

4 FAH-3 H-830 EMERGENCY EVACUATION FISCAL POLICY

*(CT:FMP-26; 12-16-2004)
(Office of Origin: RM/FPRA/FPMC)*

4 FAH-3 H-831 PURPOSE AND POLICY

4 FAH-3 H-831.1 Purpose

(CT:FMP-26; 12-16-2004)

The following provides a *Financial Management Officer (FMO), Management Officer (MO), or other post officials with the* basic fiscal guidelines to follow in the event of an emergency *that* may require partial or complete evacuation of *an Embassy or consulate(s)*.

4 FAH-3 H-831.2 Policy

(CT:FMP-26; 12-16-2004)

- a. Fiscal operations for country or post emergencies should be planned in advance. In the event of the unanticipated, extreme emergency, common sense and prudent controls are followed. Regulations *should* guide the actions of financial management personnel to ensure that *strong controls and accountability are maintained under emergency conditions to avoid financial problems and fiscal irregularities*.
- b. *All emergency fiscal operations are executed in accordance with the Department's financial management regulations and procedures in 4 FAM 830 and this FAH; related procedures in 7 FAM 100; Chapter 600, Department of State Standardized Regulations (DSSR); and the Crisis Management Manual.*

4 FAH-3 H-832 RESPONSIBILITIES OF POST PERSONNEL

4 FAH-3 H-832.1 Instruction and Coordination

(CT:FMP-26; 12-16-2004)

- a. *The FMO or MO (if there is no FMO at post) must ensure* that all personnel assigned to a post are *familiar with* their fiscal duties and responsibilities under emergency evacuation conditions and are aware of emergency evacuation fiscal operating requirements, including the specific emergency evacuation duties assigned to their immediate staffs.
- b. After the evacuation has been authorized or ordered, *the Under Secretary for Management (M) provides fiscal data with the evacuation instructions.* The FMO or *MO should* coordinate the emergency evacuation fiscal operations between activities at post, *the regional bureau, and* the designated safehaven(s). This includes State, other agencies, and special activities within the country being evacuated.

4 FAH-3 H-832.2 Protection of Funds and Accounting Records

(CT:FMP-26; 12-16-2004)

- a. Financial management personnel must *ensure* the protection and inventory of all official funds, local trust funds, related accounting records, and supporting transaction documents held at the post. This may include cash on hand, negotiable instruments, blank check forms, funds on deposit in local banks, and related accounting records and documents.
- b. *The FMO or MO ascertains within 48 hours of receiving the authorized or ordered departure cable the amount of official funds on hand that might be used for emergency evacuation expenses. This includes funds held by the post Class B cashier from his or her authorized advance, including alternate and subcashier(s), the cashier checking account, and other agency cashiers. To the extent possible, the United States Disbursing Officer (USDO) is responsible for any emergency movement of funds out of his or her bank account with advice from the FMO.* The FMO issues instructions to all budget and fiscal personnel regarding the use of official funds held for emergency evacuation purposes and will evaluate whether

accommodation exchange transactions should be continued during the emergency.

- c. If deemed necessary for emergency purposes, the chairperson of the post's emergency action committee, or *his or her* designee, may direct that all official and local trust funds, related accounting records and supporting transaction documents held by post cashiers, including cashiers of other agencies, be turned over to a designated U.S. employee. Such transfers of accountability are accomplished by means of a receipt for the items transferred, prepared in quadruplicate, time permitting. *For class B cashiers, this receipt should be a transfer of accountability (Form OF-205, Statement of Cash Operating Advance and Replenishment Voucher):*
 - (1) *The original is sent to the Bureau of Resource Management, Global Financial Services, Customer Support, Training, and Global Disbursing Operation Directorate, Office of Disbursing Operations (RM/GFS/S/DO);*
 - (2) One copy is given to the person surrendering the funds;
 - (3) One copy is sent to the USDO responsible for the cashier advance(s); and
 - (4) One copy is retained by the employee accepting responsibility for the funds, records, and documents.
- d. The FMO or, in the absence of an FMO, the cashier supervisor, should ensure that the principal cashier reconciles his or her accountability and provides the reconciliation forms to the American supervisor. The reconciliation documents and cash on hand should be verified by the supervisor, time permitting. The cashier should place all supporting documents in a separate file to permit the quick and complete collection of all necessary documents to support the cashier transactions. The cash on hand should be in one cash box to permit quick retrieval.*
- e. Proper transfer of accountability can be time consuming and emergency situations may prohibit a proper and full reconciliation of official cashier advances. In this case, the individual accepting accountability must include a list of funds, records, and documents received.
- f. If necessary, the chairperson of the emergency action committee, or *his or her* designee, may authorize using for emergency expenses any official funds held at a post being evacuated. The person who has accepted responsibility for official funds must maintain proper

documentation to account for all funds *disbursed* under authority of the emergency action committee.

- g. Within two days after the emergency evacuation of the post has begun, the FMO should advise RM/GFS/S, the servicing USDO, and the Chief Disbursing Officer (CDO) at Treasury of the disposition being made of all official funds, accounting records, and documents. Send a telegram with action to the servicing USDO and RM/GFS/S with a request for RM/GFS/S to pass the telegram to the CDO at Treasury. A similar statement regarding the disposition of funds, records, and documents is made after the emergency.*
- h. In the event of a complete evacuation or temporary closure of the post, the person who has accepted responsibility for official funds carries the official funds and supporting documentation to the safehaven post. The accounts are kept open while at the safehaven post until all transactions affecting the USDO's accountability have been processed and/or the USDO receives instructions from the Department to submit a final accounting.*
- i. If necessary, the person having responsibility for the official funds will keep a manual record of transactions until they are submitted to the servicing USDO.*

4 FAH-3 H-833 EVACUATING POST FINANCIAL MANAGEMENT OPERATIONS

4 FAH-3 H-833.1 Appropriations and/or Funds Chargeable for Emergency Evacuation Expenses

4 FAH-3 H-833.1-1 Emergency Fund Requests to the Department

(CT:FMP-26; 12-16-2004)

The FMO *or MO should* consult with responsible officers regarding emergency evacuation funding requirements as the emergency develops and assist in *preparing* the request for funds.

4 FAH-3 H-833.1-2 Department of State Post Emergency Evacuation Expenses

(CT:FMP-26; 12-16-2004)

Unless specifically directed *otherwise* by the Department, all post emergency evacuation expenses are chargeable to appropriation 19X0522, Emergencies in the Diplomatic and Consular Service. *RM will provide* the authority to charge this appropriation and the necessary fund citation upon receipt of a request. Charges against these fund authorizations are processed without *establishing* formal obligation documents and are vouched in accordance with prescribed procedures, time permitting. All emergency evacuation vouchers and receipts for payments and advances are batched separately and transmitted in accordance with *4 FAH-3 H-300*.

4 FAH-3 H-833.1-3 Emergency Evacuation Expenditures for Other Agencies

(CT:FMP-26; 12-16-2004)

- a. In most cases, emergency evacuation expenses for non-State employees are charged to fiscal data provided by the Department. *If the agencies are not able to provide the Department with fiscal data, transportation-related evacuation expenses of non-State employees should be charged to Emergencies in the Diplomatic and Consular Service.*
- b. Authorized procedures for *paying* compensation, post differential, and allowances in the event of an emergency evacuation of employees and/or their eligible family members and those agencies having adopted regulations approved by the Department are contained in Chapter 600 of the DSSR. *If the other agency does not provide fiscal data for these types of expenses, it will be charged to State Department's Diplomatic and Consular Programs (D&CP) appropriation.*
- c. Emergency evacuation expenditures for other agencies are clearly identified as expenses to be reimbursed by the benefiting agency in each case.

4 FAH-3 H-833.2 Payment of Emergency Evacuation Expenses for State and Serviced Agency Employees and Eligible Family Members (EFMs)

4 FAH-3 H-833.2-1 Payments

(CT:FMP-26; 12-16-2004)

Regulations for *payments during evacuation, including advance payments*, are prescribed for all participating agencies in Chapter 600 of DSSR. *The regulations apply to U.S. citizen civilian employees, third-country national employees, when authorized, and EFMs.* Cash advances for emergency evacuation expenses may be paid to EFMs or to other designated employee representatives and to other authorized evacuees. The person receiving an advance payment will sign for such receipt on Form SF-1165, Receipt for Cash-Subvoucher, which is used in accounting for the payments.

4 FAH-3 H-833.2-2 Group Evacuation Expenses

(CT:FMP-26; 12-16-2004)

When a group of *State and/or Serviced Agency Employees* is evacuated, cash may be advanced to the designated group leader to pay evacuation expenses of the group as a unit, if deemed necessary. The group leader should be given a pad of Forms SF-1165 to use in accounting for payments made when receipts cannot be obtained from vendors. Upon arrival at the safehaven, *turn over* the pad of stubs and unused cash to the USDO, post cashier, or FMO for entry into the *official accounting system*. The official entering the transactions will retain such records and receipts.

4 FAH-3 H-833.2-3 Forwarding Pay and Allowance Data

(CT:FMP-26; 12-16-2004)

Furnish current pay and allowance data to the employee's safehaven or to the fiscal-servicing post. The data may be transmitted by the employee being evacuated or by other safe means.

4 FAH-3 H-833.2-4 Powers of Attorney

(CT:FMP-26; 12-16-2004)

When *eligible family members* are evacuated to the safehaven post(s) and the employee remains at *his or her* duty post, the employee should be advised to execute a power of attorney for *his or her* spouse, other responsible dependent, or other person acting on their behalf to cash their checks.

4 FAH-3 H-833.3 Payment of Emergency Evacuation Expenses for Private U.S. Citizens and Third-Country Nationals

(CT:FMP-26; 12-16-2004)

In an emergency, post should not accept cash from private U.S. citizens or from third-country nationals to cover evacuation expenses. To provide evacuation expenses to a safehaven, posts may make loans to individual U.S. citizens, their non-U.S. citizen family members, or third-country nationals whose evacuation has been approved by the Department. *Each head of a family being evacuated must execute a Form DS-3072, Emergency Loan Application and Evacuation Documentation, approved by a consular officer. In reviewing these forms, officers should ensure that applicants who are U.S. citizens or permanent residents have included a U.S. address, social security number, passport number, and date and place of birth.* When such persons are to be evacuated in a group and time is limited, verbal agreement to repay their pro rata share of the group evacuation expenses is requested from each individual, with the understanding that they will be expected to sign a promissory note for the amount to be repaid for themselves and their dependents, if any, after arriving at the safehaven post. *Third-country nationals who are evacuated will not be billed directly. Rather, their government will be required to pay the U.S. Government for the evacuation of those nationals. The approved Form DS-3072 forms are forwarded to RM/GFS/F/R for recording and collection with a copy retained at post.*

4 FAH-3 H-833.4 Representation of U.S. Interests by Third Powers

(CT:FMP-26; 12-16-2004)

When severance of diplomatic and consular relations with a foreign country

occurs, protection of U.S. interests, *including U. S. property, is* usually transferred to a third neutral but friendly power. Consular relations may not be severed, and *the* U.S. consular section may continue to operate under the embassy of the protecting power.

4 FAH-3 H-834 SAFEHAVEN POST FINANCIAL MANAGEMENT OPERATIONS FOR EVACUEES

4 FAH-3 H-834.1 Rates of Employee Pay, Allowances, and Post Differential Payable During Evacuation

(TL:FMP-5; 6-30-95)

Authorized advance payments of salary and/or special allowances and post differentials, which are not terminated in accordance with Chapter 600 of the Standardized Regulations and the Emergency Evacuation Manual, may be made to civilian employees of participating agencies who are U.S. citizens, or U.S. nationals (natives of U.S. territories or possessions), or third-country nationals who are employees of the U.S. Government and not citizens or nationals of the country to which they have been evacuated.

4 FAH-3 H-834.2 Payments of Salaries, Allowances, and Post Differential to State and Serviced Agency Employees and/or Eligible Family Members After Arrival at Safehaven

4 FAH-3 H-834.2-1 Washington, DC or Other Agency Payroll Activity at Official Designated Safehaven

(CT:FMP-26; 12-16-2004)

- a. When employees are evacuated to Washington, DC or agency headquarters, they will report to their bureau or agency's executive office. The executive director for each bureau or serviced agency has the responsibility to perform those tasks required in processing each employee evacuee's Time and Attendance (T&A) Report.*
- b. Timekeeping for evacuated employees payrolled by RM/GFS is through a biweekly T&A cable sent to RM/GFS Charleston by the Post Management Office (PMO). Employees may log on through the Internet or Intranet to*

employeeexpress.gov to print E&L statements, make changes to health insurance, federal and state tax information, Thrift Savings Plan (TSP), allotments, savings bonds, and home address. Employees also have the option to make changes for savings bonds. If the Intranet is available, the employee can access his or her E&L statements through e-Phone. The employee must have a pin number and password for both e-Phone and Employee Express.

4 FAH-3 H-834.2-2 Safehavens Other Than Washington, DC

(CT:FMP-26; 12-16-2004)

An evacuated employee whose safehaven is another post rather than Washington, DC will use that post's T&A system after coordinating with RM/GFS Charleston. The FMO or MO must furnish RM/GFS Charleston with the names of all employees and/or their Eligible Family Members (EFM)s and the safehaven.

4 FAH-3 H-834.2-3 Payments and Allowances at Safehaven

(CT:FMP-26; 12-16-2004)

When specifically authorized by the Department to pay salaries, allowances, and post differential of the safehaven post to State employees and/or *EFM* evacuees during their stay at a safehaven post, these costs may be charged to the *Diplomatic and Consular Programs (D&CP) appropriation*, American Salary allotment, and to the evacuated post's Program and *International Cooperative Administrative Support Services (ICASS)* operating allowances, as applicable. Salary, allowance, and post differential payments for other agencies are charged to their funds. Such payments may be made when the evacuee(s) *present(s) the* necessary current pay and allowance data or *it is* received by other means from the FMO of the evacuated post. (See 4 FAH-3 H-833 for maintaining and forwarding records.)

4 FAH-3 H-835 THROUGH H-839 UNASSIGNED