

**UNCLASSIFIED (U)**

U.S. Department of State Foreign Affairs Manual Volume 14  
Logistics Management

## **14 FAM 130 EMPLOYEE LOGISTICS PLANNING**

*(CT:LOG-125; 05-22-2012)  
(Office of Origin: A/LM)*

### **14 FAM 131 TRAVEL**

*(CT:LOG-15; 01-10-2006)*

- a. Work-related travel is an integral part of the Department's activities. The most common reasons to travel include: permanent change of station; temporary duty; rest and recuperation; home leave; evacuation (emergency or medical); medical treatment; training; and conferences. Travel advances, per diem, and accommodations, are a few of the benefits afforded travelers. See 3 FAM and 14 FAM 500 for further details.
- b. Travel and all travel-related expenses must be authorized in writing before travel begins or any related expenses are incurred. In some unlikely situations, however, the travel may be approved at a later time. Employee obligations include keeping receipts and submitting vouchers promptly after arrival.
- c. Given the vast network of possibilities for getting from point A to point B, and the limitless scenarios for making stops en route, a number of parameters must come into play when planning official travel. Most fundamentally, the U.S. Government has established contracts with certain airlines to make prices and commonly used itineraries more predictable. For official travel, routing and scheduling considerations must include:
  - (1) Compliance with the Fly America Act;
  - (2) Use of work days for travel, to the extent possible;
  - (3) Direct travel;
  - (4) Time in transit and rest stops;
  - (5) Code share; and
  - (6) Other modes of travel (e.g., privately owned vehicle) and mileage reimbursement.
- d. The Transportation and Travel Management Division in the Office of Logistics Operations, Office of Logistics Management (A/LM/OPS/TTM), oversees the Department's Travel Management Center, which makes travel arrangements for employees and their families. The A/LM/OPS/TTM intranet Web site contains up-to-date information regarding travel.

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## **14 FAM 132 TRANSPORTATION - PERSONAL EFFECTS**

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- a. For employee relocations, the Department covers the shipment and/or storage of an employee's personal property for a specified period of time (see 14 FAM 610 for shipments and 14 FAM 620 for storage). Transportation or storage of these effects shall comply with maximum weight limits, restrictions on content, and the Merchant Marine Act of 1936. Sending many boxes of personal effects through the mail to avoid exceeding the weight limit is prohibited (see *14 FAM 761.4-4*). Guidance on shipping official supplies and equipment is in 14 FAM 310.
- b. Useful guidance on planning a move can be found on the A/LM/OPS/TTM (Transportation and Travel Management Division in the Office of Logistics Operations, Office of Logistics Management) Web site, including the "It's Your Move" publication. The Foreign Service Institute's (FSI) Overseas Briefing Center is a vital resource and referral facility for all U.S. Government employees and their families en route to, or considering, an assignment abroad.
- c. *The Plan My Move (PMM) module of Transportation Lite* is a valuable application for planning a move from the United States to post, from post to the United States, or from post to post. A/LM/OPS/TTM is responsible for making transportation and storage arrangements for personal effects of Department of State employees. Their intranet Web site contains up-to-date information regarding transportation and storage of personal effects.

## **14 FAM 133 THROUGH 139 UNASSIGNED**