



EVACUATION PACKET

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Additional Information (separate attachments)

- Employee Consultation Service (ECS) Brochure
- AAFSW Evacuee Support Network Brochure
- Foreign Service Lounge Letter and Locator Form



Welcome Back from the Family Liaison Office

Dear Evacuee:

Welcome back. Your last few days have probably been difficult and you have not had a chance to plan or think things through. This evacuation package was put together by the Family Liaison Office as a resource and guide to help you settle into life in your safehaven. We are here to assist you, located right off the C Street entrance of the Department of State. Below, I have listed a few resources that are available to you.

- Family Liaison Office (FLO): FLO is here to assist as you try to bring some order back into your lives. We provide services in three areas:
 - *The Support Services Officer and Program Assistant* are your principal points of contact. They can help you navigate the world of allowances and regulations. They will also remain in contact with your community during the entire evacuation.
 - *The Employment Program Coordinator* can provide information for family members on employment, adult education, and volunteer opportunities in the DC area.
 - *The Education and Youth Officer* can assist with your children's educational needs in the DC area and with information on boarding schools throughout the country. Please feel free to call or stop by to meet with the staff. Telephone 202 647-1076.
- Employee Consultation Service (ECS): ECS is a confidential counseling service available to all evacuees. The office is staffed by social workers who meet with clients by appointment, on a drop-in basis, or by phone. Many evacuees have found it helpful to talk with them about difficulties their children are experiencing handling a sudden move as well as about their own reactions. ECS is located in Columbia Plaza, SA-1, L127. Telephone: (202) 663-1815.
- Evacuee Support Network, The Association of American Foreign Service Women (AAFSW): AAFSW established a volunteer Evacuee Support Network (ESN) in the DC area to assist evacuees. They will meet, greet and assist as evacuees arrive at the airport, and advise on hotels and neighborhoods. For non-native English speakers, ESN has volunteers who speak several languages. ESN can be reached M-F at 202 362-6514, the AAFSW office.
- Overseas Briefing Center: OBC offers many courses of interest to Foreign Service family members. To register, call (703) 302-7269 with your name, address, agency, and social security number. Indicate that you are an evacuee. OBC is located at the National Foreign Affairs Training Center, 4000 Arlington Blvd., Room E2114, Arlington, VA 22204.



Please call our office at (202) 647-1076 as soon as possible to let us know your safehaven address and telephone number. We would like to stay in contact with you throughout your time in the United States and need to be able to contact you quickly if there is a change in the evacuation status. If you are in the Washington area, we will also arrange occasional briefings, opportunities to hear what is happening and to ask questions on both political and administrative matters. Once again, welcome back. We look forward to assisting you in any way we can.

Sincerely,

Faye Barnes, Director



Evacuation Contact List

FAMILY LIAISON OFFICE
Room 1212A Main State
(202) 647-1076 or (800) 440-0397
FAX (202) 647-1670 <http://www.state.gov/www/flo/>

DEPARTMENT OF STATE 2201 C. St. NW Washington, DC 20520

Allowances - SEA Payments

Karen Taylor
(703) 875-6793/4
FAX (703) 875-6769

Health Unit

Room 2313, Main State
(202) 647-2546

Claims

Joan Padilla
Room 1244, Main State
(202) 736-7648

Housing (AAFSW)

Room 1254, Main State
(202) 647-3573

Counseling

Employee Consultation Services
Room 5914, Main State
Columbia Plaza Room L127
(202) 663-1815

Regional Bureaus - Other Questions

AF/EX (202) 647-1298
ARA/EX (202) 647-3318
EAP/EX (202) 647-9054
EUR/EX (202) 647-3269
SA/EX (202) 647-3269

Evacuee Support Network (ESN)

(202) 362-6514

Transportation

Room 1244 Main State
(202) 647-4140 or (800) 424-2947

Foreign Service Lounge

Room 1252, Main State
(202) 647-3432

Travel AMEXCO

Room 1243, Main State
(703) 351-0800 or (800) 752-2320
(800) 847-0242 (after hours, emergency only)



**US AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) Ronald Reagan Building
1300 Pennsylvania Avenue NW, Washington D.C. 20523-0001**

Counseling

Martha Rees, LCSW
RRB 2.07.014 (202) 712-0891

Evacuee Contact/ENI Bureau

Pavlina Strom
RRB 2.718 (202) 712-1826

Evacuee Contact/Africa Bureau

Cecilia Pitas
RRB 2.07-014 (202) 712-1468

Evacuee Contact/LAC Bureau

Ghytana Carr
RRB 2.07 (202) 712-5043

VOICE OF AMERICA (VOA)

SEA Payments

Joanne Lusby
(202) 619-2120

DEFENSE INTELLIGENCE AGENCY/DEFENSE ATTACHÉ OFFICE (DIA/DAO)

Field Support

Judi Crane (703) 907-1962

Larry Atkinson (703) 907-0401

DRUG ENFORCEMENT AGENCY (DEA)

Carmen Friedman (202) 307-4241

Debbie Rice Thomas (202) 307 8222

FOREIGN AGRICULTURE SERVICE (FAS)

Heddy Armstrong (202) 720-2741

Shirley Stevenson (202) 720-1391

FOREIGN COMMERCIAL SERVICE (FCS)

Nancy Kripner (202) 482-4838

Loretta Cole (202) 482-2368

MARINE SECURITY GUARD (MSG)

Personnel

CWO3 Richard Taylor (703) 784-3229/3221

Orders/Tracking

Capt. Van Messel J.A.(703) 784-3267

TREASURY

Program Services

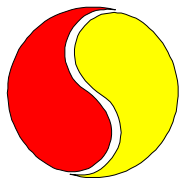
Dan O'Brien 202- 622-1211



Choosing Your Safehaven: Factors to Consider

In an evacuation situation, family members may choose as a safehaven any point in the continental United States (CONUS). They do not necessarily have to choose their home leave address. When deciding on a safehaven location, family members may want to consider the following options and the pros and cons of each.

- **The Metropolitan Washington, D.C. Area:** If the employee is evacuated, she or he must report for duty at the agency headquarters, usually Washington, D.C. In this case, family members may wish to choose Washington as their safehaven point. Family members earlier evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin an employee subsequently evacuated and reporting to duty in Washington, D.C. Being in Washington has certain advantages, including being able to come into the State Department for briefings organized by the Family Liaison Office (FLO), at the Overseas Briefing Center, and having the resources of the Department near at hand. If a group of evacuees is located in the Washington area, they have the opportunity to enjoy mutual support, and an evacuee may feel a little more in touch with the situation at post.
- **Other Locations in CONUS:** Often the most important factor for evacuees in making the safehaven decision is where their network of support is located. If family and friends are located on the other side of the country from Washington, that may well be the best safehaven for the evacuee. If the employee did not return to the U.S. on evacuation status, it may be even more important to be near a source of family support, particularly if there are small children involved. Although FLO makes every effort to keep in contact with all evacuees wherever they are located, those located farther from Washington have less access to certain resources. However, this is often less important to evacuees than the support of family, friends and hometown.
- **Foreign Safehaven:** The official safe haven for evacuated families is CONUS. However, some family members do not have particular ties to the U.S. and would prefer to choose a foreign location. The post may request a foreign safe haven for a family member from the Department of State. If the request is approved, the evacuee will receive a Subsistence Expense Allowance based on the lower of the following: the locality to which s/he is evacuated or the standard CONUS rate. If the request was not approved, the evacuee cannot officially travel to or receive evacuation benefits in a foreign location. It is important to note that Hawaii and Alaska are considered foreign safe havens, as they are not part of CONUS.
- **Changing Locations:** Once the evacuee has arrived at the safehaven location, he or she will not be funded for travel to another location during the period of the evacuation. Sometimes family members wish to move from one location to another during the evacuation. While doing so will not affect Subsistence Expense Allowance payments, the evacuee would be responsible for paying for the travel involved.



Coping Strategies for Evacuees

Evacuations elicit a variety of different feelings, but the universal response to an evacuation is a sense of not being in control of one's own life. The individual feels powerless, caught in a situation which affects every aspect of life. Since this feeling is so common, the following tips are suggested as ways to gain a measure of control over the situation.

- **Make contingency plans.** Decide ahead of time on a safehaven location, organize the documents to take to post, make plans for the children and have powers of attorney in order. Keep and use a copy of FLO's *Evacuation Plan: Don't Leave Home Without It*.
- **Plan for the long term.** Evacuations average 3 - 4 months. While the length of any evacuation is difficult to predict, those who plan for a longer rather than a shorter period of time experience fewer frustrations.
- **Use resources.** While in the Washington, D.C. area, take some courses at the Overseas Briefing Center. Consult with FLO employment staff about short-term employment. The licensed clinical social workers at the Department of State's Employee Consultation Service (or their equivalent in other agencies) may be helpful. These last two resources are available to evacuees who are not in Washington through telephone consultation.
- **Create a "normal" life.** Develop as normal a routine as possible for yourself and your children. If an evacuation lasts more than a month, you may choose to put the children in school. Get them involved in activities, and get involved yourself. Pursue hobbies, do volunteer work, or take a part-time job.
- **Keep in touch.** Stay in touch with fellow evacuees, with FLO, or your assigned point of contact (i.e. the Family Liaison Specialist for your agency) throughout the evacuation. You'll be up-to-date on the latest information from post, and enjoy mutual support with others in the same situation. FLO and your agency's family liaison representative phone regularly, and share with evacuees the phone numbers and addresses of other evacuees who have given such permission and any other pertinent information.

Evacuees sometimes do not return to post. They never get to say a proper good-bye. They must live with a sense of "unfinished business" about their post. Many experience an emotional loss. Most people who experience an evacuation are able to put it into perspective and go on; yet Foreign Service life never seems the same again. Experience may make evacuees more wary, and influence them to take contingency planning seriously in the future. Eventually, the memory of an evacuation becomes part of the rich tapestry of experiences, positive and negative, which make up the life of a Foreign Service family.



Evacuation Definitions

The primary purpose of the evacuation of a U.S. Mission is for the safety and security of Mission personnel and their families. The following definitions are in accordance with Department of State regulations. Please note that the military uses slightly different definitions for some of these terms.

Authorized Departure: This type of evacuation is voluntary for official family members and non-emergency direct-hire employees. It allows the Chief of Mission greater flexibility in determining which employees or groups of employees may depart. There is no difference in benefits between authorized and ordered departure. *The employees and family members who choose to depart post on authorized departure may not choose when to return to post.* They may not return until the Under Secretary for Management has lifted the evacuation.

Ordered Departure: This type of evacuation is not voluntary. Family members and non-emergency staff are ordered to depart post on evacuation status. It is not uncommon for the status of an evacuation to shift from authorized to ordered, depending upon the situation at post. In some evacuations all staff must leave and operations are temporarily suspended at post.

A **drawdown** refers to the evacuation of family members and non-emergency staff, leaving emergency personnel at post. One of the tasks of the Emergency Action Committee at post is to determine the staff positions that would be necessary during a crisis. In an evacuation, the post would be **drawndown** to that number, unless the crisis required the temporary closure of the post.

Saf haven: When personnel and family members are evacuated from post, the official saf haven destination is the continental United States. Employees must report to their agency headquarters, while family members may choose a saf haven location anywhere in CONUS; they are not required to return to their home leave address. Employees may request an alternate foreign saf haven for family members; the request must be approved by the Under Secretary for Management.

SEA: Subsistence Expense Allowance, the allowance given to official evacuees, based on locality per diem.



M&IE: Meals and incidental expenses. In the Subsistence Expense Allowance, this is a flat rate which does not require receipts but does depend on locality per diem.

Commercial lodging: Any temporary lodging, such as a hotel, for which one pays a rent and can produce a receipt.

Non-commercial lodging: A lodging for which one does not pay a receipted rent, such as one's own home or a relative's residence.

SMA: Separate Maintenance Allowance, an allowance available to employees whose official family members have not chosen to accompany the employee for a tour of duty at a particular post. The employee may be eligible for *involuntary SMA* in a case in which, after an evacuation, family members are not allowed to return to post while the employee does return.





Foreign Affairs Agencies Allowance and Contact Information





Please note that most Foreign Affairs agencies follow Department of State guidance on evacuation as outlined in this booklet. Evacuation regulations and allowances may vary from one agency to another. You must submit a copy of the correct application and voucher forms for your own agency to headquarters. This section provides specific information for many agencies.





Department of State (DOS) Subsistence Expense Allowance Information Sheet

**D
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- **Air Freight Replacement Allowance**
- Airfreight is authorized when an evacuee leaves post.
- An air freight replacement allowance is authorized when airfreight is not shipped from post when evacuated. The amounts are \$250 for first evacuee without other family members; \$450 for first evacuee with one additional family member; \$600 for first evacuee with two or more additional family members.
- Upon return to post, an evacuee is authorized an air freight shipment back to post after the evacuation ends.

- **Subsistence Expense Allowance (SEA)**
- SEA is based on the safehaven location per diem rate rather than the continental US (CONUS) per diem rate.
- Only the first evacuee will be reimbursed for lodging expenses based on either a commercial rate (receipts required) or a non-commercial rate (no receipts required).
- All evacuees will be reimbursed a flat amount to cover daily meals and other expenses (M&IE) based on a percentage of the per diem rate.
- Days 31-180 are provided for at a reduced rate, as in TDY.
- Families of five persons or more may request a waiver from the head of their agency asking that commercial lodging calculation remain at 100% for days 31-180.

- **Daily Transportation Allowance**
- A daily transportation allowance of \$10 per day is allotted to the first evacuee to offset costs due to lack of private transportation at safehaven.

- **Lease Coverage**
- When an evacuation has ended and the first evacuee is bound to a lease agreement for lodging at the safehaven, the evacuee is authorized either: 1) expenses for the unexpired period of the lease for up to 30 days OR 2) waiver of repayment of an advance.

DEPARTMENT OF STATE PERSONNEL ONLY

Please return your SEA application complete with supporting documents to:

Department of State
Financial Operations FMP/F/DFS/FO/A/AA/CAA,
Attn: Karen L. Taylor/SA-15,
Room 5000, P.O. Box 9487,
Arlington, VA 22219-9487



DOS

Department of State (DOS) Calculating Subsistence Expense Allowance

For official U.S. safehaven. Based on U.S. safehaven per diem rate. In table, “L” = lodging portion of per diem; “M&IE” = meals and incidental expense portion of per diem.

Table to Apply for Commercial Lodging		
	Days 1-30	Days 31-180
First Evacuee	100% L + 100% M&IE	80%L + M & IE
Each Additional Person 18 & Over	100% M & IE	80% M & IE
Each Additional Person Under 18	50% M & IE	40% M & IE
Table to Apply for Non-Commercial Lodging		
First Evacuee	10% L + 100 M & IE	80% M & IE
Each Additional Person 18 & Over	100% M & IE	80% M & IE
Each Additional Person Under 18	50% M & IE	40% M & IE





Department of State (DOS) Subsistence Expense Allowance Application

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DEPARTMENT OF STATE PERSONNEL ONLY: Mail Form to: Department of State - FMP/CAA, P.O. Box 9487, Arlington, VA 22219, Attn: Karen L. Taylor/SA-15, Room 5000.

Necessary Documents: travel orders, copies of travel advance(s), airline tickets, other travel orders (TDY, PCS, R&R, Medical). To claim commercial rate provide lease agreement, paid monthly receipts/hotel bills, hotel receipts.

Employee Information: **Evacuated Country/Post:** _____

Last Name First Name Social Security # Agency

Tandem Couple: Other last name (if applicable) _____

Applicant Safehaven Information:

Last Name First Name Social Security #

In Care Of (Optional) Street Address (Include Apt.#)

City County State Zip Code Safehaven Phone #

Name(s) of All Other Evacuees Claiming SEA Benefits (include employee if applicable):

Evacuee Name	Relationship to Employee	Date of Birth (Children Only)	Post Depart Date	Arrival Date Safehaven/U.S.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



DDSS

Bank Information: (circle one) Checking Savings

Name on Account Name of Bank (SEA Deposit) Account # Bank Routing #

Street Address of Bank City State Zip Code

Advances Received at Post: Date: _____ \$Amount _____ Post _____

Date: _____ \$Amount _____ Post _____

Accommodations: (circle one) Commercial Non-Commercial

Airfreight Allowance: (airfreight shipped from post – circle one) Yes No

Certification: I certify to the best of my knowledge that all of my statements are true, correct, complete and made in good faith.

Print Name of Employee/Designee

Signature of Employee or Designee

Date: _____

Please Note: Employee is responsible for repaying any SEA balance if re-assigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Note PCS starts by beginning consultation/training/receiving TLA.



Department of State (DOS) Subsistence Expense Allowance Application



DEPARTMENT OF STATE PERSONNEL ONLY: Mail Form to: Department of State - FMP/CAA, P.O. Box 9487, Arlington, VA 22219, Attn: Karen L. Taylor/SA-15, Room 5000.

Necessary Documents: travel orders, copies of travel advance(s), airline tickets, other travel orders (TDY, PCS, R&R, Medical). To claim commercial rate provide lease agreement, paid monthly receipts/hotel bills, hotel receipts.

Employee Information: **Evacuated Country/Post:** _____

Last Name First Name Social Security # Agency

Tandem Couple: Other last name (if applicable) _____

Applicant Safehaven Information:

Last Name First Name Social Security #

In Care Of (Optional) Street Address (Include Apt.#)

City County State Zip Code Safehaven Phone #

Name(s) of All Other Evacuees Claiming SEA Benefits (include employee if applicable):

Evacuee Name	Relationship to Employee	Date of Birth (Children Only)	Post Depart Date	Arrival Date Safehaven/U.S.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



POB

Bank Information: (circle one) Checking Savings

Name on Account Name of Bank (SEA Deposit) Account Number Bank Routing #

Street Address of Bank City State Zip Code

Advances Received at Post: Date: _____ \$Amount _____ Post _____

Date: _____ \$Amount _____ Post _____

Accommodations: (circle one) Commercial Non-Commercial

Airfreight Allowance: (airfreight shipped from post – circle one) Yes No

Certification: I certify to the best of my knowledge that all of my statements are true, correct, complete and made in good faith.

Print Name of Employee/Designee

Signature of Employee or Designee

Date: _____

Please Note: Employee is responsible for repaying any SEA balance if re-assigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Note PCS starts by beginning consultation/training/receiving TLA.



Department of State (DOS) SEA Travel Voucher Itinerary and Expenses Form

DOS

Evacuee Name _____ Evacuation Post _____

**Receipts required for all expenses e.g. airline tickets, hotel bills, taxi fare.

DATE	DEPART TIME	DEPART COUNTRY/POST	ARRIVAL TIME	ARRIVAL COUNTRY/POST	DESCRIPTION OF ENROUTE EXPENSES	\$ AMOUNT
------	-------------	---------------------	--------------	----------------------	---------------------------------	-----------

Calculation of Meals & Incidental Expenses (M&IE):
 If travel is more than 12 hours, but less than 24 hours then:
 First day = 3/4 day of the location traveling to;
 Lodging plus M&IE for stopover locations enroute to safe haven, if applicable;
 Last day = 3/4 day of location traveling from (when departing to return to Post).
 All days in between = SEA.

Example of Expenses:

1/1/98	11:30pm	Kinshasa, Congo	6:00am	Singapore	Taxi fare to hotel	\$ 50.00
					Hotel - 1 night	\$123.00
1/2/98	9:00pm	Singapore	1:30pm	Washington, DC	Taxi fare	\$ 35.00

Per Diem Rates obtained from USAID/FM/CMP

Exchange Rates obtained from the Worldwide Foreign Exchange Rates (Internet Explorer)

Please Note: Employee is responsible for repaying any SEA balance if re-assigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Note PCS starts by beginning consultation/training/receiving TLA. Please mail form to: Department of State, FMP/CAA, P.O. Box 9487, Arlington, VA 22219-9487, Attn: Karen Taylor/SA-15, Room 5000



DOCS



Department of State (DOS)
SEA Travel Voucher
Itinerary and Expenses Form

DOS

Evacuee Name _____ Evacuation Post _____

**Receipts required for all expenses e.g. airline tickets, hotel bills, taxi fare.

Table with 7 columns: DATE, DEPART TIME, DEPART COUNTRY/POST, ARRIVAL TIME, ARRIVAL COUNTRY/POST, DESCRIPTION OF ENROUTE EXPENSES, \$ AMOUNT

Calculation of Meals & Incidental Expenses (M&IE):

If travel is more than 12 hours, but less than 24 hours then:

First day = 3/4 day of the location traveling to;

Lodging plus M&IE for stopover locations enroute to safehaven, if applicable;

Last day = 3/4 day of location traveling from (when departing to return to Post).

All days in between = SEA.

Example of Expenses:

Table with 7 columns: DATE, DEPART TIME, DEPART COUNTRY/POST, ARRIVAL TIME, ARRIVAL COUNTRY/POST, DESCRIPTION OF ENROUTE EXPENSES, \$ AMOUNT. Includes example rows for Kinshasa, Congo and Singapore.

Empty table grid with 7 columns and 5 rows for recording expenses.

Per Diem Rates obtained from USAID/FM/CMP

Exchange Rates obtained from the Worldwide Foreign Exchange Rates (Internet Explorer)

Please Note: Employee is responsible for repaying any SEA balance if re-assigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Note PCS starts by beginning consultation/training/receiving TLA. Please mail form to: Department of State, FMP/CAA, P.O. Box 9487, Arlington, VA 22219-9487, Attn: Karen Taylor/SA-15, Room 5000



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Department of State (DOS)
Subsistence Expense Allowance
(based on Washington, D.C. area)

	Single Person/ First Evacuee	+ One Dependent (under 18)	+ Two Dependents (under 18)	+ Three Dependents (under 18)
1st 30 days (\$161 per day in Washington, DC)	\$4,830	\$5,520	\$6,210	\$6,900
Days 31-180 Commercial rate per month*	\$3,864	\$4,416	\$4,944	\$5,496
Noncommercial rate per month**	\$1,725	\$2,415	\$3,111	\$3,801

* **Commercial Rate.** For the initial 30 days, the “First Evacuee” staying in commercial lodging will receive 100 percent of the lodging portion of the safehaven per diem (up to the amount for which they have receipts). In addition, all evacuees 18 and over will receive 100 percent of the M&IE portion of the safehaven per diem. Evacuees under 18 will receive half of the adult M&IE payment. These percentages drop to 80 percent after the first 30 days, and 40 percent for evacuees under 18.

****Non-Commercial Rate.** The “First Evacuee” staying in non-commercial lodging will receive 10 percent of the lodging portion of the safehaven per diem for the first 30 days (no receipts required). The lodging payment is eliminated on day 31. The M&IE rates for all evacuees are the same as for the commercial rate.

Note: Access to storage at own expense.

Separate Maintenance Allowance (SMA)

	One child only	One Adult	+ One Dependent	+ Two/Three Dependents	+ Four Dependents
Per Annum	\$3,500	\$6,800	\$8,600	\$10,600	\$12,800



Checklist for Department of State Evacuees Returning To Post

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To assist in planning a return to post, please double-check the following items:

- Contact your official travel office. Department of State families are required to utilize American Express for assistance with routing, reservations, and tickets.
- American Express will also assist in wiring pre-paid tickets to designated airports for pick-up by individuals. Present travel orders with fiscal data to the travel office. **NOTE:** To avoid penalty in "city pair" or contract fare routes, it is imperative to utilize the official travel office. **Telephone:** (202) 647-8497 or (800) 752-2320.
- Contact Transportation to arrange for pick-up and shipment of UAB (airfreight). Evacuation Travel Authorizations are used for return travel and shipments. **Telephone:** (202) 647-4140 or (800) 424-2947.
- File change of address with local post office.
- Employees complete check out with the Foreign Service Lounge.
- Inform bank, credit cards, etc. of change of address.
- Check validity of Diplomatic Passport and country (post) visa.
- Check expiration date of Department of State I.D. card and request renewal if necessary.
- To notify post of arrival plans, please call the Post Management Officer (PMO) who will cable post.
- Upon return to post, file a travel voucher with the Budget and Finance office (B&F) to be forwarded to Office of Financial Management Policy (FMP) in Washington, D.C. to reconcile your account.
- For family members to be placed on Separate Maintenance Allowance (SMA) either temporarily as an evacuation waiver or using the one option per posting, the employee must file an SF1190 at post. If there are concerns, please contact M/DGP/FLO for guidance. **Telephone:** (202) 647-1076.

If you experience difficulty in making arrangements to return to post, please contact the Support Services Officer in M/DGP/FLO or your PMO.



Department of Defense (DOD) Evacuation Fact Sheet

The Department Of State Has The Responsibility To Formally Declare Evacuation Of U.S. Personnel From Foreign Areas When Justified By Unusual Or Emergency Circumstances.

Types: Authorized Departure

Authorized Departure in Conjunction with Draw Down

Ordered Departure

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Entitlements: Joint Federal Travel Regulations (JFTR)

Per Diem: JFTR (U6005) Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. This allowance provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum per diem allowance is the rate prescribed for the safe haven location and the age and number of family members. For the first 30 days, beginning upon arrival at the safe haven, family members 12 years of age and older will receive a fixed amount for M&IE and reimbursement for actual lodging costs not to exceed the maximum, amount allowed in the safe haven per diem rate. Family members under 12 years of age will receive up to 50% of that rate. Beginning on the 31st day, not to exceed 150 additional days, the amounts allowed for M&IE and lodging are reduced to 60% of the amount prescribed in the safe haven per diem rate for those expenses for dependents 12 years of age and older, and 30% for those under 12 years of age.

If this reduced per diem allowance is inadequate, family members may apply for an increased allowance from the Per Diem, Travel and Transportation Committee. Address the request either by letter to Director, Per Diem, Travel and Transportation Committee, Hoffman Building #1 Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300, or via message (PER DIEM TVL and TRANS ALLOW COMTE ALEX VA), or via telefax (PDTATAC at COML 703 325-9330, DSN 221-9550)

In the case of family members who reside with family or friends while in safehaven, the lodging allowance is forfeited. No waiver to the loss of lodging allowance due to residing in non-commercial accommodations is available.

Transportation Of Household Goods: (JFTR U6007) When dependents are directed to move to a safe haven, the member is entitled to transportation of unaccompanied baggage for the dependents, and those items of HHG authorized or approved by competent authority as needed for the dependents' comfort and well-being at the safe haven. Unaccompanied baggage items may be shipped as a shipment separate from household goods in an amount not to exceed 350 pounds for each dependent 12 years of age and older, and 175 pounds for each dependent under 12 years of age. The provisions of Paragraph U5320B, JFTR which establishes a 1,000-pound limitation on shipment of unaccompanied baggage by an expedited mode and provided exception



authority thereto, apply to an unaccompanied baggage shipment under Chapter 6 of the JFTR. The 1,000-pound limitation applies to the sum of the unaccompanied baggage shipped for the member's family.

Transportation: (JFTR U6006) Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of privately owned vehicle shipped to the safe haven or designated place. A flat rate of \$5 per day will be paid for each evacuated dependent 12 years of age or older, and \$2.50 per day for each evacuated dependent under 12 years old, not to exceed \$10 per day per family.

Overseas Housing Allowance (OHA): A member, whose dependents are evacuated and who is entitled to an overseas housing allowance at the "with dependents rate" on the date of such evacuation, will be entitled to continue to be paid such allowances while the member's permanent duty station remains unchanged, providing the following conditions exist:

- Return of the dependents to the vicinity of the member's permanent duty station is anticipated;
- The member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- The period for which such payment is made does not exceed six months.

POINTS OF CONTACT

	EVACUATION	COMPENSATION	ENTITLEMENTS
Army	(404) 464-6797 1-800-851-7607	(703) 695-2491 Fax (703) 693-1832	(703) 693-8707 (703) 325-1347
Navy	(901) 874-4329 1-888-227-3832	(703) 614-5565 Fax (703) 695-3311	(703) 696-0230 (703) 695-3322
Air Force	(568) 652-3483 1-800-435-9941	(703) 695-1111 Fax (703) 614-2649	(703) 695-7186 (703) 697-0682
Marine Corps	(703) 784-9526 1-800-336-4663	(703) 614-3440 Fax (703) 614-2649	(703) 784-9379 (703) 784-9526
Coast Guard	(202) 267-1329	(202) 267-1646 Fax (202) 267-4823	(202) 267-1525
Joint Reception Coordination Center		1-800-825-4880	

DIA Personnel Who Need Further Clarification Or Assistance Should Contact The Quality Of Life Branch/Family Support Office At (703) 907-0401/1962.

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**Drug Enforcement Administration (DEA)
 Subsistence Expense Allowance**
 (based on Arlington, VA - \$157 per day)



	Single Person	Married Couple	One Dependent (under 18)	Two Dependents (under 18)
1st 30 days				
Commercial rate per month	\$4,710	\$5,970	\$6,600	\$7,230
Noncommercial rate per month	\$1,605	\$1,260	\$2,235	\$2,865
Days 31-180				
Commercial rate per month	\$4,826	\$5,834	\$6,338	\$6,842
Noncommercial rate per month	\$1,008	\$2,016	\$2,520	\$3,024

The employee must complete Travel Advance Form (SF-1038) as needed and Travel Vouchers (SF-1012) each month and submit them to the office below. Forms may be faxed to expedite processing, however, the original must be mailed or hand-carried.

DEA
 Financial Operations Section
 600 Army Navy Drive E-7165
 Arlington, Virginia 22302
 Tel: (202) 307-7002
 Fax: (202) 307-8690

Air freight shipments from safe haven to post must be arranged through the Family Liaison Specialists by calling (202) 307-4245 before returning to post.

Travel arrangements must be made through Omega Travel, which is located on the second floor of the East Building at Headquarters. You may call them at (703) 412-2714 or (800) 411-9287.



Checklist for DEA Evacuees Returning to Post



When the Department of State (DOS) ends the ordered departure, DEA employees and their families must await official notification of return from the Chief of International Operations.

Remember: All DOS evacuation policies do not necessarily apply to you. You are subject to current DEA rules and regulations. To assist in planning an orderly return to post, please check the following items:

DEA

- You should make travel arrangements through Omega Travel located on the second floor of the East Building or by calling (703) 412-2714 or (8000) 411-9287. Omega Travel will assist you with routing, reservations and ticketing, including wiring tickets for pick-up at designated airports.
- Contact your Family Liaison Specialist at (202) 307-4245 to arrange for pick-up and delivery of airfreight. If you prefer, you may take the items with you and voucher for excess baggage. Make sure Omega tickets you for excess baggage. You may also opt to mail items to post and claim the cost on your voucher.
- File change of address with local post office.
- Inform bank, credit card companies of change of address.
- Obtain copies of school records to be included with post school records.
- Turn in building or parking passes to Security Programs.
- Check validity of Diplomatic Passport and Visa.
- File travel vouchers with the Office of Finance (202) 307-7132.
- Family members who wish to remain in the U.S. may opt for Separate Maintenance Allowance. The employee must file an SF 1190 at post.

If you experience difficulty in making arrangements to return to post, or cannot travel expeditiously, please contact the Foreign Personnel Support Section at (202) 307-4245.



Federal Bureau of Investigation (FBI) Subsistence Expense Allowance Payment

In order to obtain SEA payments, the following information should be supplied to your agency:

- Copy of travel orders, ticket and any amended travel authorizations;
- Rent receipt if using commercial rate;
- Bank account information
 - Names on account
 - Name and address of bank
 - Bank account number
 - Social Security Number for employee and family member; and
- Completed SEA application.

Mail to:

FBI
Commercial Payments Unit
Room 1993
Washington, DC 20535
Attention: Steve McPeak or Lisa Henry

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At post, the employee will need to complete and forward the following forms to at the above address:

Travel advance form (1038) available from post (employee must sign); and
Voucher form (1012) available from post (employee must sign).

Note: The forms may be faxed to expedite payments; however, the originals should then be mailed.





Foreign Agriculture Service (FAS/USDA) Subsistence Expense Allowance Payment

In order to obtain SEA payments, the following information should be supplied to your agency:

- Copy of travel orders, ticket and any amended travel authorizations;
- Rent receipt if using commercial rate;
- Bank account information
 - Names on account
 - Name and address of bank
 - Bank account number
 - Social security number of employee and family member; and
- Completed SEA application.

Delivery or Mail to:

International Services Branch
FAS/FAA/STOP 1061
1400 Independence Ave. SW
Washington, DC 20520-1061

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Point of Contact:

North Asia, South Asia/Oceania, and Europe (Eastern) areas:

Shirley Stevenson (202) 720-1391 or Lisa Washington (202) 690-2911

Europe (Western), Africa and Middle East, Western Hemisphere:

Tearnee Stringfellow (202) 720-1756 or Lucille Dula (202) 720-1446





United States Agency for International Development (USAID) Subsistence Expense Allowance Payment

In order to obtain SEA payments, the following information should be supplied to your agency:

- Copy of travel orders, ticket and any amended travel authorizations;
- Rent receipt if using commercial rate;
- Bank account information
 - Names on account
 - Name and address of bank
 - Bank account number
 - Social security number for employee and family member; and
- Completed SEA application.

Mail to:

**Joe Cicippio
FM/CMP/MP
515 22nd St. NW
Washington, D.C. 20523-0292**

At post, the employee will need to complete and forward the following to Mr. Cicippio at the above address. The forms may be faxed to expedite payments; however, the originals should then be mailed:

- Travel advance form (1038) available from post (employee **must** sign).
- Voucher form (1012) available from post (employee **must** sign).



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Checklist for USAID Evacuees Returning To Post



When the evacuation authorization for post is lifted, employees and family members are expected to return to post in an expeditious manner, but not later than seven to ten days after the official date of the lifting of the evacuation. To assist in planning, please follow the checklist below:

- Contact American Express Travel Service at USAID (RRB Room C.012) for assistance with routing, reservations, and tickets. American Express Travel will also assist in wiring pre-paid tickets to designated airports for pick-up. **Note:** to avoid penalty in "city pair" or contract fare routes, evacuees should only utilize American Express Travel.
Telephone: (202) 712-4848.
- Contact the Travel office to arrange for pick-up and shipment of UAB (airfreight). Evacuation Travel Authorizations are used for return travel and shipment.
Telephone: (202) 712-4848.
- File change of address with local post office.
- Complete check out procedures with the Foreign Service Lounge.
- Inform bank, credit cards, etc. of change of address.
- Check validity of Diplomatic Passport and country (post) visa.
- Check expiration date of USAID Building Pass and request renewal if necessary.
- Notification of arrival at post: When travel plans are finalized, please call the Evacuation Working Group or your Desk Officer, who will inform your post.
- Upon return to post, file a travel voucher with the Comptroller to reconcile your account.
- Family members may be placed on Separate Maintenance Allowance (SMA) either temporarily as an evacuation waiver or using the one option per posting. Employees should complete SF 1190 and file at post with the Comptroller. If there are concerns, please contact M/DGP/FLO for guidance. **Telephone:** (202) 647-1076.

If you experience difficulty in making arrangements to return to post, or cannot travel expeditiously, please contact the Support Services Officer in M/DGP/FLO or your Desk Officer.

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US Customs Service (CUS) Subsistence Expense Allowance Payment

In order to obtain SEA payments, the following information should be supplied to your agency:

- Copy of travel orders, ticket and any amended travel authorizations;
- Rent receipt if using commercial rate;
- Bank account information
 - Names on account
 - Name/address of bank
 - Bank account number
 - Social security number for employee and family member; and
- Completed SEA application.

Mail to:

Attache Program:

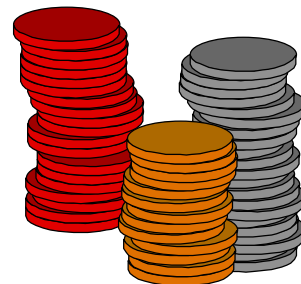
Darlene Williamson or Cecilia Jacquez
Ronald Reagan Building Room 6.4E
Washington DC 20229
(202) 927-0469

Pre-Clearance Canada

Dorothy Davis
US Customs Pre-Clearance Program
610 S. Canal 9th Floor
Chicago IL 60607-4523
(312) 983-9160/9163

Pre-Clearance Bahamas

Debbie Reynosa or Marge Aldrich
US Customs Pre-Clearance Program
909 SE First Ave
Breckell Plaza Bldg Room 710
Miami FL 33131
(305) 810-5129 or (305) 810-5133





Voice of America/International Broadcasting Bureau (VOA/IBB) Subsistence Expense Allowance Payment

In order to obtain SEA payments, the following information should be supplied to your agency:

- Copy of travel orders, ticket and any amended travel authorizations;
- Rent receipt if using commercial rate;
- Bank account information
 - Names on account
 - Name and address of bank
 - Bank account number
 - Social Security Number for employee and family member; and
- Completed SEA application.

Mail to:

JoAnn Lusby
Broadcasting Board of Governors
International Broadcasting Bureau E/R, Room 4074
330 Independence Ave, SW
Washington, DC 20547
Tel: (202) 619-2515
Fax: (202) 619-3267

At post, the employee will need to complete and forward the following forms to Ms. Lusby at the above address:

Travel advance form (1038) available from post (employee must sign); and
Voucher form (1012) available from post (employee must sign).

Note: The forms may be faxed to expedite payments; however, the originals should then be mailed.



VOA



Evacuation Regulations and Q's & A's





Evacuation/Authorized Departure Benefits

A Summary of Department of State Regulations for Civilian Employees and Eligible Family Members under Evacuation Orders

Pertinent Regulations

Complete authorizing regulations are in Chapter 600, Standardized Regulations (Government Civilians, Foreign Areas), and may be supplemented by individual agency regulations and procedures. Additional Department of State guidance on evacuation benefits is provided in Chapter 1400 of the Department of State's Emergency Planning Handbook (12 FAH-1).

The authorizing official for evacuation benefits is determined in accordance with each agency's practices and procedures. In the Department of State, normally the managing geographic Bureau and the Bureau of Financial Management will determine this. Any official approving a benefit not clearly authorized by the regulations is responsible for seeking the advice of an appropriate authority.

Purpose

The purpose of evacuation benefits is to help offset added expenses incurred as a result of an evacuation/authorized departure. An employee continues to be responsible for normal family living expenses.

Safehaven

CONUS is the official safehaven for eligible family member evacuees, and Washington, D.C. or other U.S. duty station is the official safehaven for all employees. Employees will be notified of the officially designated safehaven location in any emergency requiring

evacuation. While an alternate foreign safehaven location may be approved in individual cases by the Head of Agency when considered necessary and in the best interests of the government, evacuees are not entitled to the usual diplomatic privileges, immunities or administrative services. No evacuation benefits are available for evacuees who proceed to an unauthorized point. If a request for an alternate foreign safehaven is not approved, evacuation benefits will not be authorized until the evacuee arrives at the official safehaven.

Travel Expenses

Employees are generally authorized travel only to Washington, D.C. or other U.S. duty stations.

Eligible family members (EFMs) may travel to the officially designated safehaven location at U.S. Government expense. If the U.S. is officially designated as the safehaven, travel will be paid to any point in the continental U.S. In the rare case an alternate safehaven is approved, travel will normally be reimbursed only on a cost-constructive basis calculated from the evacuated post to the nearest point of entry in the continental U.S. Any subsequent travel during the evacuation is at personal expense, except for authorized return travel to the evacuated post or if family members are authorized to reunite with the employee at the employee's safehaven duty station.

Families earlier evacuated to the U.S. or to an authorized foreign safehaven at Government expense will be permitted



to rejoin an employee subsequently evacuated to a duty station in the U.S. However, from an alternate foreign safehaven, travel expenses will be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station. (S.R. 631a (1)).

Return to post travel expenses are authorized only after the USG officially permits employees and eligible family members to return. Orders will be issued by the USG for return to post. Family members not returning at this time may be placed on voluntary SMA. (SR.264.2 (2) exception, 5-15-94).

When employees and/or eligible family members are away from a post on official travel (home leave and return orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time an evacuation is ordered, travel expenses will be paid by the Government to the safehaven location from the employee/family member's location.

When employees and/or eligible family members are away from a post on personal travel when an evacuation is ordered, travel to the safehaven will be on a cost-constructive basis, not to exceed cost of travel from the evacuated post to the safehaven location.

Subsistence Expense Allowance (SEA)

SEA is payable the day following arrival at the authorized safehaven point for up to 180 days following the date of the Department of State's evacuation order. Regardless of the timing of an evacuee's departure from post or the status of the evacuation order, SEA may not be paid beyond the 180th day after the order is issued. SEA payments and benefits are

designed only to help offset the direct added expense incurred incident to an evacuation with the employee responsible for normal family living expenses. If family members are not allowed to return to post after expiration of the 180 day period, the employee may request Separate Maintenance Allowance (involuntary) on their behalf.

When the U.S. is designated as the official safehaven, the SEA is based on safehaven location per diem. The first evacuee of a family unit is reimbursed for lodging expenses, based on either a commercial or non-commercial rate.

- Commercial rate: The first evacuee is reimbursed for 100 percent of lodging expenses for days 1-30 plus meals and incidental expenses. Commercial receipts for lodging (e.g., hotels, motels, commercially leased houses or apartments, or other transient-type commercial quarters) are required when this rate is paid. From days 31-180, 80 per cent of lodging expenses and 80 percent of meals and incidental expenses will be paid. Families of five persons or more may request a waiver for lodging expenses to remain at 100%. In addition, all evacuees are reimbursed a flat amount for meals and incidental expenses. (M&IE).
- Non-commercial rate: For the first 30 days, the first evacuee is paid 10 percent of the lodging expenses and 100 percent of meals and incidental expenses. From days 31-180, 80 percent of meals and incidental expenses will be paid. No receipts or accounting is required. This rate applies in the absence of commercial receipts (e.g., lodging in government



quarters or staying with friends or relatives).

When a foreign area is designated as the official safehaven, the SEA is based on the applicable per diem rate of the officially designated safehaven under the same payment guidelines as for the United States.

When an alternate foreign safehaven is approved, SEA can be authorized no earlier than the managing Bureau in the Department receives the request for an alternate safehaven. SEA is based on the lowest of the following:

- 1) the standard CONUS rate (currently \$80 per day);
- 2) the per diem rate for the official safehaven (foreign or U.S.); or
- 3) the per diem rate for the alternate approved safehaven.

SEA will continue to be paid during periods of annual leave and sick leave (except when in medical evacuation status) to employees and family members who are in evacuation status.

SEA will not be paid to employees and eligible family members who are in home leave or R&R status, until such time as they were officially due to return to post. Employees on LWOP qualify for SEA only if evacuated as an eligible family member.

Other Allowances

- Air freight: An air freight allowance of 250 pounds for the first evacuee (200 pounds for the second evacuee, 150 pounds for the third evacuee, and 100 pounds for the fourth or more family members) will be authorized for both evacuation from and return to post (in accordance with the current agency travel regulations; Department of State

provisions in 6 FAM 147.2). In lieu of airfreight, a replacement allowance is authorized if airfreight is not shipped from post. Airfreight is authorized upon return to post, even if no airfreight was shipped from post.

- Transportation Allowance: A daily transportation allowance of \$10/day per family unit is authorized.

Lease Coverage

If an evacuation is terminated and an evacuee elects to return to post, a waiver on an advance or reimbursement of expense should be authorized for the unexpired period of the lease up to 30 days or waiver of repayment of an advance.

Advance Payments

An employee may receive an advance SEA payment when, in the opinion of the authorizing officer, payment is required to help the employee defray the immediate incidental expenses of his/her evacuation or authorized departure and/or the evacuation or authorized departure of dependents. The amount of the advance payment is the monetary amount covering a period of up to 30 days as determined appropriate by the authorizing officer. The advance payment may be paid to the employee or a designated representative.

Household Effects (HHE)/Personally Owned Vehicle (POV)

Access to and delivery of stored household effects for evacuees is at personal expense, not Government expense unless evacuees are not allowed to return to post after the 180 days and are placed on involuntary SMA. In the



latter case, agency travel regulations governing SMA apply. Shipment of POV is not authorized at USG expense until the employee has a permanent change of station.

Education Allowance

Official safehavens are usually established in the continental United States, and education allowances are therefore normally not paid. U.S. public schools are available to all residents in the U.S. However, if a child was attending school on an away-from-post education allowance at the time of the evacuation order, the allowance may continue for the remainder of the school year. No special education allowance is authorized for alternate foreign safehavens.

Only in rare cases will the official safehaven be designated in a foreign area. Education allowances will be clarified through the regional Bureau.

Education travel eligibility rules continue to be applied as provided for in Chapter 280, Standardized Regulations, except that the official safehaven displaces the post as the travel destination from school. No SEA benefits are payable for children at their school locations when utilizing either the away-from-post education allowance or educational travel.

Tandem Couples

Tandem couples will each receive evacuation benefits not to exceed an employee's eligibility, but without duplication of benefits for eligible family members. (Each employee is entitled to all other allowances, including transfer allowances and temporary lodging.)

Length of the Evacuation

The initial cable ordering the evacuation declares the evacuation for a specified period of time (normally 30 days). At the end of that period, the Department, in conjunction with the post, reviews the evacuation status to determine whether it should be continued, whether employees should be reassigned, or whether to terminate the evacuation. If the evacuation is not terminated, the status must be reviewed every 30 days. No evacuation will last beyond 180 days since the legislative authority to pay evacuation benefits expires by law. If family members are not allowed to return to post and no reassignment decision has been reached, the post will become an unaccompanied one. At such time, eligible family members will be placed on an involuntary Separate Maintenance Allowance (SMA).





Q's and A's for Evacuation

Q: Do all USG agencies subscribe, follow or adhere to the DSSR on evacuations?

A: In accordance with DSSR 645 all agencies have agreed to implement the regulations. In order to ensure fair and consistent treatment of all evacuees, any agency that proposes to deviate from DSSR Chapter 600 must seek Secretary of State approval.

Q: What is the difference between an authorized departure and an ordered evacuation?

A: An authorized departure permits employees and family members the option of departing from post. Under authorized departure they do not, however, have the option of returning to post until the authorized departure order is lifted. Under an ordered evacuation all family members must leave post as well as some previously identified employees. As the law uses the terms synonymously, there is no difference in benefits or application of the regulation.

Authorized departure merely allows the chief of mission greater flexibility in determining which employees or groups of employees may depart, and avoids any negative connotation that might be attached to the use of the term "evacuation." Since the law uses the terms authorized departure and ordered departure synonymously, there is no difference in benefits now in application of the regulations. The Department's

Emergency Planning Handbook (12 Foreign Affairs Handbook – 1, 7/19/95) discusses Departmental policy on procedural differences in Chapter 1412 of the Handbook. Note: Once M approves evacuation status for post – either authorized or ordered – the 180-day clock "begins ticking".

SAFEHAVEN

Q: How does an eligible family member (EFM) select an official safe haven and what is the subsistence expense allowance (SEA) based on?

A: An EFM evacuee should select an official safe haven based on where he or she will spend the longest time – such as where children may go to school. Although an evacuee is not required to remain at the official safe haven, any SEA payments will be based on the per diem rate of the official safe haven location. An official safe haven location for EFMs may be changed once during an evacuation. The important point is to notify the appropriate evacuee locator and accounting offices of any change in address.

Q: Can an evacuated employee accompany family members to their safehaven point prior to the employee reporting for work at the official safehaven in Washington, D.C.?

A: Either the post or appropriate Bureau in the Department determines whether an



employee must report directly to the official safehaven and if any annual leave is authorized. However, the employee's travel at government expense will be cost constructive not to exceed the cost of travel from the post to Washington, D.C. As above, SEA cannot commence for the employee until arrival at the employee's safehaven.

Q: What benefits are available for those going to an alternate safehaven?

A: Benefits are only available if the safehaven request is approved by the Under Secretary for Management, U.S. Department of State. The benefits are cost constructive travel and SEA (see page 28). No education allowance of any type can be authorized, nor are any diplomatic immunities, privileges, or services available.

Q: When CONUS is the official safehaven for family members and a U.S. location has been selected, may an employee change the safehaven point for a family member due to mitigating circumstances?

A: Family members earlier evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin an employee subsequently evacuated to a duty station in the U.S.

Q: May previously evacuated EFMs join the employee at his or her official safehaven?

A: EFMs evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin the employee subsequently evacuated to a duty station

in the U.S. In this case, transportation costs would be at U.S. Government expense. Note: EFM travel from an alternate foreign safehaven to the employee's official safehaven will be on a cost constructive basis calculated from the evacuated post to the U.S. duty station [DSSR 631.a(1)].

Q: Can an evacuated employee accompany EFMs to their official safehaven who are unable to travel alone due to special needs or minor age?

A: In accordance with the necessary expense rule, employees may accompany EFMs unable to travel alone to their official safehaven and be reimbursed for travel expenses. When an employee elects to accompany EFMs to their official safehaven, his/her travel will be on a cost constructive based calculated from the evacuated post to the U.S. duty station.

Q: Can an EFM on educational travel use that authorization to travel to the safehaven following evacuation of a post?

A: Yes. The safehaven location displaces the foreign post of assignment for travel purposes as provided in DSSR 633.4. SEA may only be paid while the child is at the safehaven point, but never while the child is at the school location.

**SUBSISTENCE ALLOWANCE (SEA)
AND ADVANCE PAYMENTS**

Q: When do Subsistence Expense Allowance (SEA) benefits commence for evacuees?



A: (1) CONUS Safe haven: SEA benefits will commence from the day following arrival at the official safehaven location. No SEA will be paid for travel enroute to official safe haven location.

(2) Alternate Foreign Safehaven: If an alternate foreign safe haven is approved after evacuees have arrived at that location, SEA will commence no earlier than the date the Department received the request for the alternate foreign safehaven. If the request for an alternate foreign safehaven is denied, no SEA is authorized until the evacuee arrives at the authorized safe haven.

Q: How long can I receive SEA payments?

A: Evacuation status is authorized by the Under Secretary for Management in 30-day increments, up to a maximum of 180 days.

Q: Do SEA payments stop when I go on TDY?

A: Employees in evacuation status may perform TDY assignments. However, during the TDY period, when the employee is receiving travel per diem, the payment of SEA is suspended. It may be resumed when the TDY ends. If SEA payments are temporarily suspended for the first evacuee (i.e. the employee), one family member also receiving SEA becomes the first evacuee and thus receives the higher SEA payment.

Q: If family members have been evacuated and at a later date an employee is evacuated, is the employee entitled to SEA under Standard

Regulations (S.R.) Chapter 632.1 at the full amount for the first evacuee or at the amount for an additional family member?

A: When the employee is evacuated later than family members are, the employee may be treated as the first evacuee or simply as an additional family member. . The DSSR allows for the evacuees to be co-located as a “family unit” regardless of safe haven locations. The important point is that there can be only one “first evacuee” under the formula (whether commercial or non-commercial) at any given point in time.

Q: Do family members of newly assigned employees not yet arrived at the post qualify for evacuation benefits under S.R. 600?

A: Under the law, employees and family members who already have been at post, but who are temporarily away at the time of the evacuation order, are eligible for evacuation benefits if prohibited from returning. However, under the transfer allowance authority, Section 245 SR does allow equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to post. On the date of the ordered/authorized departure, the following three criteria must be met:

- (1) the employee’s transfer orders have been issued;
- (2) the employee must be within 30 days of scheduled departure directly to the new post, and either 3(a), (b) or (c).
- (3) (a) HHE have been packed and residence quarters have been vacated; (b) the employee transferring from a post in



the U.S. has an irrevocable contractual agreement for lease or sale of residence quarters; or (c) employee transferring from a foreign post with direct transfer orders (i.e., no home leave, or equivalent, prior to reporting to the new foreign post) is required by post to vacate residence quarters.

If all three criteria are not met, family members who are prevented from proceeding to post are eligible only for involuntary Separate Maintenance Allowance (SMA) under DSSR 262.1.

Q: Can employees and family members on home leave or on R&R receive SEA payments?

A: Employees and family members cannot receive SEA while on home leave or in R&R status per S.R. 632.4. If away from post at the time of the evacuation order, the employee either must return to post or declare his/her intention to do so before any family member can qualify for evacuation benefits. Transportation may be authorized to the official safehaven location. SEA may not commence for evacuees until each arrives at the authorized safehaven and providing the employee has commenced official travel to the duty station (either to safehaven or return to post). Determination of the exact date may also in some circumstances depend on the date the employee or family members were officially due to return to post.

Q: If Permanent Change of Station (PCS) travel orders have been issued prior to an employee/eligible family member's departure from post, which orders take precedence?

A: PCS travel orders always take precedence over any other type of travel orders, including evacuation orders. An evacuee's travel should therefore be charged to his/her PCS orders. An evacuee may, however, be eligible to receive SEA benefits if the evacuation occurs prior to his/her originally scheduled PCS travel. When family members depart post under evacuation orders, and the employee subsequently departs post under PCS orders, all evacuation benefits will cease for family members when the employee's PCS travel begins.

Q: What if family members have been evacuated and the employee later joins the evacuated family on a different type of travel order such as R&R or home leave?

A: Employees cannot receive SEA. However, SEA continues for family members previously evacuated per SR 632.4.

Q: How is it determined whether the commercial or non-commercial rate for SEA applies, and can an employee draw SEA at the commercial rate and family members draw SEA at the non-commercial rate?

A: SR 632.1 clearly distinguishes between use of the commercial or non-commercial formula. Only one formula may be applied to an employee and family members at any given time. If a commercial receipt is available for any family member, the commercial rate applies; otherwise, the non-commercial rate applies.



Q: Am I still eligible to receive SEA payments until the day I return to post?

A: Upon termination of an evacuation order, an employee or family member may continue to receive SEA for a grace period not to exceed those days necessary to arrange return transportation to post. This grace period is not automatic and may not exceed 10 calendar days. Evacuees must provide a statement on their travel voucher justifying the time required making return travel arrangements, such as: airline reservations and air freight pick up. Other reasons of a personal nature do not qualify for an exception. Under no circumstance may SEA payments be made to exceed the 180-day “clock”.

Q: Is my nanny or caregiver eligible for SEA?

A: Unless the nanny or caregiver is an eligible family member, the answer is “no”. However, he or she may be the designated representative (DSSR 610f) who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of an eligible family member.

Q: Is there any other provision under the evacuation payments if I need further help with the unexpected expenses related to evacuation?

A: Yes. Under DSSR 615 Advance Payments, an employee may be paid in advance of the normal payday when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation. The advance payment shall

be for a maximum of 30 days based on the rate of compensation including any allowances or post differential the employee was entitled to immediately prior to the evacuation order. The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.

Q: What happens if the evacuation status continues?

A: The Standardized Regulations state that, “Not later than 180 days after the evacuation order is issued, an employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post.” During the evacuation period, employees are expected to be available for temporary assignments within the Department or TDYs. Each employee should discuss their interests and needs with the Bureau.

Q: When do SEA payments end?

A: Entitlement to SEA payments ends as of the earliest of the following dates:

- the date the employee commences travel under an assignment order to another duty station outside the evacuation area;
- the effective date of transfer when the employee is already at the post to which transferred;
- the date of separation;
- the date specified by the head of agency;
- the date specified by the Secretary of State;



- 180 days after the evacuation order is issued; or
- the date the evacuee commences return travel to post.

When a departure (evacuation) order is terminated and evacuees are allowed to return to post, entitlement to SEA payments ends on the day that return to post is authorized. Normally there is a grace period, not to exceed ten days, during which SEA may continue to be paid while an evacuee is making arrangements to return to post. The grace period that is used must be justified on the employee’s travel voucher (i.e. that the extra days were necessary to arrange return to post). The grace period also may not cause the total authorized SEA period to exceed 180 days.

Q: What happens when evacuation payments end?

A: Many employees will have moved on to other posts or jobs or training in Washington. Those employees who are still

at post and whose family members remain away from post on evacuation status should fill out a Form 1190 for separate Maintenance Allowance (SMA), stating that the application is not due to marital separation or divorce. Family members then go on Involuntary Separate Maintenance. (SMA payments are smaller than SEA payments.)

EDUCATION ALLOWANCES

Q: Are any other special benefits available to evacuees and their families?

A: In addition to SEA, there is a Special Education Allowance. Eligibility for the Special Education Allowance depends on individual circumstances. For official safehaven in the U.S., education allowances normally are not paid. However, if, prior to evacuation, a child was attending school in the United States utilizing the “away from post” education allowance, the rate authorized for the evacuated post may continue for the remainder of the school year.

Q: What happens to the “away from post” education allowance when an evacuation takes place?

A: The education allowance continues until the end of the current school year and the safehaven location replaces the foreign post of assignment as the destination for travel within the education allowance. No payment of SEA is authorized for any period of time covered by the “away from post” education allowance.

When the school year ends, the education allowance ceases and the child receives SEA or SMA, as appropriate. What happens the following school year depends on the family’s situation. If the family is still on SMA/SEA, the education allowance does not resume. If the family accompanies the employee back to post or to a new post, the education allowance designated for that post applies. (Many schools will offer financial assistance to those students already enrolled.)

Q: Can a family member on educational travel use that authorization to travel to the safehaven following evacuation of a post?



A: Yes. The safehaven location displaces the foreign post of assignment for travel purposes as provided in SR 633.3. If there may be a later opportunity to use the annual education travel to post, the family may want to consider paying for the U.S. travel and using the education trip (only one per year) for a later trip to post. SEA may only be paid while the child is at the safehaven point, but never while the child is at the school location.

“School at post” education allowance terminates without financial penalty. “School away from post” education allowance may continue until the end of the school year. Employees should check their earnings and leave statements to make sure that post differential and post allowance are terminated. Any inadvertent overpayments must be repaid. Please see your post management officer to have these payments stopped.

OTHER ALLOWANCES

SINGLE PARENTS TANDEM COUPLES

Q: Can you explain the use of voluntary Separate Maintenance Allowance (SMA) if, for personal reasons, an evacuee wants to return to post later?

Q: If a single parent is deemed essential will his or her children be evacuated? What allowances will the children receive?

A: Following termination of an authorized or ordered departure an employee may elect voluntary SMA at the official safehaven for eligible family members previously eligible for SEA payments and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this voluntary SMA and family members may be permitted to return to post provided return travel to post does not occur during the employee’s last 90 days at a post of assignment. This SMA is not to be considered the “one change of option” during a tour of duty. [DSSR 264.2(2)]

A: The children are eligible for regular evacuation benefits. One child would be identified as the “first” evacuee of the family unit and receives locality per diem. The other children receive M&IE. A single parent in an essential position needs to make arrangements for the living situation of the evacuated child.

Q: What happens to my post differential and post allowances?

Q: When tandem couples depart post on evacuation orders, how are their SEA payments determined?

A: Post differential and post allowances terminate as of close of business on the day an employee commences travel under orders for emergency evacuation.

A: Career couple employees will each receive evacuation benefits not to exceed an employee’s eligibility, but without duplication of benefits for family members on their orders. Both employees are considered to be the first evacuee. (They are currently entitled to all other allowances, including transfer allowances



and temporary lodging, on an employee basis for each person.)

Q: In the case of a tandem couple with dependent children and only one parent is being evacuated, on whose orders should the evacuated children be placed?

A: Children of tandem couples should be placed on only one employee's travel orders. In this case, the children should be on the evacuating employee/parents orders.

Q: How does a tandem couple evacuated to the same official safehaven submit their receipts under the commercial rate formula for lodging?

A: Provided the evacuated couple is residing in the same commercial quarters, they should submit their vouchers together. Reimbursement procedure would then split the hotel bill in half for each employee to claim in his/her own right along with each getting the first evacuee meal and incidental expense (M&IE) amount allowed in DSSR 632.1(b).

SHIPMENTS AND PROPERTY CLAIMS

Q: Can a POV be shipped from the post to the safehaven point?

A: Shipment of POV is not authorized at government expense.

Q: Will I have access to stored HHE while evacuated?

A: Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense (DSSR 631b).

Q: If I do not have UAB shipped from post during an evacuation and I receive the air freight replacement allowance, can I get UAB shipped back to post after the evacuation?

A: Yes. The air freight replacement allowance is only in place of the UAB from post.

Q: What if an employee is assigned to a new post, but all personal effects remain at post?

A: If the household effects (HHE), unaccompanied air baggage (UAB), or privately owned vehicle (POV) are packed out, they will be shipped as soon as it is possible to do so. If belongings are not packed out and you receive travel orders, GSO at post is responsible to pack out your things when possible.

Q: What if my property has been lost or damaged at post?

A: The employee may file a claim with the government for loss or damage of property, but not until such time that the post verifies the loss. The claim is filed through the employee's agency. Foreign Affairs Agency (State, USIA, AID, FAS, FCS, APHIS) personnel fill out form 1620. The Administrative Officer at post files an investigative report. A cable from post verifying the loss or damage may be acceptable. If possible, the employee should present travel orders, inventory,



receipts, and bills of lading. If not possible, the employee should file the claim with whatever information is available.

Q: What is the maximum amount that may be claimed?

A: There is a maximum amount for certain categories of items claimed, with a total maximum amount of \$40,000. It is always helpful to carry personal loss insurance; if private insurance refuses to pay (e.g., because of acts of war disclaimer), the USG then becomes the primary carrier.

Q: Who do I contact to begin the claims procedure?

A: State: Joan Padilla
Room 1244, Main State, (202) 736-7648

AID: Willy Hardin, Management Operation
Room 1247, Main State, (202) 647-8278

END OF EVACUATION

Q: How long are evacuation orders valid for return travel to post?

A: Under normal circumstances, evacuation orders are valid for up to one year from date of issuance. However, if an employee still at post is reassigned to another post, evacuated family members are not allowed return travel within 30 days of reassignment.

Q: What happens at the end of an evacuation?

A: For SEA payments: FMP will provide a miscellaneous obligation document (MOD), which summarizes evacuation payments. This document must be certified by the evacuee “as is,” or with modifications and returned to: FMP/DFO/FO/A/AA/CAS (SA-15, Room 5000, Washington, DC 22209) with appropriate documentation of changes within 10 days. Evacuees should provide justification for any time between the termination of the evacuation and initiation of return travel to post. Justification includes making necessary travel arrangements. Documentation is essential as for FMP to make the required final audit and recap.

Travel payments: Evacuees returning to post should file their travel vouchers with the post budget officer. The post computes the travel vouchers based on current per-diem rates and forwards them to FMP for certification of payment. Evacuees who are not returning to post should file their vouchers with their regional bureau. These vouchers will be computed by the bureau and forwarded for certification of payment.

Q: What happens if an evacuation ends and I have to pay a lease penalty?

A: Employees in evacuation status should try to obtain the shortest possible lease. In general, penalty payments due to short notice of departure are covered under SEA. Please consult with FMP if you have specific questions about lease terms.

Q: Who is the contact in FMP?

A: The contact in FMP is Karen Taylor. Her office is located in SA-15, Room 5000. Telephone: (703) 875-6793.



General Resources Washington DC Metro Area





United States Department of State
Medical Director
Department of State and the Foreign Service
Washington, D.C. 20520

MEMORANDUM

TO: Foreign Service and Foreign Affairs Agencies Returnees
FROM: M/DGP/MED - Cedric E. Dumont, M.D.

I want to welcome you home.

Your sudden return has probably been hectic, disruptive, and stressful, and I want you to know that our staff is available for assistance as you get settled.

Our medical program may cover you for medical or psychological problems that have occurred during this assignment. This includes counseling for you and members of your immediate family. You may wish to schedule an appointment for a general medical examination or for counseling.

The Examination Clinic, Room L-201, will schedule medical examinations. The hours of operation are 8:30 a.m. - 4:00 p.m., Monday through Friday. You may call the Appointment Desk at (202) 663-1779 or the Director of the Examination Clinic at (202) 663-1672.

Dr. Wayne Julian, Director of Mental Health Services, and Dr. Christine Bieniek of the Office of Mental Health Services can meet with you or members of your family to discuss any problems or concerns you have; please call (202) 663-1903.

The Employee Consultation Service (ECS) is a confidential counseling service for Department of State employees and family members and offers consultations, counseling and support groups. The clinical social workers at the ECS have extensive experience in family counseling. The office is located in Room L-127, (202) 663-1815. The licensed, clinical social workers are Anne Weiss, Flora Bryant and Anne Reese.

Note: Other agencies provide the same services. Check with your agency's point of contact or family liaison representative.

If urgent assistance is required over a weekend, please call the medical duty officer through the Operations Center at (202) 647-1512 or (202) 663-1512.

***Department of State Health Units
Hours of Operation***

Main State

Room 2313
(202) 647-2546
Mon - Wed, Fri: 8:30 - 4:30
Thurs: 9:30 - 4:30

NFATC

Room E-1110
(703) 302-7450
Mon - Wed, Fri: 8:30 - 4:30
Thurs: 10:00 - 4:30



Evacuee Medical Information

All employees and family members on Subsistence Expense Allowance (SEA) who seek medical exams should schedule procedures as early as possible during the evacuation period. Once the evacuation order is lifted, it is expected that employees and family members will return to post expeditiously.

Medical coverage provided to eligible US citizen employees and their dependents overseas does not apply to employees and family members while they are in the United States on assignment, home leave, or other travel. The exception is an illness, injury, or medical condition connected with overseas service and the employee or family member is otherwise eligible for treatment. Such a situation is rare - an emergent medical condition for which medevac was approved at the time of ordered departure or a serious condition which occurred overseas necessitating the revocation of a medical clearance, disallowing an individual's return to post. The need to obtain medical care following the SEA period does not in itself warrant the issuance of medical per diem orders.

Employees and family members are encouraged to use the time in the U.S. to obtain medical or dental assistance. The preferred plan providers offered by your Federal Employee Health Benefit Program (FEHBP) reduce your out-of-pocket expenses by choosing facilities and providers who participate in the Plan's preferred provider organization (PPO). You can also reduce up front charges and paperwork if your PPO provider files the insurance claim on your behalf. Check with your insurance carrier to find out which local facilities and providers participate in your insurance carrier's PPO arrangements. Ask your medical provider if he or she participates in your health plan when you make the medical appointment.

Note that many insurance programs also provide non-FEHB benefits, for example, dental services, eyeglass examinations and supplies provided at pre-negotiated discounts. Check the brochure or call your carrier.

The FEHBP plans most commonly used by our FS population are listed below. A wealth of information is on the Office of Personnel Management's web site at www.opm.gov/insure

Foreign Service Benefit Plan Tel: (202) 833-4910 Fax: (202) 883-4918 www.afspa.org	Blue Cross and Blue Shield Tel: worldwide - call collect: (804) 673-1678 Tel: US: (800) 699-4337 www.fepblue.org	Government Employees Hospital Association Tel: (800) 296-077/(816) 275-5500 Fax (816) 257-3233 www.geha.com
Mail Handlers Benefit Plan Tel: (800) 410 7778 www.mhbp.com		



Hotels and Apartments in the Washington Area

The following is a list of some hotels and furnished apartments in Washington, D.C. and the Virginia and Maryland suburbs that previous visitors have used:

MARYLAND HOTELS

AIMCO Corporate Housing

Mary Tinder (former CLO Rabat)
State Dept friendly, short-term units
throughout DC, VA & MD
Tel: (877) 902-4626
Fax: (202) 518-7903
Schools: Call 800 number for name of
schools at each location.
Pets: Pets allowed

Quality Suites

3 Research Ct.
Rockville, MD (next to Shady Grove Metro)
Tel: (301) 840-0200
Fax: (301) 258-0163
Schools: Lakewood Elementary School
Frost Middle School
Wooten High School
Pets: Pets up to 30 pounds allowed. Fee
\$25 per visit.

Hampton Hollow

3408 Hampton Hollow Dr
Silver Spring, MD 20904-6177
Tel: (301) 890-1613
Fax: (301) 890-9746
Schools: Greencastle Elementary School
Banneker Middle School
Paint Branch High School
(Northeast Consortium)
Pets: Cats and dogs less than
25 pounds

Residence Inn

7335 Wisconsin Ave.
Bethesda, MD (shuttle to Metro)
Tel: (301) 718-0200 or (800) 831-3131
Fax: (301) 718-0679
Schools: Rosemary Hills Elementary
School (grades K-2)
Bethesda Elementary School
(grades 3-5)
Westland Middle School
Bethesda-Chevy Chase High
School
Pets: No size limit.
\$100 nonrefundable deposit.

Marriott TownePlace Suites

212 Perry Parkway
Gaithersburg, MD 20877
Tel: (301) 590-2300
Fax: (301) 590-0909
Schools: Summit Hall Elementary School
Forest Oak Middle School
Gaithersburg High School
Pets: Pets allowed



VIRGINIA HOTELS

Best Western Hotel

2480 South Glebe Road
Arlington, VA

Tel: (703) 979-4400

Fax: (703) 685-0051

Schools: Oakridge Elementary School
Gunston Middle School
Wakefield High School

Pets: No pets allowed.

Best Western Hotel

1850 Fort Myer Drive
Arlington, VA 22209

Tel: (703) 522-0400

Fax: (703) 524-5275

Schools: Either Key Elementary or
Arlington Science Focus
Williamsburg Middle School
Yorktown High School

Pets: Pets allowed - \$25 non-refundable pet fee

Bridge Street *

2828 Fallfax Dr. Suite 102
Falls Church, VA

Tel: (703) 573-4951 or (800) 776-5057

Fax: (703) 208-2283

Schools: Timberlane Elem School (K-6)
Longfellow Middle School
McLean High School

Pets: At most Bridge Street sites cats are allowed. Dogs up to 30 pounds are allowed at some sites.

***Note: Bridge Street has several sites in MD, VA and DC. Contact the 800 number for various sites.**

Charles E. Smith

2345 Crystal Drive
Arlington, VA

Tel: (703) 920-3472 or (888) 234-7829

Fax: (703) 486-7488

Schools: Oakridge Elementary School
Gunston Middle School
Wakefield High School

Pets: No pets allowed.

Executive Club I

1730 Arlington Blvd.
Rosslyn, VA

Tel: (703) 525-2582

Fax: (703) 516-9260

Schools: Either Key Elementary or
Arlington Science Focus
Williamsburg Middle School
Yorktown High School

Pets: Pets allowed – no weight limit, \$250 pet refundable deposit, \$25 monthly pet charge





VIRGINIA HOTELS

Executive Club II

108 S. Courthouse Rd.
Arlington, VA

Tel: (703) 522-2582

Fax: (703) 486-2694

Schools: Patrick Henry Elementary School
Jefferson Middle School
Wakefield High School

Pets: Pets allowed – no weight limit,
\$250 pet refundable deposit, \$25
monthly pet charge

Sheraton National

900 S. Orme
Arlington, VA

Tel: (703) 521-1900

Fax: (703) 521-2122

Schools: Long Branch Elementary School
Jefferson Middle School
Washington Lee High School

Pets: No pets allowed except dogs for
the blind.

Oakwood Corporate Housing

Several locations in Arlington, Alexandria
and Falls Church

Tel: (703) 561-3644 or (800) 832-8329

Fax: (703) 212-2622

Schools: Call 800 number for name of
schools at each location.

Pets: Pets are allowed at some
Oakwood locations.

The Virginian

1500 Arlington Blvd.
Rosslyn, VA

Tel: (703) 522-9600

Fax: (703) 525-4462

Schools: Either Key Elementary or
Arlington Science Focus
Elementary
Williamsburg Middle School
Yorktown High School

Pets: Pets allowed – no size
restrictions, a \$100 non-
refundable deposit required.

Residence Inn

8616 Westwood Center Dr.
Vienna, VA

Tel: (703) 893-0120

Fax: (703) 790-8896

Schools: Elementary
Middle School
High School

Pets: Pets allowed - \$150 non-
refundable pet cleaning fee, \$5 a
day per pet





WASHINGTON, D.C. HOTELS

Note: Schools are the same for the five hotels below, however, attendance is on space available and students may need to attend alternate elementary & junior high schools from those listed.

DoubleTree

2500 Pennsylvania Ave., NW
Washington, DC

Tel: (202) 333-8060

Fax: (202) 338-3818

Schools: Stevens Elementary School
Francis Junior High School
Wilson High School

Pets: Pets allowed on the first floor
only at \$12 a day.

State Plaza

2117 E Street, NW
Washington, DC

Tel: (202) 861-8200

Fax: (202) 659-8601

Schools: See note above.

Pets: No pets allowed.

The George Washington University Inn

824 N. Hampshire Ave. NW
Washington, DC

Tel: (202) 337-6620

Fax: (202) 298-7499

Schools: See note above.

Pets: No pets allowed.

The Remington

24th & G Street
Washington, DC

Tel: (202) 223-4512 or (800) 225-3847

Fax: (202) 452-9541

Schools: See note above.

Pets: Pets are allowed in up to 5 units.

Westbrooke Place

2201 N St. NW
Washington, DC 20037

Tel: (202) 466-6228

Fax: (202) 466-8093

Schools: See note above.

Pets: Minimum 6-month stay. Dogs and
cats less than 30 pounds allowed.





School District Contact Information for the Washington Metro Area

District of Columbia

For information:

Communications Office
Telephone: (202) 442-4044
Fax: (202) 442-5418
Web site: [http:// www.k12.dc.us](http://www.k12.dc.us)

Director, Special Education
Telephone: (202) 442-4800

Community Services and Public Information
Telephone: (703) 228-6005
Fax: (703) 228-7640
E-mail: acpsimt1@erols.com

Office of Special Education
Department of Student Services
Telephone: (703) 228-6046
Fax: (703) 228-6298

Gifted Program
Telephone: (703) 228-6160
Fax: (703) 228-6295

Northern Virginia

City of Alexandria

For information:

Department of Communications
Telephone: (703) 824-6635
Fax: (703) 824-6699
Gifted and Talented: Telephone: (703) 824-6680
Fax: (703) 824-6741
Special Education: (703) 824-6650
Web site: [http:// www.acps.k12.va.us](http://www.acps.k12.va.us)

Arlington County

For information:

Family Information Center
Telephone: (703) 527-4019
Fax: (703) 228-7205

Fairfax County

For information:

Office of Community Relations
Telephone: (703) 246-2991
Fax: (703) 246-2024
Web site: <http://www.fcps.k12.va.us>

Office of Student Services & Special
Education
Telephone: (703) 246-7780
Fax: (703) 691-0677

Coordinator for the Gifted/Talented Section
Telephone: (703) 876-5272
Fax: (703) 573-8481



Family Liaison Office

Welcome Back: Evacuation Information

City of Falls Church

For information:

Public Information

Telephone: (703) 248-5600

Fax: (703) 248-5613

Web site: [http:// www.ci.falls-church.va.us](http://www.ci.falls-church.va.us)

Assistant Superintendent

Gifted and Talented Programs

Telephone: (703) 248-5603

Special Education Coordinator

Telephone: (703) 248-5630

Loudoun County

For information:

Public Information Office

Loudoun County Public Schools

Telephone: (703) 771-6440

Fax: (703) 771-6575

Web site: <http://www.loudoun.k12.va.us>

Pupil Services Department

Telephone: (703) 771-6427

Fax: (703) 771-6453

Prince William County

For information:

Community Relations Office

Prince William County Public Schools

Telephone: (703) 791-8720

Fax: (703) 791-8842

Web site: <http://www.pwcs.edu>

Special Education Office

Telephone: (703) 791-7287

Fax: (703) 791-8803

Gifted Education Office

Telephone: (703) 791-7400

Fax: (703) 791-7336

Summer School Program

Telephone: (703) 791-8707

Fax: (703) 791-7336

Stafford County

For information:

Superintendent of Schools

Stafford County Public Schools

Telephone: (540) 659-3141

Fax: (540) 659-7882

Web site: <http://pen.k12.va.us/Div/Stafford>

FOCUS/Special Education Center

Telephone: (540) 720-3336

Fax: (540) 720-1563





Maryland

Anne Arundel County

For information:

Public Information Office
Anne Arundel County Public Schools
Telephone: (410) 222-5312 ext. 5309
Fax: (410) 222-5602
Web site: <http://www.aacps.org/>

Career & Technology Education:
(410) 222-5490

Howard County

For information:

Public Information Office
Howard County Public Schools
Telephone: (410) 313-6600
Fax: (410) 313-6742
Web site: <http://www.howard.k12.md.us>

Director of Special Education
Telephone: (410) 313-6742

Coordinator of Gifted and Talented
Telephone: (410) 313-7011

Pupil Services
Telephone: (410) 313-6647

Montgomery County

For information:

Department of Information
Montgomery County Public Schools
Telephone: (301) 279-3391
Web site: <http://www.mcps.k12.md.us>

Pupil and Community Services
Telephone: (301) 279-3604
Fax: (301) 279-8479

Enriched and Innovative Instruction
Telephone: (301) 279-3163

Prince George's County

For information:

Department of Communications
Telephone: (301) 952-6001
Fax: (301) 952-1383
Web site: <http://www.pgcps.pg.k12.md.us>

Special Education Director
Telephone: (301) 952-6335
Fax: (301) 952-6342

Gifted and Talented Program Supervisor
Telephone: (301) 808-8269
Fax: (301) 808-8270





Map to NFATC (FSI)

The National Foreign Affairs Training Center (NFATC) is located at the junction of Arlington Boulevard (Route 50) and South on Route 50 from George Mason Drive in Arlington, Virginia. Traveling south on Route 50 from Washington, DC, exit on the right at George Mason Drive, turning left at the traffic light. Turn left again at the next traffic light, after the overpass, onto the Arlington Boulevard service road, and enter at the NFATC entrance on the right. Alternatively, after exiting at George Mason Drive, turn left at the traffic light and continue on the left at Sixth Street. See map below:



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