

## **3 FAM 2550 DEATHS IN SERVICE**

*(CT:PER-579; 10-17-2005)  
(Office of Origin: HR/OCA)*

### **3 FAM 2551 GENERAL**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. The death of a Civil Service (CS) or Foreign Service (FS) employee of the Department of State may be the result of an illness or injury incurred in the performance of duty, or the result of causes unrelated to employment. The Office of Casualty Assistance (M/DGHR/OCA) is responsible for administrative assistance and ongoing support following the death of any U.S. citizen CS or FS employee of the Department of State and of any eligible family member whose employee sponsor is assigned abroad. M/DGHR/OCA provides a single point of contact within the Department of State for bereaved families and assists dependents and beneficiaries to file for benefits for which they may be eligible.
- b. This subchapter contains procedures that must be followed in the event of death of a CS employee, a FS employee, an eligible family member of an employee assigned abroad, and employees employed by overseas posts. For deaths in the performance of duty, also see 3 FAM 3650.

### **3 FAM 2552 APPLICABILITY**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

This subchapter applies to the following employees domestically and abroad:

- CS employees in the United States (see 3 FAM 2553.3)
- FS employees in the United States (3 FAM 2553.3)
- U.S. citizen employees assigned or eligible family members of such employees abroad (3 FAM 2553.1)

- Employees employed at posts overseas (including Foreign Service Nationals (FSN) and those employed under personal services contracts and personal services agreements). (3 FAM 2553.2)

## **3 FAM 2553 CITIZEN EMPLOYEES AND ELIGIBLE FAMILY MEMBERS ABROAD - PROCEDURES AND GUIDELINES**

### **3 FAM 2553.1 Post Responsibility**

#### **3 FAM 2553.1-1 Telegraphic Report to Department**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service employees)*

In the event of death of a U.S. citizen employee (exclusive of employees employed by overseas posts) or an eligible family member of such employee while assigned abroad, the post will transmit the following information by telegram to the Department:

- (1) Name of employee, or in the case of an eligible family member, name, and relationship of family member and name of employee, and employee's agency (State, USAID, etc.);
- (2) Place, cause (if known), and time of death. If details are not known at time telegram is sent, the post must inform Department immediately when known; and
- (3) If necessary, specific instructions to notify next-of-kin, legal representative, or other person, including name, address, and telephone number of such person, if known.

#### **3 FAM 2553.1-2 Captioning Telegram**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. In the case of death of a Department of State employee, or any eligible family member of such employee, the telegram will bear the special caption OBIT/STATE (see 5 FAH-2 H-443) and include the Office of Casualty Assistance (M/DGHR/OCA) and the regional bureau or the

Bureau of International Organization Affairs (as appropriate) on the addressee line.

- b. Telegrams reporting the death of employees of other agencies (USAID, Commerce, etc.) or of any eligible family members of such employees must be specifically marked for the employing agency for its action (e.g., OBIT/AID, OBIT/ Commerce) and include the Office of Casualty Assistance (M/DGHR/OCA) and the regional bureau or the Bureau of International Organization Affairs (as appropriate) on the addressee line.

### **3 FAM 2553.1-3 Notification of Post Medical Staff**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Post will notify the Regional Medical Officer or Foreign Service Health Practitioner upon the death of any U.S. CS and FS employee or eligible family member abroad. In the event there is no Foreign Service Medical Provider at post, the notification will be made to the Regional Medical Officer for that post.
- b. The Regional Medical Officer or the Foreign Service Health Practitioner is then responsible for reporting deaths to the Office of Medical Services in accordance with 16 FAM 130.
- c. The Regional Medical Officer, Foreign Service Health Practitioner and/or Regional Medical Officer, Psychiatric will provide any medical or mental health services required by the family or community.

### **3 FAM 2553.1-4 Further Post Actions**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Posts may be asked to provide information to surviving family members or assist as appropriate with the matters listed below:
  - Deaths, disposition of remains, and personal estates of U.S. citizen employees (exclusive of locally employed staff other than EFM's employed in the mission) (7 FAM 200);
  - Allowable travel and transportation expenses (14 FAM 500);
  - Proceeds of undelivered check(s) due deceased payee (4 FAM 341.2)

and 4 FAM 482);

- Death benefits and claims under Federal Employees Group Life Insurance (3 FAM 3620);
  - Any benefits available under the Federal Employees Health Benefits Program (3 FAM 3610);
  - Payment of employee's unpaid compensation (3 FAM 3100 and 4 FAM 482);
  - Lump sum payment for annual leave (3 FAM 3336);
  - Benefits payable under FS or CS retirement (refer to 3 FAM 6000 and to Department Notice 2004 06 033);
  - Compensation payable for work injuries under Federal Employees Compensation Act (3 FAM 3650); and
  - Refer to the Department of Veterans Affairs National Cemetery Administration website for burial arrangements in a national cemetery, if eligible and if desired by the family.
- b. See 3 FAM 2510 for effective date of separation, 4 FAM 510 for payroll procedures, and the Standardized Regulations for termination of allowances.

### **3 FAM 2553.1-5 Departmental Responsibility**

*(CT:PER-579; 10-17-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. It is the responsibility of the Operations Center to set up a conference call between the chief of mission, the Director General, the Assistant Secretary of the affected regional bureau and (if appropriate) the Assistant Secretary of the functional bureau, and the Director of the Office of Casualty Assistance to determine how notification of the next-of-kin or other person designated in post's telegraphic report of death will be made when the next-of-kin is not resident at post. If post does not provide contact information, the Operations Center will utilize information maintained in the Employee Services Center emergency contact database.
- b. It is the responsibility of the Office of Casualty Assistance (M/DGHR/OCA) to assist in:

- Preparation of a condolence letter from the Secretary
  - Sending the next-of-kin or legal representative a letter advising of benefits for which the deceased individual may be eligible, such as life insurance and unpaid compensation
  - Providing pertinent forms to the next-of-kin or legal representative and assistance in completing required forms
  - Arranging for the next-of-kin or legal representative to meet with a representative from HR/RET or HR/ER to discuss benefits, as necessary
  - Providing ongoing support to the family of the deceased, as appropriate
- c. It is the responsibility of HR/CDA for FS and the servicing human resource office (HR/CSP or Bureau that has delegated personnel authority) for CS to process Form SF-50, Notification of Personnel Action, to separate the employee from the Department.
- d. *It is the responsibility of the Family Liaison Office (M/DGHR/FLO) to provide guidance to Community Liaison Office Coordinators on how best to respond and support family members of the deceased and members of the community at post. FLO offers resources on grief and loss, suggestions on organizing a memorial service and a Survivor Checklist for the family. FLO is available (as needed) to support and assist the family returning to the United States.*

### **3 FAM 2553.2 DEATH OF OVERSEAS EMPLOYEES**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

In case of death of an employee employed by the post overseas (FSNs, PSCs, PSAs) who are not covered by 3 FAM 2553, the post is responsible for notifying next-of-kin and for rendering all necessary and appropriate assistance (see 3 FAM 7000 and post compensation plan).

### **3 FAM 2553.3 DEATH OF DEPARTMENT EMPLOYEES IN THE UNITED STATES**

#### **3 FAM 2553.3-1 Bureau Responsibility**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. When a State Department employee dies in the United States, the appropriate human resources/management officer in the Executive Office of the employing bureau will:
  - (1) Immediately notify:
    - HR/CDA for FS personnel, or
    - HR/CSP for CS personnel
  - (2) Furnish the Office of Casualty Assistance (M/DGHR/OCA) with the name, address and telephone number of next-of-kin or legal representative or other person to be contacted.
- b. The appropriate human resources/management officer of the employing bureau will complete a:
  - Form SF-52, Notification of Personnel Action, and send it to HR/CDA (Foreign Service) or HR/CSP (Civil Service)
  - For employees enrolled in CSRS at the time of death: Form SF-2821, Agency Certification of Insurance Status; Form SF-2800A, Agency Certification for Death in Service; and Form SF-2810, Notice of Change in Health Benefits Enrollment
  - For employees enrolled in FERS at the time of death: Form SF-2821, Agency Certification of Insurance Status; Form SF-3104-B, Documentation and Elections in Support of Application for Death Benefits; and Form SF-2810, Notice of Change in Health Benefits Enrollment. All forms must be sent to M/DGHR/OCA
  - All original forms must be sent to M/DGHR/OCA
- c. The employing bureau should prepare an inventory and secure any personal items in the employee's office (witnessed by at least one other employee) until arrangements can be made for the claiming of such items.

### **3 FAM 2553.3-2 Bureau of Human Resources Responsibility**

*(CT:PER;561 07-28-2005)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

It is the responsibility of the Office of Casualty Assistance (M/DGHR/OCA) to assist in:

- Preparation of a condolence letter from the Secretary
- Sending the next-of-kin or legal representative a letter advising of benefits for which the deceased individual may be eligible, such as life insurance and unpaid compensation
- Providing pertinent forms to the next-of-kin or legal representative and assistance in completing required forms
- Arranging for the next-of-kin or legal representative to meet with a representative from HR/RET or HR/ER to discuss benefits, as necessary
- Providing ongoing support to the family of the deceased, as appropriate

### **3 FAM 2554 THROUGH 2559 UNASSIGNED**