Department pays Station Overseas Housing Allowance (OHA) to all officers and enlisted personnel with or without dependents when quarters are not provided (see 12 FAM 430 and Chapter 9, JFTR, paragraph 9102, and Appendix K.).

- e. The Department pays Station Cost-of-Living Allowance (COLA) to all unaccompanied enlisted personnel. (See Chapter 9, JFTR, paragraph 9100, and Appendix J).
- f. The Department pays Station Temporary Lodging Allowance (TLA) to each Marine as authorized in Chapter 9, JFTR, paragraph U9200 (see 12 FAM 430).
- g. The Department pays Station Interim Overseas Housing Allowances (OHAs or TLAs) to a Marine required to procure non-Government quarters before arrival of dependents, according to Chapter 9, JFTR, paragraph U9101 (see 12 FAM 430).

## **4 FAM 813.2 Travel/Transportation Expenses**

*(CT:FIN-367; 12-07-2004)*

- a. Temporary duty assignments for other than Marine Corps matters (see 4 FAH-3 H-814.4b) are chargeable to the Department, as directed by the Bureau of Diplomatic Security (DS)(see 12 FAM 430).
- b. Travel, transportation, and per diem authorized and necessary under the provisions of 3 FAM for the medical and dental care of Marines, and authorized travel expenses for required attendants, are chargeable to the Office of Medical Services (M/MED). This includes required travel and expenses to CONUS (Continental United States). For authorized dependents, only travel and transportation are authorized (no per diem).
- c. When the provisions of paragraph b, above, concern obstetrical delivery, the return travel of newborn dependents is chargeable to the post, subject to reimbursement from DS/SPC/MSG.
- d. Emergency evacuation travel, as described in the Department of State Standardized Regulations, Chapter 600, including transporting emergency personal effects and allowances for Marines and their dependents while in route to, at, and returning from the temporary location (safe haven) or designated place, is chargeable directly to the Department.

## **4 FAM 813.3 Miscellaneous Expenses**

*(CT:FIN-367; 12-07-2004)*

- a. Normally, U.S. Government-owned or -leased quarters are provided for Marine security guards (see 12 FAM 430 and 6 FAM 700), which are fully furnished including any utilities, water, and fuel (see 6 FAM 700). When

this is not possible, housing allowances are authorized and paid as outlined in 4 FAM 813.1 above.

- b. When post-provided transportation is unavailable, post reimburses enlisted personnel for local transportation expenses (see 6 FAM 700) necessary to:
  - (1) Perform official duties;
  - (2) Participate in detachment recreation, or training; or
  - (3) Commute between their residence and a duty assignment.
- c. The post pays initial installation and basic charges for telephones in Government-held quarters (6 FAM 700). Using such telephones is limited to official calls only. The individual Marine bears the expense of personal calls.

#### **4 FAM 813.4 Marine Office Expenses**

*(CT:FIN-367; 12-07-2004)*

Expenses related to office space, equipment, furnishings, and supplies are paid as provided in 12 FAM 430.

#### **4 FAM 814 EXPENSES CHARGEABLE TO DEPARTMENT OF NAVY FUNDS**

*(CT:FIN-367; 12-07-2004)*

Hospitalization, dental, and medical expenses, other than travel and transportation expenses, of Marine Corps officers and enlisted personnel are charged to Department of Navy funds. Individual Marines arrange medical and dental payments for their own dependents.

## **4 FAM 815 EXPENSES CHARGEABLE TO MARINE CORPS FUNDS**

*(CT:FIN-367; 12-07-2004)*

### **4 FAM 815.1 Officer Personnel**

*(CT:FIN-367; 12-07-2004)*

All entitlements of Marine Corps officer personnel or their dependents, except for assigned U.S. Government housing and/or quarters allowance, and all other authorized expenses are chargeable to the Marine Corps.

### **4 FAM 815.2 Enlisted Personnel**

*(CT:FIN-367; 12-07-2004)*

Entitlements of enlisted Marine Corps personnel and their dependents, including basic pay, longevity pay, foreign shore pay, reenlistment bonus, uniform clothing maintenance allowance, and leave rations for detachment commanders with accompanying dependents, basic allowance for subsistence for enlisted Marines accompanied by dependents, tuition costs for dependent minor children, and transportation costs of household effects are chargeable to Marine Corps funds in accordance with current Marine Corps directives.

### **4 FAM 815.3 Station Cost-of-Living Allowances**

*(CT:FIN-367; 12-07-2004)*

The Marine Corps will assume the obligation for the payment of COLA, as authorized in Chapter 9, Joint Federal Travel Regulations (JFTR), for all accompanied personnel.

### **4 FAM 815.4 Travel and Transportation**

*(CT:FIN-367; 12-07-2004)*

- a. The following are chargeable directly to the Marine Corps:
  - (1) Travel and transportation expenses for assignment and transfer of enlisted personnel;

- (2) Travel by Government air to port of entry of the United States for the emergency leave of Marine Corps personnel;
  - (3) All other travel and transportation of dependents, including newborn dependents, except as otherwise funded under the provisions of 4 FAH-3 H-814.4 a(3);
  - (4) All travel for officers and their dependents; and
  - (5) Travel expenses for spouse orientation training (see 12 FAM 430 regarding reimbursement through DS).
- b. Temporary duty and per diem of Marine Security Guards for Marine Corps matters or Regional Company Headquarters personnel for inspections are chargeable to the Department of Defense appropriation "Operation & Maintenance-Marine Corps."

## **4 FAM 815.5 Civilian Clothing Allowances**

*(CT:FIN-367; 12-07-2004)*

Any allowances for civilian clothing are chargeable to the Marine Corps. The Department, through DS/FPD/MSG, reimburses the Marine Corps at the headquarters level (see 12 FAM 430).

## **4 FAM 815.6 Assignment and Transfer Travel**

*(CT:FIN-367; 12-07-2004)*

Assignment and transfer travel and transportation expenses of enlisted personnel are chargeable directly to Marine Corps appropriations (The Marine Corps is reimbursed through DS as detailed in 12 FAM 430).

## **4 FAM 816 VOUCHERING PROCEDURES**

### **4 FAM 816.1 Department of State Funds**

*(CT:FIN-367; 12-07-2004)*

Allowances and expenses chargeable to Department of State funds are vouchered, documented, and paid in accordance with 4 FAM 400.

## **4 FAM 816.2 Department of Navy or Marine Corps Funds**

*(CT:FIN-367; 12-07-2004)*

Pay, allowances, and expenses chargeable to Department of Navy or Marine Corps funds are vouchered in accordance with the Navy Comptroller Manual and JFTR. The Marine Corps is responsible for paying.

## **4 FAM 816.3 Travel Claims**

*(CT:FIN-367; 12-07-2004)*

Claims for reimbursement of travel expenses are processed according to 4 FAM 400 and are examined before payment to determine that:

- (1) The expenses incurred and claimed were authorized by the applicable travel authorization and are proper according to the JFTR;
- (2) Specific information on the type and mode of transportation (commercial or Government air, etc.) is provided with complete data related to the transportation requests (TRs) when commercial transportation (TR numbers, value of tickets, etc.) is used;
- (3) The voucher contains a statement whether Government meals or quarters were furnished;
- (4) Unused tickets, transfer orders, etc., for transportation and accommodations are detached from the voucher and processed for refund (see 4 FAM 400); and
- (5) Whenever per diem is claimed for delays en route while awaiting air transportation, the claim is supported by a certification by either a Military Airlift Command (MAC) officer or an airline official, as appropriate.

## **4 FAM 817 THROUGH 819 UNASSIGNED**

## 4 FAM EXHIBIT 810 MARINE SECURITY GUARD PAYMENTS

*(CT:FIN-367; 12-07-2004)*

<b>PAYMENT AUTHORITY</b>	<b>TYPE PAYMENT</b>	<b>PAYMENT RECIPIENT</b>	<b>FUNDS CITED</b>	<b>PAID BY</b>
<b>PAY &amp; ALLOWANCES: WHEN QUARTERS ARE PROVIDED</b>				
DoDPM	All	All Enlisted (EMs) and Officers w/dependents	USMC	DFAS
<b>PAY &amp; ALLOWANCES: WHEN QUARTERS ARE NOT PROVIDED</b>				
DoDPM	BAQ/OHA	Officers w/dependents	STATE	STATE
DoDPM	BAQ/OHA	Single & Accompanied EMs	STATE	STATE
DoDPM	OHA	Unaccompanied Married EMs	STATE	STATE
<b>SUBSISTENCE IN KIND: WHEN NOT AVAILABLE AND PROVIDED</b>				
DoDPM	BAS	Single & Unaccompanied Married EMs	STATE	STATE
DoDPM	BAS	Officers & Accompanied EMs	USMC	DFAS
<b>OTHER PAY AND ALLOWANCES</b>				
JFTR	COLA	Unaccompanied EMs	STATE	STATE
JFTR	COLA	Officers & Accompanied EMs	USMC	DFAS
NCM	Foreign Shore	All Officers and EMs	USMC	DFAS
NCM	Family Separation	All Officers and EMs	USMC	DFAS
NCM	Imminent Danger	All Officers and EMs	USMC	DFAS
NCM	Uniform Maintenance	All Officers and EMs	USMC	DFAS
NCM	Uniform/Ancillary Equipment	All Officers and EMs	USMC	DFAS
DoDPM	Dependent Education	All Officers and EMs	DoD	DFAS
<b>MEDICAL AND DENTAL EXPENSES</b>				
NAVMED	When USG/Military Facilities Available	All Officers and EMs	USMC	DFAS
DoD 6010.8	When Not Available	All Officers and EMs	CHAMPUS	
DoD 6010.8	Dependents Medical	All Officers and EMs	CHAMPUS	
DoD 6010.8	Dependents Dental		NONE	

## 4 FAM 810 Exhibit 810 Marine Security Guard Payments— Continued

(CT:FIN-367; 12-07-2004)

<b>PAYMENT AUTHORITY</b>	<b>TYPE PAYMENT</b>	<b>PAYMENT RECIPIENT</b>	<b>FUNDS CITED</b>	<b>PAID BY</b>
<b>TRAVEL AND TRANSPORTATION</b>				
JFTR	PCS Travel/Trnsp	All Officers and EMs	STATE	DFAS
JFTR	Temporary Lodging	All Officers and EMs	STATE	STATE
DoDPM	Dependent PCS Travel	All Officers and EMs	USMC	DFAS
JFTR	TDY—STATE Ordered	All Officers and EMs	STATE	STATE
JFTR	TDY—USMC Matters	All Officers and EMs	USMC	DFAS
JFTR	Medical/Dental Travel	All Officers and EMs	STATE	STATE
JFTR	Emergency Leave	All Officers and EMs	USMC	DFAS
SR	Emergency Evacua- tion	All Officers and EMs	STATE	STATE
<b>STATE-PROVIDED QUARTERS, MAINTENANCE, UTILITIES, FURNISHINGS</b>				
<b>FOR:</b>				
- 6 FAM	Detachment Com- manders (HQ SSgts & above)		STATE	STATE
- 6 FAM	Single & Unaccompanied EMs		STATE	STATE
<b>STATE-PROVIDED SUBSISTENCE IN KIND, WHEN AVAILABLE FOR:</b>				
- 12 FAM 430	Single & Unaccompanied EMs		STATE	STATE
<b>REIMBURSED TO USMC BY STATE</b>				
DoD 1338	Civilian Clothing for EMs		STATE	DFAS
- 12 FAM 430	Orientation Training of Spouse		STATE	DFAS