

## **3 FAH-1 H-3760 TRAVEL MESSAGES**

*(CT:POH-128; 04-13-2007)*  
*(Office of Origin: HR/CDA)*

### **3 FAH-1 H-3761 DEFINITIONS**

#### **3 FAH-1 H-3761.1 Abbreviations**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

**AKA:** Also known as.

**ATA:** Actual time of arrival.

**ATD:** Actual time of departure.

**DIRTRAN:** Direct transfer.

**EFM:** An eligible family member who is included on Form OF-126, Residence and Dependency Report, and/or travel orders.

**EOD:** Entry on duty.

**ETA:** Estimated time of arrival.

**ETD:** Estimated time of departure.

**ETADC:** Estimated time of arrival in Washington, DC.

**FM:** From.

**FSTEXP:** First expense incurred against a travel authorization/travel order.

**GEMS:** Global Employment Management System, the Department's Human Resources Management System.

**GFS:** Global Financial Services, formerly known as the Charleston Financial Services Center (CFSC).

**HL:** Home leave.

**HLADD:** Home leave address.

**HLELIG/TRANSELIG:** Home leave eligibility/transfer eligibility date (AKA TED).

**HLRT:** Home leave/return (to post).

**HLT:** Home leave/transfer.

**HR:** Bureau of Human Resources.

**HR/CDA:** The Office of Career Development and Assignments.

**HR/CDA/AD:** The Assignments Division.

**LVENROUTE:** Leave en route.

**LVINUS:** Leave in the United States.

**PCS:** Permanent change of station (onward assignment).

**POV:** Privately owned vehicle.

**SEP:** Separation.

**SMA:** Separate maintenance allowance.

**SSN:** Social Security Number.

**TDY:** Temporary duty.

**TM:** Travel message.

**We/Our:** The Department of State.

**You/Your:** The employee.

### **3 FAH-1 H-3761.2 Travel Messages**

*(CT:POH-128; 04-13-2007)  
(Applies to Foreign Service Employees)  
(State)*

**TMONE:** "Assignment Notification."

**TMTWO:** "Proposed Itinerary."

**TMTHREE:** Is now "Welcome to Post."

**TMFOUR:** “Travel Authorization.”

**TMFIVE:** “Departure from Post.”

**TMSIX and TMSEVEN:** Are no longer used.

**TMEIGHT:** “Arrival at Post.”

### **3 FAH-1 H-3762 REQUIRED ELEMENTS**

*(CT:POH-128; 04-13-2007)*

*(Applies to Foreign Service Employees)*

*(State)*

The following elements must be used in all Travel Messages (TMs):

- (1) All Travel Messages must include the caption “TM CHANNEL.” The caption “HR CHANNEL” should not be used;
- (2) TAGS are “APER” and “AFIN”;
- (3) The SUBJECT line must include the appropriate, spelled-out TM number and title of the TM (e.g., TMFOUR—Travel Authorization), your name, your protected Social Security Number (SSN) per 06 State 067970, grade, and skill code;
- (4) The gaining post and/or gaining bureau must be included as an addressee on all TM messages not originating from that post/bureau;
- (5) If either the gaining or the losing post is a subordinate post, i.e., consulate, consulate general, etc., the principal post, i.e., embassy, must be included as an “info” addressee;
- (6) SECSTATE WASHDC must be included as an addressee on all TMs not originating in Washington, DC;
- (7) To request an amendment to a TM, the SUBJECT line must start with the phrase, “REQUEST FOR AMENDMENT TO TM\_\_\_\_\_”; and
- (8) All TMs must include the Global Financial Services in Charleston (GFSC) as either an “action” or “info” addressee (USOFFICE FSC CHARLESTON), as appropriate.

## **3 FAH-1 H-3763 TRAVEL MESSAGES**

### **3 FAH-1 H-3763.1 Guidelines**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

Only those abbreviations shown in 3 FAH-1 Exhibit H-3764(1), 3 FAH-1 Exhibit H-3764(2), 3 FAH-1 Exhibit H-3764(3), and 3 FAH-1 Exhibit H-3764(4) may be used, and they must be used exactly as shown.

### **3 FAH-1 H-3763.2 Travel Messages Originating in Washington**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

- a. TMONE—ASSIGNMENT NOTIFICATION and TMFOUR—TRAVEL AUTHORIZATION messages originate in the Department.
- b. The TMONE—ASSIGNMENT NOTIFICATION announces a pending assignment.
- c. The TMFOUR—TRAVEL AUTHORIZATION provides you, and the losing and gaining posts, with the specific authorizations for travel, home leave, shipment and storage of effects, training, or other temporary duty (TDY) en route to the gaining post.
- d. As both documents are automatically formatted for transmission by HR/CDA, no samples follow.

#### **3 FAH-1 H-3763.2-1 TMONE-Assignment Notification**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

A TMONE—ASSIGNMENT NOTIFICATION notifies you, your gaining post and gaining bureau, and your current post and current bureau of your pending assignment. It is not an authorization to incur expenses. It will also advise you of any special requirements in connection with the transfer such as

home leave, medical examinations, training, etc.

### **3 FAH-1 H-3763.2-2 TMFOUR-Travel Authorization**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

The TMFOUR—TRAVEL AUTHORIZATION is the sole official authorization for all travel and travel-related actions regarding Foreign Service appointments, permanent changes of station (PCS), home leave, or separation. It contains all necessary fiscal data, which must be included on all vouchers and other documents supporting the authorized travel or other related actions.

### **3 FAH-1 H-3763.3 Travel Messages Originating at Post**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

- a. TMTWO—PROPOSED ITINERARY, TMTHREE—WELCOME TO POST, TMFIVE—DEPARTURE FROM POST, and TMEIGHT—ARRIVAL AT POST, are travel messages that originate at post.
- b. Requests for amendments now must have the subject line, "Request for Amendment to TM \_\_\_\_\_," referencing the TM to be amended. The TMSIX—REQUEST FOR AMENDMENT is no longer used.

### **3 FAH-1 H-3763.3-1 TMTWO-Proposed Itinerary**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

- a. The losing post uses the TMTWO—PROPOSED ITINERARY (see 3 FAH-1 Exhibit H-3764(1) for a domestic assignment and 3 FAH-1 Exhibit H-3764(2) for an assignment abroad) to propose a travel itinerary with the dates and modes of travel, the training requested, consultation days, etc. (If the Department is the losing post, your Bureau of Human Resources assignments technician sends the gaining post an "Arrival Notice," which should not be confused with a Travel Message.)
- b. The caption/slug line must be addressed to the assignments officer in HR/CDA/AD with responsibility for your new post of assignment

(HR/CDA/AD/IO, HR/CDA/AD/AF, etc.). If the onward assignment is in the Department, the caption/slug line also must be addressed to the gaining bureau's executive office (AF/EX, CA/EX, etc.).

- c. If the onward assignment is in the United States, the TMTWO must include the office symbol for the onward assignment in the first paragraph of the cable, i.e. Losing Post to WashDC (IO/UNP), etc.
- d. Post must review the TMTWO for completeness and accuracy. The TMTWO must specify the number of work days scheduled for home leave and must specifically request a waiver if the number of days is less than the minimum required or more than the maximum allowed, as outlined in 3 FAM 3434 and 3 FAM 3435.
- e. All unusual requests, such as for deferred or delayed home leave, should be included in the last or "remarks" paragraph of the TMTWO, along with a well-written justification.
- f. The TMTWO must specify if business class travel is to be authorized, and if so, for which segment of travel.
- g. The TMTWO must specifically request a waiver of the repayment of rest and recuperation (R&R) expenses and/or the Service need differential, if applicable, if the proposed itinerary would require more than a 30-day curtailment of your tour of duty.
- h. When transferring to another assignment abroad, the TMTWO must indicate if your eligible family members (EFMs) will accompany you to your next assignment or if you plan to apply for a separate maintenance allowance (SMA).
- i. The TMTWO must include your home leave address and a telephone number where you may be reached, as well as a personal email address, if available.

### **3 FAH-1 H-3763.3-2 TMTHREE-Welcome To Post**

*(CT:POH-128; 04-13-2007)*

*(Applies to Foreign Service Employees)*

*(State)*

- a. The gaining post uses the TMTHREE—WELCOME TO POST cable to provide you with necessary information regarding the post, such as which documents you will need upon arrival and whether you will need additional photographs. The cable may include information regarding post housing policies, importation of a privately owned vehicle (POV) and

other personal effects, or other information the post deems necessary.

- b. As information concerning each post is different, there is no particular format for any text following the subject line of a TMTTHREE cable.
- c. You may respond to the TMTTHREE—WELCOME TO POST by sending a cable to post with further questions, with the subject line “Response to TMTTHREE.”

### **3 FAH-1 H-3763.3-3 TMFIVE-Departure from Post**

*(CT:POH-128; 04-13-2007)*

*(Applies to Foreign Service Employees)*

*(State)*

- a. The losing post sends a TMFIVE—DEPARTURE FROM POST (see 3 FAH-1 Exhibit H-3764(3)) to the Department, gaining post, and the Global Financial Services Center in Charleston (USOFFICE FSC CHARLESTON) to advise them of your actual time of departure (ATD). This should be sent on the day of departure or by the next work day following, at the latest.
- b. The TMFIVE—DEPARTURE FROM POST must include the following information:
  - (1) Paragraph 1: Must include your agency, grade, type of transfer, travel authorization (TA) number, from (FM) [name of the losing post], TO [name of the gaining post], the estimated time of arrival (ETA) at the gaining post, the ETA in Washington, DC (ETADC), the actual time of departure (ATD) from the losing post, and the mode of travel (usually air); and
  - (2) Paragraph 2: Must include the date of the first expense incurred against that TA (FSTEXP), a home leave contact address, phone number, and personal email, if available.
- c. The TMFIVE—DEPARTURE FROM POST is used by Global Financial Services (GFS), formerly known as the Charleston Financial Services Center (CFSC), to terminate allowances and differentials due to your transfer from post and/or home leave.
- d. If the TMFIVE—DEPARTURE FROM POST concerns separation travel, then also include the following information: The last duty day at post, any planned leave, mode of transportation, a mailing address for final salary adjustments, whether sick leave was taken, and if so, how much.

### **3 FAH-1 H-3763.3-4 TMEIGHT - Arrival At Post**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

- a. The receiving post uses a TMEIGHT—ARRIVAL AT POST (see 3 FAH-1 Exhibit H-3764(4)) to notify the Department and Global Financial Services (GFS), formerly known as the Charleston Financial Services Center (CFSC), of your actual time of arrival (ATA), and whether your arrival is the result of a permanent change-of-station (PCS) transfer or a return from home leave. Any temporary duty (TDY) or consultation days en route to post must be specifically listed as “TDY/CONSULT.” Authority and effective dates to start post-specific pay and allowances must be included in the TMEIGHT. Post must cite the appropriate post-held fiscal data for those pay and allowances that are paid from post funds. For all International Cooperative Administrative Support Services (ICASS) positions, this must include the post-assigned ICASS cost pool for the U.S. citizen employee. Posts must also ask GFS to restart any differential or allowances that were terminated when you departed post on mid-tour home leave (home leave/return travel).
- b. The TMEIGHT—ARRIVAL AT POST also indicates your home leave transfer eligibility date (HLELIG) and transfer eligibility date (TRANELIG, AKA TED).
- c. Generally, your assignments technician uses a TMEIGHT—ARRIVAL AT POST to establish the actual effective date of your official assignment for Form SF-50, Notification of Personnel Action, purposes. The execution of Form SF-50 provides the basis for starting your pay and most allowances.

### **3 FAH-1 H-3764 TRAVEL MESSAGE EXAMPLES**

*(CT:POH-128; 04-13-2007)*  
*(Applies to Foreign Service Employees)*  
*(State)*

Travel Message examples are shown in 3 FAH-1 Exhibit H-3764(1), 3 FAH-1 Exhibit H-3764(2), 3 FAH-1 Exhibit H-3764(3), and 3 FAH-1 Exhibit H-3764(4).

### **3 FAH-1 H-3765 THROUGH H-3769 UNASSIGNED**

## **3 FAH-1 EXHIBIT H-3764(1) SAMPLE TMTWO-PROPOSED ITINERARY TO A DOMESTIC ASSIGNMENT**

*(CT:POH-128; 04-13-2007)*

LOSING POST

GAINING DOMESTIC POST's ADDRESS (IF OTHER THAN SECSTATE)

SECSTATE WASHDC

USOFFICE FSC CHARLESTON

EMBASSY OF LOSING POST, IF APPLICABLE

TM CHANNEL

DEPT FOR BUREAU/EX AND HR/CDA/AD/BUREAU ACRONYM – Jane Smith

TAGS: APER, AFIN

E.O. 12958: N/A

SUBJECT: TMTWO - PROPOSED ITINERARY (ROE, Richard M., XXX-XX-6789,  
FS-04, 2010, Management)

REF: State 123456 (TMONE)

1. State, FS-04, HLT, Losing Post to WashDC (office symbol), Air
2. Employee proposes the following itinerary:
  - a. Depart post: mm/dd/yyyy
  - b. Arrive home leave address: mm/dd/yyyy
  - c. Home leave dates and days: mm/dd/yyyy – mm/dd/yyyy (between 20 –

45 days, or 10 – 45 days if coming from an unaccompanied post (06 State 131837 and 06 State 119416))

- d. Arrive Washington, DC: mm/dd/yyyy
  - e. Consultations and training (if applicable): mm/dd/yyyy –mm/dd/yyyy
  - f. Entry-on-duty date: mm/dd/yyyy
  - g. Business class travel authorized/which segments: Yes/No, name of city to name of city
  - h. R & R/SND repayment waiver needed? Yes/No, plus justification if a waiver is needed
  - i. Remarks, if applicable
3. Post management concurs with this itinerary.

## **3 FAH-1 EXHIBIT H-3764(2) SAMPLE TMTWO-PROPOSED ITINERARY TO AN ASSIGNMENT ABROAD**

*(CT:POH-128; 04-13-2007)*

LOSING POST

GAINING POST

SECSTATE WASHDC

USOFFICE FSC CHARLESTON

EMBASSY OF LOSING POST, IF APPLICABLE

EMBASSY OF GAINING POST, IF APPLICABLE

TM CHANNEL

DEPT FOR BUREAU/EX and HR/CDA/AD/BUREAU ACRONYM – Jane Smith

TAGS: APER, AFIN

E.O. 12958: N/A

SUBJECT: TMTWO - PROPOSED ITINERARY (ROE, Richard M., XXX-XX-6789,  
FS-04, 2010, Management)

REF: State 123456 (TMONE)

1. State, FS-04, HLT, Losing Post to Gaining Post, Air
2. Employee proposes the following itinerary:
  - a. Depart post: mm/dd/yyyy
  - b. Arrive home leave address: mm/dd/yyyy

- c. Home leave dates and days: mm/dd/yyyy – mm/dd/yyyy (between 20 – 45 days, or 10 – 45 days if coming from an unaccompanied post (06 State 131837 and 06 State 119416))
  - d. Arrive Washington, DC: mm/dd/yyyy
  - e. Consultations and training: mm/dd/yyyy – mm/dd/yyyy
  - f. Depart for gaining post: mm/dd/yyyy
  - g. Arrive gaining post: mm/dd/yyyy
  - h. Business class travel authorized/which segments: Yes/No, name of city to name of city
  - i. Family members will accompany to post or draw SMA? Accompany to post/Will draw SMA
  - j. R&R/SND repayment waiver needed? Yes/No, plus justification if a waiver is needed
  - k. Remarks, if applicable
3. Post management concurs with this itinerary.

## **3 FAH-1 EXHIBIT H-3764(3) SAMPLE TMFIVE-DEPARTURE FROM POST**

*(CT:POH-128; 04-13-2007)*

LOSING POST

GAINING POST

SECSTATE WASHDC

USOFFICE FSC CHARLESTON

EMBASSY OF LOSING POST, IF APPLICABLE

EMBASSY OF GAINING POST, IF APPLICABLE

TM CHANNEL

TAGS: APER, AFIN

E.O. 12958: N/A

SUBJECT: TMFIVE – DEPARTURE FROM POST (ROE, Richard M., SSN: XXX-XX-6789, FS-04, 2010, Management)

REF: State 123456 (TMFOUR)

1. State, FS-04, HLT, TA-XXXXXXXXXX, mm/dd/yyyy (ATD), Losing Post to Gaining Post, Air
2. ATD: mm/dd/yyyy
3. Dates:
  - ETA US: mm/dd/yyyy
  - ETADC: mm/dd/yyyy

- LVENROUTE: None/2 days

- LVINUS: mm/dd/yyyy – mm/dd/yyyy (HL: 10/20-45 days)

4. FSTEXP: mm/dd/yyyy

5. HLADD: 148 Bonny Meadow Rd., New Rochelle, NY 10805

Tel: 914-555-1234

email: RichardRoe@yahoo.com

6. For GFS: Please terminate post allowance, differential and SMA, effective  
ATD.

## **3 FAH-1 EXHIBIT H-3764(4) SAMPLE TMEIGHT-ARRIVAL AT POST**

*(CT:POH-128; 04-13-2007)*

LOSING POST

GAINING POST

SECSTATE WASHDC

USOFFICE FSC CHARLESTON

EMBASSY OF LOSING POST, IF APPLICABLE

EMBASSY OF GAINING POST, IF APPLICABLE

TM CHANNEL

TAGS: APER, AFIN

E.O. 12958: N/A

SUBJECT: TMEIGHT – ARRIVAL AT POST (ROE, Richard M., SSN: XXX-XX-6789, FS-04, 2010, Management)

REF: (A) State 123456 (TMFOUR); (B) Losing Post 9876 (TMFIVE)

1. State, FS-04, HLT, TA-XXXXXXXXXX, mm/dd/yyyy (ATA), Losing Post to Gaining Post, Air

[or, for HLRT travel:]

[1. State, FS-04, HLRT, TA-XXXXXXXXXX, mm/dd/yyyy (ATA), Post to Home Leave Point/Return, Air]

2. ATA: mm/dd/yyyy

3. HLELIG/TRANSELIG: mm/yyyy, mm/yyyy
4. TDY/CONSULT: N/A or number of days
5. EFM(s) at post: number of EFMs
6. For Assignments Technician: Please process a Notification of Personnel Action (SF-50) ASAP. [Do not include this sentence in a TM-EIGHT for HLRT travel.]
7. For GFS: Please start the following pay and allowances upon the receipt of the SF-50 from HR/CDA/AD (list all authorized):

Pay/Allowance	Effective Start Date
Post Differential	mm/dd/yyyy
Post Allowance	mm/dd/yyyy
Other Pay/Allowance [name]...	mm/dd/yyyy

[or, for HLRT travel:]

[7. For GFS: Please restart the following pay and allowances, effective mm/dd/yyyy (list all authorized):

Pay/Allowance

Post Differential

Post Allowance

Other Pay/Allowance (name)]

8. Fiscal data for pay and allowances charged to post-held funds:

Appropriation – (For example: 19X4519, 1950113, as appropriate)

Post Allotment – (For example: 5XXX, 4XXX, as appropriate)

Function Code – (ICASS American employee cost pool or appropriate function code for non-ICASS employee)

Post – (post code)

Sub-post – (sub-post number)

9. [Optional: Additional information post feels is appropriate.]