

4 FAM 830

EMERGENCY EVACUATION FISCAL POLICY

(TL:FIN-362; 09-05-2003)
(Office of Origin: A/RPS/DIR)

4 FAM 831 SCOPE AND APPLICABILITY

(TL:FIN-362; 09-05-2003)

a. When it becomes necessary to evacuate a post due to an emergency that poses a threat to U.S. personnel and/or property, the post fiscal and *management officers* shall instruct all post personnel in the proper fiscal duties and responsibilities required under emergency evacuation conditions and described in 4 FAM 830, 4 FAH-3 H-830, the Evacuation Handbook, and other post specific evacuation procedures.

b. Financial management personnel must protect and inventory official funds of the U.S. Government including cash on hand, negotiable instruments, blank check stock, funds on deposit in local banks, and all related accounting records. As directed by the post's emergency evacuation committee, financial management personnel shall withdraw funds from all bank accounts and transfer accountability to a single individual, if necessary, in order to safeguard the funds.

c. Payments made for the purpose of evacuation shall be charged to the Emergencies in the Diplomatic and Consular Service appropriation.

d. Post financial management personnel shall also provide for evacuation of other agency personnel as well as U.S. citizens and shall make loans as necessary for this purpose secured by promissory notes to repay the Department of State. Financial personnel both at post and in Washington, D.C., FMP/F/DFS, shall provide advances and payments for salary, per diem, and allowances after arrival at the safe haven post.

e. Specific requirements and/or procedures for emergency evacuations and financial operations are contained in 4 FAH-3 H-830.

4 FAM 832 THROUGH 839 UNASSIGNED