

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

**4 FAM 830
EMERGENCY EVACUATION
FISCAL POLICY**

*(CT:FIN-415; 6-21-2012)
(Office of Origin: RM/FPRA/FP)*

4 FAM 831 SCOPE AND APPLICABILITY

(CT:FIN-368; 12-16-2004)

- 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 must instruct all post personnel in the proper fiscal duties and responsibilities required under emergency evacuation conditions. These duties and responsibilities are described in 4 FAM 830, 4 FAH-3 H-830, the Crisis Management Manual, and other post-specific evacuation procedures. General guidance and authorities pertaining to evacuations are contained in 12 FAH-1 H-1500.
- b. Financial management personnel must protect and inventory U.S. Government official funds, 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 must withdraw funds from all bank accounts and transfer accountability to a single individual, if necessary, in order to safeguard the funds.
- c. Financial personnel at post, in Washington, DC, and at RM/GFS Charleston and Bangkok must take the necessary actions to provide post personnel that have been evacuated, advances and payments for salary, per diem, and allowances after their arrival at the safe haven post.
- d. As required, post financial management and consular personnel must also provide for evacuating U. S. citizens and appropriate host- or third-country nationals. Post should not accept cash to cover evacuation expenses. A loan must be processed to enable the evacuation. The loan is secured by a promissory note to repay the funds to the Department of State.
- e. Payments made for the purpose of evacuation must be charged to the Emergencies in the Diplomatic and Consular Service appropriation.
- f. Specific requirements and/or procedures for emergency evacuations and financial operations are contained in 4 FAH-3 H-830.

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4 FAM 832 THROUGH 839 UNASSIGNED

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