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MRN:

16 STATE 33520

Date/DTG:

Mar 29, 2016 / 291351Z MAR 16

From:
SECSTATE WASHDC

Action:
ADANA, AMCONSUL IMMEDIATE

E.O.:
13526

TAGS:
AMGT, AEMR, CASC, KFLO, AFIN, ASEC, APER, TR

Pass Line:

FOR AMBASSADOR FROM THE UNDER SECRETARY FOR MANAGEMENT TREASURY DEPT PASS IRS

Subject:
ORDERED DEPARTURE FROM Adana

Evacuation Authority And Department Policy

1. Effective March 29, 2016, I hereby approve ordered departure (OD) from Adana, and the Izmir and Mugla provinces, of eligible family members (EFMs) as listed on employee orders and defined in 14 FAM 511.3 with the exception of any EFMs employed by Post.

2. Please refer to 12 FAH-1 Annex K for information on evacuation assistance to Foreign Service Nationals and Third Country Nationals (TCNs), which is determined on a case-by-case basis.

3. Members of Households (MOHs) who are U.S. citizens are treated as private U.S. citizens for evacuation purposes. Pursuant to the Department of State’s “no double standard” policy, private U.S. citizens should be offered the same evacuation opportunities and assistance as members of the official American community, when appropriate and feasible, but cannot be ordered to depart. They may return at their own discretion and expense. Non-U.S. citizen MOHs may also receive evacuation assistance to the U.S. or a third country, if eligible for entry. If the Chief of Mission (COM) determines the presence of MOHs in USG housing adversely affects post operations, the COM can direct employees to move their MOHs out of the USG housing. MOHs who remain at post may not be allowed to access official post facilities while the sponsoring employee is evacuated.

4. Post must immediately inform all official American employees and family members of this authority. The Department is issuing a Travel Warning(s) to apprise the U.S. citizen community at large of this departure status and its rationale. Post should draw upon that language to issue Security or Emergency Message(s) to the local U.S. citizen community.

5. This departure is approved for a period not to exceed 30 days. The COM must re-evaluate conditions and request continuation or termination of evacuation status from the Under Secretary for Management prior to the end of that period. Post may request extensions of departure status in 30 day increments not to exceed a total of 180 days. Should the COM determine it is necessary to order the immediate departure of employees or family members to save lives, he or she may do so on his or her own authority in accordance with 12 FAH-1 Annex K Addendum 1.1(b).

6. The Department’s determination is that the designated safehaven for EFMs is the United States (anywhere in the 50 United States or the District of Columbia). Other agency employees’ EFMs may be evacuated to the location
of their agency headquarters.

7. An alternate safehaven may be approved by the Under Secretary for Management on a case-by-case basis when in the interests of the U.S. Government and shall be effective on the date authorized. This applies to personnel from all agencies at post, including members of the military services and their families. The Department of Defense is authorized to designate safe havens in Europe for people under EUCOM command and it can further delegate this authority.

8. Departed employees or EFMs may not return to post until the Under Secretary for Management authorizes the return.

9. Employees or EFMs away from, traveling to, or anticipating travel to post as of the effective date of this departure must contact the regional bureau Executive Director's office for instructions.

FISCAL AND ALLOWANCES INSTRUCTIONS

10. The fiscal data in this cable is only for Department of State employees, Marine Security Guards, Seabees, and the family members of the above. M/EDCS must approve any other charges to this fiscal data.

11. Members of the military services and their family members should be processed in accordance with Chapter 6 of the Joint Federal Travel Regulations (JFTR). USAID employees and family members should be processed using normal allotments for travel, transportation and per diem. Contract employees, including third country nationals, are to be treated in accordance with their contracts. For USAID see Chapter 12, AID Handbook 23. Evacuees should contact their sponsoring agency for advice on how to file for subsistence expense allowance (SEA) payments.

12. For Department of State evacuees, post should prepare a travel authorization using form JF-144 (Temporary Duty (TDY) Official Travel Authorization). Fiscal data for M/EDCS funded travel and SEA payments is as follows:

Appropriation 19___ X05220002
Allotment 2003
Operating Allowance
Budget Fiscal Year 2016
Obligation (bulk*) 2003628200
Function Code
13. The text in block 7 of the JF-144 should read:

"You and/or your eligible family members have been authorized to travel to the official safe haven location of the United States, effective March 29, 2016, as specified by the Under Secretary for Management of the Department of State. Travel by economy class air is authorized. Per diem while in transit to the official safe haven location is authorized. Subsistence Expense Allowance (SEA) payments for all other periods during the evacuation is authorized by DSSR 600 as prescribed in the State telegram from the Under Secretary for Management approving this evacuation. Travel is approved for your eligible family members as follows:

Name: FIRST NAME Surname
Relationship to Employee: XX
Date of Birth: MM/DD/YYYY
Round trip travel is authorized. One-way ticket purchase ONLY is authorized. This TA is valid for up to nine months from the original date of approval of evacuation order. Shipment of unaccompanied air baggage (UAB), also known as airfreight, or payment of airfreight replacement allowance is authorized. See 14 FAM 568.1 for Baggage Allowance.

Shipment of household effects (HHE), privately owned vehicle (POV), and removal of HHE from permanent storage is not authorized.

Authority: [this cable MRN]

14. Travel authorizations should be numbered sequentially beginning with obligation number. Examples for post: "Travel authorizations should be numbered sequentially beginning with obligation number 2003628201, 2003628202, 2003628203 etc." If post anticipates issuing more than ninety-nine travel authorizations, drafter should request additional obligation numbers from M/EDCS.

15. Evacuation orders should list the employee and all EFM, even if the employee remains at post. Evacuees should be issued round-trip travel orders, however only one-way tickets should be purchased. MOHs are personally responsible for their travel costs.

16. SEA is approved for up to 30 days from the day following arrival at the safe haven location. Department of State employees should use DS 4095 as available on eForms to apply for SEA. Post is authorized to issue USD 1000 per family unit and USD 500 for individual employees who will or have
already departed post for a designated safehaven. This initial evacuation payment will be deducted from the first SEA payment. Evacuees will be authorized travel per diem while in transit.

17. For evacuated post, reserve the (bulk*) obligation number from para 12, 2003628200, for any collective or generic evacuation costs post may have to fund, such as control room, emergency food and medical supplies, ground transportation, contract travel agency assistance, etc. Evacuated post and transit posts are required to send an itemized list of expenditures charged to the bulk obligation to M/EDCS via email or cable within 60 days after termination of the evacuation.

18. The Family Liaison Office (FLO) assists evacuees with filing for evacuation benefits, gathers and disseminates information of concern to evacuees, supports the affected bureau, helps evacuees build resiliency in a crisis, and coordinates with outside organizations to provide support. For more information, visit http://hrweb.hr.state.gov/flo/policy/evac.html.

19. Evacuees may opt to either ship UAB to the safehaven location or take the UAB replacement allowance. Regardless of which option they choose, evacuees will still be eligible to ship UAB back to post, if returning.

ALLOWANCES WHILE ON DEPARTURE STATUS

20. 12 FAH-1 Annex K Addendum 1.5 and Chapter 600 of the Department of State Standardized Regulations (DSSR) provide additional information on SEA and other allowances while on departure status. The Frequently Asked Questions and the DSSR are available at http://aoprals.a.state.gov on the Department's Intranet and, on the internet http://aoprals.state.gov/. The allowances website includes links to the DSSR Section 960 Evacuation Payments Worksheet and Evacuation FAQs. The main telephone number for A/OPR/ALS is 202-261-8700 and the email address is AllowancesO@state.gov.

POST REPORTING REQUIREMENTS
21. Post should email or cable the following information for all evacuees to M/EDCS, M/DGHR/FLO, CGFS, safehaven post if applicable, the Executive Office of the appropriate regional bureau, and the Operations Center:

-- sponsor's name
-- name of evacuee
-- agency (if military include branch of service)
-- email contact information if available
-- safehaven address and telephone number (if known)
-- date of departure from post and ETA at safehaven
-- amount of any SEA advance given to each evacuee
-- travel authorization number
-- specific flight information

The timely submission of this information is of critical importance to support evacuees and initiate SEA payments.

22. Additionally, cable or send by For The Record email a list of all remaining employees and EFMs at post by agency, specifying personnel who would depart in the next phase of an evacuation. Except in unusual circumstances, consular officers should remain until the last phase of an evacuation in order to assist private U.S. citizens.

23. After the termination of the evacuation, post will be required to forward certified travel vouchers and supporting documents to CGFS/F for review.

24. Evacuees should contact FLOAskEvacuations@State.gov for additional assistance or more information.

Signature:
Kerry

Drafted By:
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Approved By:

M: Under Secretary Kennedy ok

Released By:

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Info:

ANKARA, AMEMBASSY IMMEDIATE; CDR USEUCOM INTEL VAIHINGEN GE IMMEDIATE; CIA WASHINGTON DC IMMEDIATE; DIRNSA FT GEORGE G MEADE MD IMMEDIATE; DEPT OF TREASURY WASHINGTON DC IMMEDIATE; WHITE HOUSE WASHINGTON DC IMMEDIATE; NATIONAL SECURITY COUNCIL WASHINGTON DC IMMEDIATE; DEPT OF HOMELAND SECURITY WASHINGTON DC IMMEDIATE; GLOBAL FINANCIAL SERVICES, USOFFICE IMMEDIATE; SECDEF WASHINGTON DC IMMEDIATE; DA WASHINGTON DC IMMEDIATE; JOINT STAFF WASHINGTON DC IMMEDIATE

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Action Post:

NONE

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