



MISSION POLICY STATEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
JERUSALEM

No. MP-HRO-02

Member of Household Support

January 28, 2019

This Mission Policy replaces Embassy Tel Aviv Mission Policy MP-HRO-54, dated January 23, 2016 and applies to all employees under Embassy Jerusalem Chief of Mission authority.

References: [15 STATE 125090](#)
[3 FAM 4180](#)
[3 FAM 7121](#)
[5 FAM 785](#)
[12 FAM 440](#)

Embassy Jerusalem supports Members of Household (MOH), as defined by current Department of State regulations and guidance, with a range of services while at Post. This policy explains the process to notify Post when an MOH accompanies or joins a an employee under Chief of Mission authority – U.S. direct hire (USDH) Foreign or Civil Service employee, uniformed service member or U.S. personal services contractor (USPSC) – at Post for a period in excess of 30 consecutive days and outlines the support an MOH receives once here.

Notification

An MOH is an individual, defined in [3 FAM 4181](#), who accompanies or joins an employee at his or her assignment to a U.S. diplomatic mission and whom the employee declares to the Chief of Mission (COM) as a part of his or her household. An MOH resides with the sponsoring employee while at post, but is not included on the employee's assignment/travel orders and is not a domestic employee or an eligible family member (EFM) as defined in [3 FAM 7121](#).

- **MOH Declaration:** Any Embassy Jerusalem USDH or USPSC employee who wishes to bring an MOH to Post must make a declaration to the COM (template attached) in writing prior to the MOH's arrival. The declaration must state his or her intention and that she or he bears full responsibility for the MOH throughout the individual's stay. The declaration should be sent to the human resources (HR) officer, who will in turn route the request via Post Management to the Front Office for approval. At least thirty days prior to the MOH's arrival, the employee should provide biographic data to the Regional Security Office (RSO) to conduct appropriate background checks as required by [12 FAM 442](#).
- **Change in Status:** Employees must, to the best of their ability, ensure that their MOH complies with host country laws, regulations, and policies. Employees must also

immediately advise HR and RSO of any change of status of an MOH to ensure proper control of access to facilities and residences.

Mission Privileges

The Mission seeks to ensure that an MOH's stay at Post is a positive experience. In accordance with referenced guidelines, MOHs are eligible for limited privileges within the U.S. Embassy community. These privileges are outlined below:

MOH Privileges		
Service	Note	
Embassy Badge	Y	Subject to RSO security certification.
CLO Services	Y	Access to CLO and community events and information.
Cashier Services	Y	Subject to Post policy on cashier services and A/E.
OpenNet Plus Logon	Y	Subject to ICASS subscription of agency; internet only.
Phone List and SMS	Y	Included in phone lists at employee's request.
Visa Renewals	Y	*
Evacuation	N	*
Employment	Y	*
Driver's License	Y	*
DPO/Pouch Mail	N	Per DoS guidelines (14 FAM 724.16 , 14 FAM 761.3)
Health Unit Access	N	Per DoS guidelines; Health Unit can provide referrals.
Diplomatic Immunity	N	Per DoS guidelines.
* See explanation below.		

- **Visa:** For an MOH who arrives on a tourist visa, Post will provide assistance with obtaining an extension. Extensions are granted by the Government of Israel's Ministry of Interior. The HR office will assist by requesting an appointment through the Ministry of Foreign Affairs. Please contact the HR office (TelAvivAmericanProgram@state.gov) for details.
- **Evacuation:** All U.S. citizen MOHs receive the same evacuation assistance as private, non-employee U.S. citizens. MOHs who are not U.S. citizens may be provided with evacuation assistance, either to the United States (if documented for entry or otherwise eligible) or to a third country (if documented for entry or otherwise eligible). The MOH or the employee will be personally responsible for evacuation travel costs. Purchasing medical evacuation insurance is highly recommended as MOH's are not eligible for Post-funded medical evacuation.
- **Employment:** An MOH may apply for employment at the U.S. Embassy, however, there is no hiring preference since an MOH is not eligible to apply as an EFM. Federal nepotism statutes, standards of ethical conduct, and conflict of interest laws apply to MOHs; as a result, they are not be eligible for positions rated/reviewed by the employee with whom they are associated and are subject to the same nepotism review as EFMs. If hired, an MOH will be appointed under the personal services agreement (PSA) mechanism and compensated in accordance with Department guidelines.

- Driver's License: GSO Shipping will advise MOHs on the procedures for obtaining an Israeli driver's license. Once a license is acquired, MOHs may drive the employee's privately owned vehicle subject to Post's motor vehicle policy on privately owned vehicles.

Additional information regarding MOH may be found on the Family Liaison Office (FLO) website, [here](#).

Please contact the HR office (TelAvivAmericanProgram@state.gov) with any questions regarding this or any other HR policy or program.



Template - USDH
Declaration of Memi

Drafted:	HR: LLeitman
Cleared:	HRO: EZielke RSO: HThiara FMO: ABibbo IMO: SAckerman S/GSO: EMendenhall HU: LNester D/MGT: KDavidson
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Distribution:	All USDH Employees