



Overview of Transportation For Retiring Employees

A/LM/OPS/TM, A/LM/OPS/TMP
Transportation Management, Travel Management & Policy

Contact us at
TransportationQuery@state.gov

Visit our Intranet site
<http://lm.a.state.gov/ops/>



Special Note About Separation/Retirement

1. As you follow the information contained in this presentation, please keep in mind that the rules and regulations governing your separation move will generally be the same for both DOS and non-DOS employees.
2. However, some official forms and supporting offices mentioned apply specifically to DOS (e.g., GTM (HR) and records management). Therefore, you may have to refer to specific information provided by your agency headquarters when completing administrative matters of separation.





GTM (Formerly HR) Points of Contact

1. Global Talent Management Service Center:

Email: HRSC@state.gov

Location: Charleston, SC

2. Global Talent Management (GTM) Technicians:

Technicians generate or “cut” travel orders

Email: GTM-EX-IDSD@state.gov

Location: GTM-EX-IDSD

International/Domestic Support Division

SA-9

Suite SE2040 (2nd Floor)





Transportation Points of Contact

3. TM Transportation Counselors (TCs):

- Employees on **US-to-US** separation/retirement orders must contact TM to arrange the final move according to the instructions on your orders.
- Employees on **Post-to-US** separation/retirement orders must contact TM to confirm/coordinate removal of permanent storage lots from USG controlled storage facilities.

Phone: 202-472-8480/81
800-424-2947

Email: TransportationQuery@state.gov

Location: SA-9, Suite SE3145A



- ## 4. Employees retiring from one overseas location to another:
- The current post will assist with arranging shipment of personal effects to the retirement location. Employees must also contact DC TM to confirm/coordinate removal of permanent storage lots from USG controlled storage facilities.



Selecting Your Separation Address

- Final separation address is recorded on the Residence and Dependency Report (Form OF-126). **The address must be in the United States or its territories.**
- Selecting a separation address for cost-construct advantage will not be considered sufficient.
- Designation of separation address must be made **before:**
 - **the effective date of retirement/last day in pay status.**
 - travel orders are prepared and processed.
 - the employee or EFM's start to travel.





Don't Forget to Submit your TM2!

- Your TM2 “Proposed Itinerary” triggers the generation of your travel orders.
- When employees retire, their computer accounts are deleted and their GTM records are sent to archive, so employees must submit their TM2-Proposed Itinerary prior to their last day in pay status.





Validity of Travel Orders

- Whether retiring from an overseas or a domestic assignment, **separation travel orders are valid for 12 months**, counting from date they are issued. ⚠ Temp storage will expire in 90 days! ⚠
- Travel order can be extended 6 months for a maximum of 18 months (GTM-EX).
 - Must provide a reasonable reason for extension (house building, just not ready, etc. will not work).
 - Any amendment or extension of travel orders must take place before the orders expire.
- If retirement date falls near the end of the fiscal year, it may affect the issuance of your travel orders.



Validity of Travel Orders

- **All HHE must be packed out or removed from storage before travel orders expire** - 12 months if not amended (or 18 months if amended), counting from the last day in pay status. However, HHE does not need to arrive before the orders expire.





Unaccompanied Air Baggage (UAB)

- If indicated in TA, **the employee** may have their UAB sent from overseas to Washington, DC and then from Washington, DC to the separation address.
- **Family members' UAB must go directly from post to the separation address.**
- If retirement starts in Washington, UAB can be sent from Washington, DC to the separation address.





Household Effects (HHE)

- **Maximum 18,000 net pounds (total combined weight of HHE plus effects in storage)** for each employee, regardless of rank or family size.
- From a limited shipment “furnished” post, the employee is authorized to ship up to **7,200 net** pounds from post to the separation address in addition to the net weight of effects in storage.
- From a full shipment “unfurnished” post, the employee is authorized to ship **up to 18,000 net pounds**, minus the net weight of any shipments in storage.
- Ambassadorial entitlements: An ambassador may ship **12,000 net pounds** from post; however, the entire HHE shipment will be transported via surface.



Your Separation Address & Shipments

- Employees may retire overseas and use their US separation address as the cost-construct basis to ship to a foreign country. The Employee must pay any costs that exceed the costs from their authorized origin to their official separation address.
- If retiring overseas, the embassy/consulate cannot help clear shipments through destination country customs. The employee is responsible for paying all clearance fees and/or applicable duties.
- Personal effects or a POV acquired enroute to a place of residence upon separation **will not** be transported at Government expense.



Storage

- Employees effects might be stored at any of the following locations:
 - ✓ Government storage facility at Hagerstown, MD
 - ✓ European Logistics Support Office (ELSO), Belgium
 - ✓ Contractor storage facility in the Metro DC Area
- Contact TransportationQuery@state.gov to confirm the location of your storage lots.
 - ✓ Storage lots coming from different locations will be delivered separately.
 - ✓ Multiple storage lots from the same location will be delivered together.





Temporary Storage

Employees are granted **90 days*** of temporary storage for shipments of personal effects. **No temporary storage is available for POVs.**

- **Entitlement for permanent storage stored in the U.S. expires 90 days from the last day in pay status.**
- **For shipments packing out and shipping domestically, 90 days of storage can be used after pack-out.**
- **For shipments originating from overseas to the U.S. (including storage lots from ELSO) expires 90 days from the date the shipment is available for delivery in the US. Holding effects at origin or ELSO at employee request will not extend the 90 days of SIT.**



*For employees retiring from an overseas post, 90 days of temporary storage for their domestically-stored storage lots may expire before their inbound HHE and ELSO storage arrive.



Temporary Storage

- When the 90 days of temporary storage expires, **the employee will be personally responsible for payment of storage fees.**
- Employees who cannot accept delivery their personal effects within the authorized 90 days **must** contact the commercial storage facility to make arrange payment beyond the 90-day period.
- So long as the travel orders are still valid, DOS will still pay to move your goods - even if you are paying the storage fees yourself.
- Requesting a delivery of stored effects concludes the U.S. Government's responsibility for this entitlement.



Special Note About Storage at Hagerstown

Hagerstown is a government-owned storage facility; therefore, the DOS cannot profit by charging storage fees to employees. Effects stored at Hagerstown **cannot be converted to a commercial lot and must be delivered within 90 days of the last day in pay status.**



If an employee requests that their effects be shipped from Hagerstown to another commercial storage facility, their shipping entitlement is considered concluded!



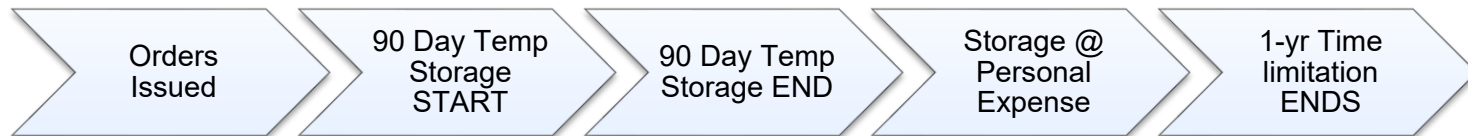
Important Reminders

- ✓ Submit your TM2 and receive travel authorization **prior** to last day in pay status.
- ✓ Take action to avoid incurring out-of-pocket expense after the 90 days of temporary storage expires.
- ✓ Initiate final delivery of their various shipments to their separation address within the validity period of their travel orders.



Validity of Travel Orders

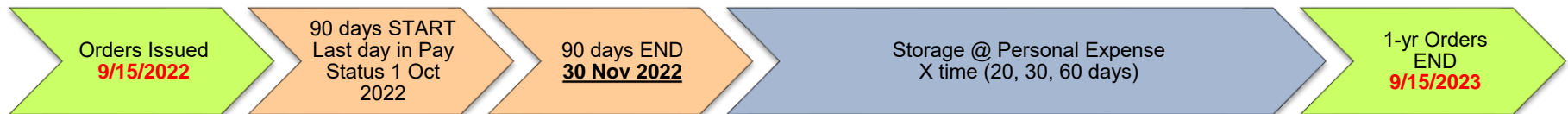
TRAVEL ORDERS



Example:

Joe is going to retire on Oct 2022. His retirement/separation orders were issued on 9/15/2022. His last day in pay status will be 1 Oct 2022. He will move from Paris to Houston, TX. Joe has two storage lots in Washington, D.C. and one in Hagerstown, MD. When will 90 days end of temporary storage end?

TRAVEL ORDERS





A Quick Note About Allowances

Because employees are separating from the Service, they are not eligible Home Service Transfer Allowance (HSTA) and all its elements, and per diem is only authorized in association with actual transit time associated with travel.

For more information, please contact AllowancesO@state.gov or your GTM Technician in IDSD.



Privately Owned Vehicle (POV)

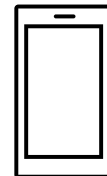
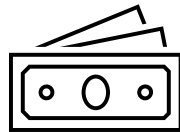
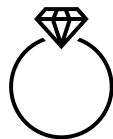
- Employees retiring from a domestic assignment or border post are generally required to drive their vehicle to their separation address.
- Employees separating from an overseas location are authorized to ship their vehicle.
- **There is no entitlement for storage of POVs at Government expense.** Employees must take possession of their POV once notified the POV is available for delivery.





Claims

- Employees are strongly encouraged to carry private insurance.
- There are two ways claims are settled. Please notify your Transportation Counselor immediately or email TransportationQuery@state.gov if your effects are lost or damaged, and they will provide further guidance.
- Small valuable items such as jewelry, cash, smartphones, etc. should be hand carried with you. Loss of these items due to theft cannot be claimed if packed in your HHE or UAB.





Claims

Critical Time Frames for Claims Filed Under the Claims Act:



- **75 days** after delivery to file Letter of Intent (LOI).
- **2 years** after delivery to submit completed claim.
- **6 months** from date of settlement to file reconsideration.
- POV damage must be reported **within 72 hours (no exceptions)**.

Limitations:

- \$40,000 per single incident (including POV).



Travel Management and Regulations

TRAVEL OVERVIEW

Contact us at
TransportationQuery@state.gov

Visit our webpage at
<http://lm.a.state.gov/travel>



Overview

- General Reminders
- Booking air travel with Travel Management Center
- Fly America Act
- Open Skies Agreements
- Seat Selection Policy
- Rest Stops
- Cost Construction (Indirect Travel)
- Voucher 101 for Retirees





Important Reminders

- Direct itinerary/route as shown on the travel authorization must be followed. Any deviation is considered indirect travel and must be cost constructed.
- EFM itineraries on orders **will not** authorize travel to Washington, D.C. for the Job Search Program. Their travel will be authorized directly to separation location.
- Use of GSA City Pair contract fares are mandatory where they exist.
- If retiring from a domestic assignment, POV is usually the authorized mode of transportation. POV shipments not authorized for domestic assignments.
- If you do not have a POV and will travel by air to your separation address, please be sure to specify this on My Itinerary / TMTWO.
- For employees coming from overseas, you may choose to ship your POV to Washington, D.C. on a cost construct basis for use while attending the Retirement Seminar or Job Search Program, however this fulfills your POV shipment entitlement.



Important Reminders (cont.)

- For calendar year 2020, the **POV mileage** reimbursement rate for separation travel is **\$0.17 per mile** (this includes fuel cost).
- When separating from service, employees are not eligible for the Home Service Transfer Allowance.
- When City Pair contract carrier can not accommodate pet travel as checked luggage, you may use a non-contract carrier. Form DS-4022 must be completed and traveler must pay any overage in airfare before travel agency may issue tickets. Traveler self-certifies the DS-4022; authorizing official signature not required for pet travel.
- Foreign Flag carrier exceptions require DS-3093 approval.
- Review your TMFOUR/Separation Orders very carefully to ensure your requests submitted via My Itinerary have been addressed. If information is missing or there are errors on your TMFOUR, contact your HR Support Technician in HR/EX/IDSD immediately.
- **Luggage Allowance** for Separation Travel is **two pieces of checked luggage up to 50 lbs. apiece.**



Fly America Act



- It's the Law!
- General Rule – Use a U.S. flag carrier for travel between U.S. and a foreign point EVEN if it is more expensive and/or less convenient for the traveler (Ref. 14 FAM 583)
- See 14 FAM 583 which outlines requirements and exceptions. Form DS-3093 is required when using any exception, including the Open Skies Treaties, when applicable. The form is found in MyData.
- Comparisons must be made to **ALL** U.S. flag carriers before a foreign flag is justified
- Blanket waivers are not allowable
- DOS, USAID, & BBG may use a foreign flag carrier for travel between any two points abroad, including a foreign leg of a trip to the U.S. (example, Guangzhou to Hong Kong on Dragon Air; however final leg from Hong Kong into the USA must be ticketed with a US carrier locator and flight number, e.g. UA #2345, DL #1734, AA #0897)



Travel Management Centers (TMCs)

- Use of TMCs is mandatory for all official travel.
- The Department's domestic TMC is CWT SatoTravel. CWT has offices in Main State HST Room 1243 and at FSI/NFATC.
- Reservations/changes can also be made by calling:

1-866-654-5593

Monday-Friday

7:30 am to 10:00 pm

EMAIL TAs to: dosta@cwtsatotravel.com



Open Skies Agreements



- While Open Skies agreements are common, most do not address official travel purchased with U.S. funds
- This inclusion is what makes the U.S.-EU Open Skies Agreement unique
- The U.S.-EU Open Skies Agreement essentially states that if:
 - 1) There is no contract city pair in place between the origin and destination reflected on the travel order, or the traveler is not eligible to travel on the GSA city-pair fare, AND
 - 2) The flight originates, transits, or ends in an EU member nation, thenEqual consideration must be given to conducting travel on U.S-flag and EU member-flag carriers
- So, if the EU-flag carrier is less expensive, the EU carrier flight should be purchased. If the U.S.-flag carrier is less expensive, the U.S. carrier should be used.

14 FAM 583.4



Seat Selection Policy - 14 FAM 567.2-1

- If authorized on TA, allows each authorized traveler to be reimbursed up to \$300 for the purchase of a seat assignment that is not located in the business or first class cabin
- Applicable to all official Travel (PCS, R&R, EVT, Educational Travel, etc.)
- Travelers who qualify for a government funded rest stop or business class lounge pass can also be eligible for SSP
- Must be listed on the TA before travel begins
- Authorized to be reimbursed up to \$300 for seat assignment between duty stations (origin/Destination) listed on TA
- Rest stops, stop overs and flight connections are not considered duty stations for the purposes of SSP
- TMCs cannot purchase or facilitate purchase of seat assignments – it is done after ticketing and is purchased by the employee from the airline and then the employee claims reimbursement when they submit their travel voucher



Seat Selection Policy (continued)

- Not available for reimbursement for traveler's who select indirect/cost constructed travel
- Posts/bureaus may limit SSP
- Must include a copy of receipt with voucher (regardless of cost)

- **SSP is not an upgrade!**
- **TMCs are not allowed to purchase a higher class of service to facilitate use of SSP.**
- **Advance seat assignment products may not be available for purchase depending on the policies and business practices of the airline(s).**
- **The traveler must contact the airline (or codeshare carrier) to enquire.**
- **Some products are only available for purchase after check-in on the date of travel.**





Rest Stops for Separation Travel

- Allowable on official travel in excess of 14 hours
- Must be taken at a connecting point on the direct, usually traveled route
- Must be included on the travel authorization prior to conducting travel
- The traveler can request a business class lounge pass in lieu of a government-funded rest stop
- Not authorized when traveling in premium class accommodations (unless certified as necessary by medical authority)
- USG-funded rest stop is forfeited if traveler cost constructs

14 FAM 584.4



Cost Construction (Indirect Travel)

- Any deviation from the most economical, direct usually traveled route for personal reasons requires a cost construct, including:
 - Different origin or destination
 - Different routing (requests to stop in a different city en route)
 - Different carrier
 - Different mode of transportation
 - Different Class of Service
- The indirect travel will never be reflected on the travel authorization.
- May not use government airfares (including -CA, -DG, -MZ fares) for indirect travel, rather traveler must use commercial/published fares
- Traveler may claim only up to the cost of the fare(s) that the Government would have paid on the most economical, direct and usually traveled route
- Traveler no longer entitled to a USG-funded rest stop, business class lounge or extended economy seating
- Cost constructed travel must be done through the TMC. See TTM/Travel webpage for details when traveler has deviated from using TMC



Final Submission of Travel Voucher- Voucher 101

Where do I send my final travel vouchers or PCS Claims after I retire, separate or resign?

Send your final travel voucher to Employee Claims one of the following ways:

- **Overnight Deliveries Only** (i.e. Fedex):
1969 Dyess Avenue
Charleston, SC 29405
- **Regular Mail Only:**
PO Box 150008
N. Charleston, SC 29415-5008
- **Scanned and emailed:**
GFSCWOEC@state.gov

Note: If submitting by mail or email, make sure to include a printed and completed copy of the [DS-0189](#) that is required for reimbursement after arrival at your destination. The employee's signature is sufficient for authorization. REMINDER: Per diem is reimbursed at the standard conus rate.

Have questions? Contact the Employee Claims Customer Support Center at EmployeeClaims@state.gov or 843-308-5461.



Questions



TRANSPORTATIONQUERY@STATE.GOV

HTTP://LM.A.STATE.GOV/TRAVEL/