

RELEASE IN PART B6

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**From:** svcsmartmfi  
**Sent:** 2/3/2012 2:55:30 PM  
**To:** SMART Core  
**Subject:** TMONE - ASSIGNMENT NOTIFICATION - PERSONNEL ASSIGNMENT (THOMAS-GREENFIELD,LINDA NMN,

B6

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**MRN:** 12 STATE 10280  
**Date/DTG:** Feb 03, 2012 / 031849Z FEB 12  
**From:** SECSTATE WASHDC  
**Action:** MONROVIA, AMEMBASSY ROUTINE  
**E.O.:** 13526  
**TAGS:** APER, AFIN  
**Captions:** TM CHANNEL  
**Subject:** TMONE - ASSIGNMENT NOTIFICATION - PERSONNEL ASSIGNMENT (THOMAS-GREENFIELD,LINDA NMN,

UNCLAS STATE 010280

TM CHANNEL

E.O. 13526: N/A  
TAGS: APER, AFIN  
SUBJECT: TMONE - ASSIGNMENT NOTIFICATION - PERSONNEL  
ASSIGNMENT (THOMAS-GREENFIELD,LINDA NMN,

**1.ASSIGNMENT:**

Department announces the assignment of Ms.  
Thomas-Greenfield as follows:

A. Assign to DG/HR/MISC Position No. S8888129 as  
REASSIGNMENT via direct transfer departing from MONROVIA  
ETD ETA 03/2012. Your new tour of duty is INDEFINITE.

**2.COMBINED TOD: N/A****3.ELIGIBLE FAMILY MEMBERS:**

Spouse/

Confirm in your itinerary that the above list of Eligible  
Family Members (EFM) is accurate. Employees with OpenNet  
access can request changes through the online OF-126  
available through HROnline, GEMS Self-Service. HR will no  
longer accept the paper OF-126. Employees without OpenNet  
access should use the Foreign Service Residence and  
Dependency Report (OF-126) form found in eForms and work  
with their HR/EX Assignment Technician to update their  
records. Note to tandems: If both members of a tandem

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couple are employed by the Department of State, EFM's are listed on the family profile of both employees. However, if both members of a tandem couple are transferring to the same location, only one may choose "with family" status for travel and allowance purposes. Failure to advise HR/EX of this election will delay issuance of travel orders.

4. REMARKS: Your Assignment/Training Officer is Loretta Hight; your HR/EX Assignment Technician is Mary Ann Kilkuskie; and your CDO is Suzanne Lawrence.

**BUSINESS CLASS TRAVEL:**

In accordance with the provisions of 14 FAM 567.2-4b.(4)(a), you and accompanying eligible family member(s) may be authorized business class travel. To request business class travel, please submit form DS-4087, Authorization Request for Business Class Air Travel, via e-mail to [hrpcsbusiness@state.gov](mailto:hrpcsbusiness@state.gov). The DS-4087 can also be submitted via e-forms (available on the intranet) to the same e-mail address. The issuance of travel orders will be delayed if the form is not submitted.

**5. STANDARD TRAVEL REQUIREMENTS FOLLOW****A. CONTACT INFORMATION****FOR QUESTIONS REGARDING THIS ASSIGNMENT -**

**ENTRY-LEVEL employees:** Contact your CDO with questions on timing, career development, training, R&R, home leave, retirement, and resignation.

**MID and SENIOR-LEVEL employees:** For questions regarding timing, R&R, home leave and training needed for this assignment, contact your HR/CDA Assignment Officer (AO). Contact your CDO for advice on career development, retirement, and resignation. OMS, IMS and IMTS employees please check with your CDO for ALL training.

**For ALL EMPLOYEES:** Your HR/EX Assignment Technician is your point of contact for issues regarding travel orders, travel-related allowances, changes to Eligible Family Members (EFM), and changes to legal or home leave addresses. See the REMARKS paragraph for the names of your contacts.

**B. TRANSPORTATION LITE**

Preparing to leave for your new assignment? For your convenience, the Office of Logistics Management offers Transportation Lite - a web-based tool that allows you to initiate your move request via the Department's Intranet. Transportation Lite gives you the ability to schedule your move from the convenience of your desktop. Come and go as you wish. Transportation Lite lets you pick up where you left off because it saves your data as you work. Your move request is submitted electronically to a Transportation Counselor and/or participating Post GSO, and reduces the need for in-person counseling. Easy to use, Transportation Lite walks you step-by-step through the process. Transportation Lite provides you quick access to the information you need to know for a smoother move, and it provides links to important documents and contacts for many of the questions you may have. For instructions on how to get started, please contact us at [TransportationQuery@state.gov](mailto:TransportationQuery@state.gov).

**C. OVERSEAS TO DOMESTIC**

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**REPORTING FOR DUTY.** As soon as you begin work in your new domestic office or organization, you must report the date of your arrival. This can now be done through the electronic DS-1707 Form accessed through HR Online. (If you do not have an HR Online account, you can easily create one by selecting the 'Create your HR Online account' in the box on the right hand side of the HR Online main menu.) This date is important because it is the effective date of your new assignment. After the Employee Services Center (ESC) has approved the DS-1707 form, the arrival date will be used to process a personnel action changing your location to your new position. It is this personnel action which causes your new assignment to appear on your Employee Profile and begin locality pay, if you have just arrived for a domestic assignment. Employees who are being assigned from overseas to any U.S. location should check in with the Employee Services Center (ESC) (formerly Foreign Service Lounge) to update their Employee Locator Record and Emergency Contact information. The ESC counselors can also assist you in completing your DS-1707 and can be reached at 202-647-3432. Failure to complete this form on a timely basis may delay the commencement of locality pay.

**D. QUARTERS:**

Not applicable.

**E. MED CLEARANCE-FINANCIAL OBLIGATION**

In accordance with 16 FAM 211.1, it is each employee's responsibility to ensure that he or she and eligible family members obtain a valid medical clearance. Failure to obtain a valid medical clearance for yourself and all eligible family members traveling with you prior to traveling to post may result in your having a significant financial obligation to the Department of State. Failure to comply with this requirement may also result in the employee not receiving benefits under States Medical Program and as such the employee may be held responsible for medical travel and/or related expenses associated with such persons.

**F. MEDICAL CLEARANCE**

You are reminded to obtain all medical clearances as set forth in 16 FAM 211.1. Employees are required to obtain a medical clearance at the end of the tour of duty or at the time of home leave, whichever period is shorter. Home leave may take place at the end of a tour or mid-tour. For example, in the case of a four-year tour at an R&R post, the medical clearance is due at the time of the mid-tour home leave at the end of the first two-year period, i.e., 2 years (1R&R)/HLRT (mid-tour home leave)/2 years (1 R&R). This would mean that the medical clearances for both you and your eligible family members would need to be updated just before or during the mid-tour home leave point, and then again towards the end of the second two-year period of the TOD. You may contact your health unit at post or M/MED at [medclearances@state.gov](mailto:medclearances@state.gov) to confirm that you and/or your family do have valid medical clearances. Employees who are assigned to long-term language training and all family members who will accompany them overseas must have a current medical clearance before language training begins.

**G. PROPOSED ITINERARY/FROM OVERSEAS**

To initiate transfer orders, you must submit a Proposed Itinerary (TMTWO) through My Itinerary in HROnline. On a

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post-to-post transfer, consultations in Washington or elsewhere may be authorized before or after your home leave in accordance with direct travel requirements.

(Consultations are NOT authorized when assigned to a domestic assignment.) A proposed itinerary is also required for SMA and advance travel of EFMs. The requirement to submit a proposed itinerary applies to all employees departing from assignments abroad, transferring on permanent change of station (PCS) travel orders, including Chiefs of Mission. Travel orders generally are issued approximately sixty to ninety days before your official ETD, UNLESS travel, timing, or training requirements remain unresolved.

**H. TRAVEL TIMING**

The timing of departure from post can affect eligibility for home leave and, if applicable, R&R travel and Service Need Differential (SND). To avoid having to repay the costs of R&R travel, YOU MUST COMPLETE YOUR FULL TOUR OF DUTY (departing anytime during the month of your TED) unless a waiver has been authorized by HR/CDA. See 3 FAM 3727.1 <http://arpsdir.a.state.gov/fam/03fam/03fam3720.html> for details on grounds and procedures for R&R repayment waivers. To be eligible for home leave, you may not depart post until completing a minimum of eighteen (18) months, to the day, of continuous service abroad (twelve [12] months of continuous service abroad for designated posts). To avoid having to repay the SND you received during this assignment, you must complete your full tour of duty, unless a waiver has been authorized by HR/CDA. In all but the most compelling cases or reassignment to the Department's highest priority posts, employees will be required to repay all SND allowance if they end their SND assignment early.

**I. DEBRIEFING**

You are reminded to contact the RSO to schedule a debriefing prior to departure.

**J. DIVERSITY**

In accordance with the Palmer and Thomas Consent Decrees, FS employees in supervisory roles are directed to take the "EEO/Diversity Awareness for Managers and Supervisor" course or a course that incorporates a Diversity Awareness module at the time of their transfer. Contact your CDO for registration.

**K. FINANCIAL DISCLOSURE**

Public Financial Disclosure Report requirement for stretches and seniors: (1) Employees grade 01 and below who are assigned (stretched) into senior (OC and MC) positions and SFS serving at grade or in a down position must file a Public Financial Disclosure Report (SF-278) within 30 days of the effective date of their arrival in their assignment. Extensions must be requested prior to the due date of any submission to avoid a late fee assessment. Mandatory assessment of the \$200 late filing fee is strictly enforced. "Annual" or "incumbent" SF-278s are required by May 15 each year and a "termination" SF-278 is required within 30 days of departure from the senior position. (2) Seniors (OC and above as well as Presidential appointees) who separate from the Service must file a "termination" SF-278 within 30 days of the effective date of their termination. Posts and Bureaus maintain a

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supply of SF-278s, which are also available on eForms.  
Questions and requests for extensions (MAXIMUM 90 DAYS) for  
good cause may be directed to L/ETHICS/FD, room H-228,  
SA-1, (202) 663-3770, fax (202) 663-3339.  
CLINTON

**Signature:** CLINTON

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**Info:** GLOBAL FINANCIAL SERVICES, USOFFICEROUTINE

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**Action Post:**

**Dissemination Rule:** Archive Copy

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