

2 FAM 190

DESIGNATION OF EMERGENCY ADDRESSEES

(TL:GEN-220; 09-20-1984)

2 FAM 191 INTRODUCTION

(TL:GEN-220; 09-20-1984)
(Uniform State/AID/USIA/Commerce)

2 FAM 192 APPLICABILITY

(TL:GEN-220; 09-20-1984)
(Uniform State/AID/USIA/Commerce)

This regulation applies to all U.S. citizen employees of State, AID, USIA, and Commerce regularly assigned to an overseas post. Included are participating agency, personal-services, and other contract employees of AID; excluded is any resident employee whose principal family members are located in the country of assignment and any employee who is not expected to be at the post for longer than a month.

2 FAM 193 RESPONSIBILITY

(TL:GEN-220; 09-20-1984)
(Uniform State/AID/USIA/Commerce)

a. The officer responsible for administration or administrative support, as applicable, insures that each employee prepares a current Form OF-190, Foreign Service Emergency Locator Information. The form is prepared in triplicate. One copy is retained by the post. Distribution of the original and one carbon is as follows:

State: Employee Services Center(OPR/ESC), Department of State.

AID: M/PMIERS, Employee Relations and Services Division.

USIA: Office of Personnel Services, Administrative Office,
Office Foreign Service Lounge.

Commerce: Office of Foreign Service Personnel (OFSP).

Varying requirements of the agencies dictate submission of the locator cards on the following schedules:

State, Commerce, and USIA:

As indicated in paragraph d of this section.

AID: Annually in March of each year and as indicated in section 2
FAM 193 b .

For AID, see HB 29, App. 2F2.

b. If a locator card has not already been completed, the post should submit locator forms for each new arrival. Whenever there is a change in name, address, or telephone number of contacts of employee, a new card should be prepared and distributed as indicated in paragraph a of this section.

c. Each individual is responsible for insuring that a current and accurate Form OF-190, Foreign Service Emergency Locator Information, is on file at post of assignment and in Washington.

d. Employees should be cautioned to give careful consideration when designating individuals to be notified in the event of an emergency since the transmission of such news by the Department or agency to elderly or ill persons should be avoided whenever possible. It is imperative that the information be current at all times.

e. No information should be released by posts on deaths of employees until the Department or agency has been notified. Names and addresses of deceased personnel are to be withheld until such time as the next-of-kin can reasonably be expected to have received official Department or agency notification. If considered appropriate by post, news media should be informed that names of casualties are being withheld for this purpose.

f. When new Forms OF-190, Foreign Service Emergency Locator Information, are received, previous ones held by the Department, or agency, and the post, are to be destroyed.

(End Uniform State/AID/USIA/Commerce Regulations)

2 FAM 194 THROUGH 199 UNASSIGNED