

3 FAM 3760 TRAVEL MESSAGES

3 FAM 3761 GENERAL

(TL:PER-289; 8-18-95)
(Uniform State/USIA)
(Applies to Foreign Service Employees Only)

Telegraphic travel messages are used to transmit information pertaining to personnel changes between Washington and Foreign Service posts, between posts, and to the Department's regional finance centers. Information transmitted is used to revise personnel, financial, travel, and household goods storage records and to establish the payment of salaries and appropriate allowances. Timely and accurate information is essential to the orderly processing of personnel movements.

3 FAM 3762 GUIDELINES

(TL:PER-289; 8-18-95)
(Uniform State/USIA)
(Applies to Foreign Service Employees Only)

Travel message (TM) telegram formats are designed to facilitate processing of the information transmitted. Careful attention to the format of the message text is important because the data is often used for automatic data processing and the computer will reject any departure from an established format. H-3760 provides an outline of data elements required for each of the seven types of TM telegrams. All data elements designated as mandatory must be included. Nonmandatory data elements should be included when appropriate to the subject of a particular TM. The order in which data elements appear must follow the specifications provide in H-3760.

3 FAM 3763 THROUGH 3769 UNASSIGNED