

3 FAM 3190
PRE-EMPLOYMENT INTERVIEW
EXPENSES AND RELOCATION EXPENSES
FOR *CIVIL SERVICE* NEW APPOINTEES
AND TRANSFEREES

(TL:PER-477; 08-08-2003)

(Office of Origin: DIR)

3 FAM 3191 GENERAL

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to the Civil Service Only)

This section sets forth the regulations applicable for the following payment of travel and/or relocation costs:

(1) Candidates invited for pre-employment interviews for Civil Service positions;

(2) New Civil Service appointees; and

(3) Civil Service employees transferring from other U.S. Government agencies or transferring domestically between Department domestic locations. (This section does not apply to Civil Service employees who are entering the Foreign Service.)

3 FAM 3192 AUTHORITY AND ELIGIBILITY

3 FAM 3192.1 Authority

(TL:PER-477; 08-08-2003)

(State Only)

(Applies to the Civil Service Only)

The following authorities are cited:

(1) 5 U.S.C. Section 5514;

(2) 5 U.S.C. Section 5706(b);

(3) 5 U.S.C. Section 5723; and

(4) 5 U.S.C. 5724; 5724b and 5724s;

(5) 41 Code of Federal Regulations (CFR)–Federal Travel Regulations (FTR), Chapter 301-75 (Pre-Employment Interview Travel);

(6) 41 CFR Part 302-1 subpart A (Relocation Allowances–New Appointees);

(7) 5 CFR 572 (Travel and Transportation Expenses–New Appointees and Interviews);

(8) 5 CFR 210.102 (18) (OPM definition of transfer);

(9) *Federal Travel Regulation; Relocation Allowances (final rule effective 2/19/2002; published at 66 Fed. Reg. 58194 (November 20, 2001) and www.gsa.gov (policyworks), FTR amendment #98; to be codified at 41 CFR Part 300;*

(10) 5 CFR 550, Subpart K (Collection by Offset From Indebted Government Employees); and

(11) 22 CFR Part 34 (Collection of Debts).

3 FAM 3192.2 Eligibility

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to the Civil Service Only)

a. The Department will determine a new appointee's residency based on the actual dwelling place of the appointee at the time of his or her appointment or selection, i.e., where the individual physically resides at the time of selection for appointment or transfer, regardless of intent. The actual dwelling place of dependent students is presumed to be the same as their parent(s).

b. Relocation expenses for federal government employees transferring to the Department or between Department domestic locations will be paid only if there is no break in service (one full workday) and the Department determines that the transfer is in the U.S. Government's interest.

3 FAM 3193 AUTHORIZATION OF PAYMENT FOR INTERVIEWEES AND NEW APPOINTEES

(TL:PER-466; 03-05-2003)
(State Only)
(Applies to the Civil Service Only)

Allowable expenses specified in 3 FAM 3193.1 and 3193.2 are not centrally funded; however, bureaus may elect to pay these expenses. When a bureau has made the determination to pay travel and/or relocation costs on a case-by-case basis, it must pay all of the allowable expenses. Under rare circumstances the Director General may authorize payment of allowable travel and/or relocation costs for new appointees when it is deemed to be in the best interest of the Department, without regard to the requirements set forth in 3 FAM 3193.2-2 and/or 3 FAM 3194.

3 FAM 3193.1 Allowable Interviewee Travel and Per Diem Expenses

(TL:PER-417; 09-14-2001)
(State Only)
(Applies to the Civil Service Only)

Bureaus may elect to pay pre-employment interview travel and per diem expenses based on criteria and in accordance with procedures set forth in 3 FAM 3193.2-2.

3 FAM 3193.2 Allowable Relocation Expenses for New Appointees

(TL:PER-466; 03-05-2003)
(State Only)
(Applies to the Civil Service Only)

Bureaus may elect to pay relocation expenses for new appointees. New appointees are eligible for payment of the following items in relocating to their first official duty station:

- (1) Travel (between the individual's current place of residence and the new official duty station) and per diem;
- (2) Travel for the immediate family;
- (3) Mileage if a privately owned vehicle (*POV*) is used;
- (4) Transportation and temporary storage of household goods;

(5) Long term storage of household goods if appointed to an isolated location; and

(6) Transportation of a mobile home in lieu of household effects.

3 FAM 3193.2-1 Expenses Not Allowable for New Appointees

(TL:PER-417; 09-14-2001)

(State Only)

(Applies to the Civil Service Only)

Expenses not allowable for new appointees include *the following*:

(1) Per diem for family members;

(2) The cost of a house-hunting trip;

(3) Subsistence while occupying temporary quarters;

(4) A miscellaneous expense allowance;

(5) Residence sale and purchase expenses; lease breaking expenses; and

(6) Relocation services.

3 FAM 3193.2-2 Advance Determination of Pre-Employment Interview Travel and/or Relocation Expenses for New Appointees

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to the Civil Service Only)

a. *Before* advertising a particular vacancy, the bureau's assistant secretary or equivalent (e.g., Office of the Inspector General, Legal Adviser) or designee must determine, in writing, that it is in the interest of the federal government to pay expenses for pre-employment interviews and/or relocations. The Assistant Secretary or equivalent must consider such factors as *the following*:

(1) The availability of funds;

(2) The availability of qualified candidates in the local labor market;

(3) The necessity of conducting *personal* interviews to fill the position; and

(4) Whether the Department has experienced or is experiencing difficulty in recruiting qualified individuals in hard to fill occupations (e.g., designated employment categories as defined in 3 FAM 3181.3 (3)).

b. Upon such determination, the job announcement must specifically state that interview and/or relocation expenses may be paid for the particular position. A copy of the determination must be maintained with the employment vacancy file. A bureau determines that it is not in the interest of the federal government to pay expenses for pre-employment interviews and/or relocation of *new appointees*, then the non-availability of funds for these purposes should be expressly stated in the vacancy announcement.

3 FAM 3194 DETERMINATION OF RELOCATION EXPENSES FOR NEW APPOINTEES

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to Civil Service Only)

A new appointee is eligible for payment of relocation expenses only after the bureau's Assistant Secretary or equivalent (e.g., *Inspector General, Legal Adviser*) or designee has determined in writing that it is in the interest of the federal government to pay these expenses. This determination should reflect consideration of the following factors where applicable:

- (1) The cost of relocation;
- (2) The number and quality of locally available qualified candidates who have applied for the position;
- (3) The extent to which the non-local candidate possesses special or unique qualifications for the position;
- (4) Whether the Department has experience or is experiencing difficulty in recruiting qualified individuals (e.g., designated employment categories (see 3 FAM 3181.3, paragraph (3)));
- (5) Whether the individual received a recruitment bonus (see 3 FAM 3180); and
- (6) Duration of employment.

3 FAM 3195 AUTHORIZATION AND DETERMINATION OF PAYMENT OF RELOCATION EXPENSES FOR CIVIL SERVICE TRANSFEREES

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to Civil Service Only)

a. *Allowable expenses specified in 3 FAM 3195.1 and 3 FAM 3195.2 are centrally funded. Once the determination has been made that a transferee is eligible for payment of relocation expenses (because the transfer is in the interest of the government and not primarily for the convenience or benefit of an employee), payment must be authorized for all the mandatory expenses set forth in 3 FAM 3195.1. In addition, it is Department policy to authorize the discretionary expenses set forth in 3 FAM 3195.2.*

b. *A transferring employee will be authorized relocation expenses only after the bureau's assistant secretary or equivalent (e.g. Inspector General, Legal Adviser) or designee has determined, in writing, that the employee's transfer is in the government's interest and is not made primarily for the convenience or benefit of the employee. This determination should reflect consideration of the following factors where applicable:*

(1) The number and quality of locally available qualified candidates who have applied for the position;

(2) The extent to which the non-local candidate possesses special or unique qualifications for the position;

(3) Whether the vacancy is "hard to fill", i.e., the Department has experienced or is currently experiencing difficulty in recruiting qualified individuals (e.g., designated employment categories. See 3 FAM 3181.3(3)-for definition).

3 FAM 3195.1 Mandatory Transferee Travel and Per Diem Expenses

*(TL:PER-466; 03-05-2003)
(State Only)
(Applies to Civil Service Only)*

The Department is required to pay the following expenses, as set forth in 41 CFR Parts 300 and CFR 302, for Civil Service employees whose transfer is in the government's interest:

(1) Transportation and per diem for employee and eligible family members (use of POV is considered advantageous to the U.S. Government; see 6 FAM 146);

(2) Miscellaneous moving expense;

(3) Residence transaction expenses;

(4) Transportation & temporary storage of household goods;

(5) Extended storage of household goods;

(6) Transportation of a mobile home or boat used as a primary residence in lieu of transportation of household goods; and

(7) Relocation income tax allowance.

3 FAM 3195.2 Additional Transferee Relocation Expenses

*(TL:PER-466; 03-05-2003)
(State Only)
(Applies to Civil Service Only)*

It is Department policy to provide, in addition to those expenses set forth in 3195.1, the following allowances, for Civil Service employees whose transfer is in the government's interest;

(1) House hunting per diem and transportation (employee and spouse only);

(2) Temporary quarters subsistence expenses (TQSE); and

(3) Shipment of one POV when employee can demonstrate that it is advantageous and cost effective to the federal government.

3 FAM 3195.3 Advance Determination of Relocation Expenses for Civil Service Transferees

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to Civil Service Only)

a. *When advertising a particular vacancy, the bureau's Assistant Secretary or equivalent (e.g., Office of the Inspector General, Legal Adviser) or designee must determine, in writing, that it is in the interest of the federal government to pay relocation expenses for a transferring employee. The Assistant Secretary or equivalent must consider the following factors:*

(1) General labor market conditions;

(2) The availability of qualified candidates in the local labor market; and

(3) Whether the vacancy to be filled is considered "hard to fill, i.e., the Department has experienced or is currently experiencing difficulty in recruiting qualified individuals (e.g. designated employment categories, see 3 FAM 3181.3(3)).

b. *Upon such determination, the vacancy announcement must state that relocation expenses may be paid for the particular position. A copy of the determination must be maintained with the employment vacancy file. In the event that it is not in the interest of the federal government to pay expenses for a relocation to fill a particular vacancy, then the vacancy announcement should expressly state that such expenses will not be paid.*

3 FAM 3196 CONTINUED SERVICE AGREEMENT AND REPAYMENT OF RELOCATION EXPENSES FOR NEW APPOINTEES AND TRANSFEREES

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to the Civil Service Only)

a. *Payment for any of the allowable expenses may not be authorized unless the new appointee or transferee has signed a service agreement guaranteeing 12-months of U.S. Government service from the date of appointment. See 3 FAM 3196, Exhibit 3196.1, Continued Service Agreement Relocation Expenses for New Civil Service Appointees and Transferees.*

b. Except as provided in paragraph c below, a new appointee who fails to complete the 12-month term of employment in a position covered by the Continued Service Agreement will be indebted to the federal government and required to repay the relocation expenses on a pro rata basis. The amount to be repaid will be determined by providing credit for each full month of employment completed by the new appointee under the service agreement.

c. If an employee fails to complete the 12-month term of employment, the executive director shall notify the employee in writing that relocation expenses must be repaid. A copy of the written notification *will* be forwarded to The Bureau of *Resource* Management (RM), *Global Finance Services*, Consolidated American Payroll Division (RM/GFS/CAPD). Upon receipt of a copy of the written notification, *RM* will work with the bureau to take the necessary steps to recover the repayment of relocation expenses granted to the employee.

d. The requirement to repay relocation expenses upon failure to complete a 12-month term of employment does not apply if the employee is:

(1) Involuntarily separated (as defined in 41 CFR 302.1.5); or

(2) Relocated to a position in a different commuting area after receiving a written determination by the appropriate management official, stating that it is necessary to relocate the new appointee; or

(3) Granted a waiver under 5 U.S.C. 5514 by *RM* that recovery of this debt (in whole or in part) would be against equity and good conscience or against the public interest.

3 FAM 3197 TRAVEL ORDERS

(TL:PER-466; 03-05-2003)

(State Only)

(Applies to the Civil Service Only)

Travel orders must be issued prior to commencing travel. The per diem will be provided in accordance with rates established by the Federal Travel Regulations (FTR), Chapter 301, Appendix A.

3 FAM 3197.1 Interviewees

*(TL:PER-466; 03-05-2003)
(State Only)
(Applies to the Civil Service Only)*

Once approved by the authorizing official, each bureau is responsible for issuing the travel orders for interviewees. In the event that pre-employment interview travel is authorized, the bureau must inform the interviewee of the regulations and procedures related to interviewee travel set forth in 41 CFR section 301-75.4.

3 FAM 3197.2 New Appointees/*Transferees*

*(TL:PER-466; 03-05-2003)
(State Only)
(Applies to the Civil Service Only)*

Bureaus wishing to authorize relocation expenses for a new appointee/transferee should forward a memorandum request for travel orders for new appointees and transferees, (see 3 FAM 3197, Exhibit 3197.1), to HR/CDA to issue the travel orders. This memorandum must identify the bureau's authorized funding information, the number of the vacancy announcement or the Office of Personnel Management (OPM) certificate and the person or persons who were selected from it. Bureaus authorized to issue their own travel orders (e.g., Office of the Inspector General) are exempt from this requirement.

3 FAM 3197.4 Advance of Funds

*(TL:PER-466; 03-05-2003)
(State Only)
(Applies to the Civil Service Only)*

An advancement of funds for those expenses listed as allowable may be paid to a new appointee or transferee. There is no advancement of funds for interviewees.

3 FAM 3198 and 3 FAM 3199 UNASSIGNED



U.S. Department of State
**REQUEST FOR CIVIL SERVICE TRAVEL ORDERS
 FOR NEW APPOINTEES OR TRANSFEREES**

TO: HR/CDA/ASD		FROM: <i>(Bureau/Office)</i>		
PRIMARY INFORMATION				
1. Name <i>(Last, First, MI)</i> <div style="background-color: yellow; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: yellow; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: yellow; width: 50px; height: 15px;"></div>			1a. Social Security Number	
2. Organization Code	2b. Position Number		2c. Grade	
3. Type of Travel <i>(Please select new appointees or transferees)</i>				
4. IF A TRANSFEREE, PLEASE PROVIDE THE FOLLOWING				
4a. Previous Agency		4b. Grade	4c. Pay Plan	
4d. Type of Appointment <i>(e.g., Career, etc.)</i>				
5. IF A NEW HIRE APPOINTMENT <i>(not previously employed with the U.S. Government)</i> PLEASE PROVIDE CERTIFICATE NUMBER: <i>(e.g., vacancy announcement number or Office of Personnel Management (OPM) certificate number):</i>				
6. Fiscal Data <i>(For all new appointees and certain transferees, such as Working Capital Fund)</i>				
6a. Appropriation: _____				
6b. Allotment: _____				
6c. Obligation: _____				
6d. Function: _____				
6e. Amount: _____				
7. Entrance on Duty Date <i>(mm-dd-yyyy)</i> : _____				
PRIVACY ACT STATEMENT				
AUTHORITY: P.L. 79-724 and P.L. 85-507; E.O. 9397 for the SSN. PRINCIPAL PURPOSE: To obtain information necessary for the U.S. Department of State to administer the payment of Pre-employment Interview and/or Relocation Expenses for New Civil Service Appointees and Transferees. ROUTINE USES: The personal information and SSN are used by the U.S. Department of State to authorize the issuance of travel orders and allowable expenses. DISCLOSURE: Mandatory for both personal information and SSN. Failure to provide this information could result in the non-payment or delay of the allowable expenses to the new appointee or transferee.				

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