

An aerial photograph of Tel Aviv, Israel, showing a dense urban skyline with various high-rise buildings and construction cranes. In the foreground, a wide, sandy beach is crowded with people, and the ocean waves are visible on the right side. The sky is blue with some light clouds.

DEPARTURE SEMINAR TEL AVIV

Farewell Friends!

Schedule

- 12:00pm – Brief welcome by CLO
- 12:05pm – HR
- 12:15pm – GSO/Housing
- 12:25pm – FMO
- 12:35pm – IRM
- 12:45pm – HU
- 12:55pm – CLO
- 1:00pm – Q&A

Human
Resources
(HR) Office

Out-Processing Briefing

PCS Travel

Refer to [23 State 46542](#), dated April 28, 2023, for an Employee Guide to Permanent Change of Station (PCS) Moves.



Permanent Change of Station (PCS) Portal

- Embassy Jerusalem's PCS moves are now managed through the new PCS Portal via [myServices](#).
- PCS Portal creates a customized “check-out list” of tasks for you and your family, even if you are moving to a post that does not use PCS portal.
- Please complete all check-out tasks via the “Your Tasks” list before departing post, as failure to do so can result in a delayed departure.
- Refer to [Management Notice 22-029](#) for guidance on how to access PCS Portal.

Permanent Change of Station (PCS) Portal

Where do I go if I need help?

- For any questions or additional guidance, please reach out to:
 - Email: TransportationQuery@state.gov
 - Local Phone: 202-472-8480/8481
 - Toll Free Phone: 800-424-2947
- For all application-related issues, please contact the ILMS Customer Support Desk:
 - <http://ilmshelp.state.sbu/> (Single sign-on)
 - <https://afsitsm.servicenowservices.com/ilms/home> (Internet)
 - 1-888-313-ILMS (1-888-313-4567)

Visas

- Make sure that all visas are valid before you depart post.
- The process for extensions is normally up to three weeks.
- For visa renewals, please submit the completed [Visa Application Form](#), a passport picture (5x5 cm), and your old and new passports to Lyndall or Sandy in rooms 213 or 217A.

Home Leave

- Post to domestic: 25 days (no minimum specified). Can defer up to six months after transfer.
- Post to post: 20 days minimum; 45 days maximum. Must take HL after 42 months abroad. Deferring HL could affect R&Rs at your next post.
- Home Leave
Reference: [https://usdos.sharepoint.com/sites/GTMIntranet/Benefits/Compensation/Leave Attendance/SitePages/Home-Leave.aspx](https://usdos.sharepoint.com/sites/GTMIntranet/Benefits/Compensation/Leave%20Attendance/SitePages/Home-Leave.aspx)

Performance Evaluations

Complete performance evaluations for self and direct reports – including USDH, EFM, and LE staff employees – before departing.

Please contact TelAvivHRO@state.gov for more information.

Domestic Staff

If you sponsor a foreign domestic employee, you must terminate or transfer employment prior to your departure
(Contact TelAvivAmericanProgram@state.gov for assistance)

Designate Agent

- Designate an agent on the [Designated Sponsor Form](#) to assist with resolving any outstanding financial obligations (personal calls from embassy cell phone/Blackberry, Road 6 toll, municipality violations, bills, etc.) after your departure.
- The designated representative should be at post for at least 6 months and should be left adequate funds for payment.

Diplomatic ID Card

- Return your Ministry of Foreign Affairs ID card (including family members) to room 213 or 217A.
- The cards **must** be returned to the MFA up to one day before your departure.
- Should you not return your MFA ID card, the MFA will delay the issuance of your successor's card.
- If you lost your card, please obtain a police report before you depart post. Contact TelAvivAmericanProgram@state.gov for guidance.

For EFMs Employed on FMAs or PSAs

- Working EFMs should inform their supervisors and TelAvivAmericanProgram@state.gov of their confirmed resignation date as soon as they know it.
- HR will email [check-out sheets](#) to departing EFMs.
- Please review the check-out sheet for information regarding the FSFRC membership application process. If not done already, [sign up for the Foreign Service Family Reserve Corps.](#)



U.S. Department of State
Embassy of the United States
Tel Aviv - Israel

GSO Check-Out Process

Briefing

April 13, 2021

GSO/SHIPPING

TelAvivGSOShipping@state.gov

- Please fill out the packout request in PCS Portal
- Travel orders are not required at the time of survey/packout scheduling but are required 7 days prior to packout
- Most pack outs will be ITGBL, i.e., a US agent is appointed to handle the move door-to-door



DEPARTURE TIMELINE

(Approximate)

DAYS BEFORE DEPARTURE	TASK TO COMPLETE – SEE PCS PORTAL				
120 appx.	Do you have Travel Orders?*	Complete POV Shipping/Sale Tasks in PCS Portal	Verify Your Passport Validity, Do You Need a Visa?		
60-90 appx.	Start Shipping Tasks in PCS Portal				
30	Complete Exit Housing Questionnaire in PCS Portal	Schedule Final Housing, Property, and Facilities Inspections	Schedule Cancellation of Telecommunication Services	Submit MyServices Request for Departure Kit (if did not get disposable welcome kit)	Schedule Flights with Travel Office (if not already done)
14	Packout Survey				
7-10	Packout for Personal Effects	Complete Final Housing and Property Inspections			
3-5	Obtain Final Clearance, Designate Departure Sponsor				

*Some things can be done without them, but most actions are dependent on valid Travel Orders

FINAL CLEARANCE

(5 DAYS PRIOR DEPARTURE)

After the inspections, you will be given a final clearance from GSO when:

- All required cleaning has been accomplished or the cost of such cleaning is deposited with GSO/Housing or the cashier
- The cost of any repair or replacement of Embassy owned furniture, furnishings, or repair of damage to your residence has been deposited to the cashier
- You have coordinated and completed handover of all provided keys (including parking cards/remotes) to your quarters to GSO/Housing.

If you have any questions regarding your Final Clearance, please contact Lior MizrachiLX@state.gov or Orly PazOO@state.gov

TRAVEL

- Plan in advance - Transition season could be busy on the local market as well.
- Pets should be included in travel request - A shipping company might be required
- Payment of additional airfare, if applicable, directly to the TMC.
- All travel requirements met, and ticket issued.
- Attach TMFOUR to request form or email and direct questions to JerusalemTravel@state.gov
- TMC Request Form and Contact Information:
 - [TMC Request Form](#) (preferred)
 - embassy.tmcil@orienttravels.com
 - Tel. +971-4-404-1844
 - Also see [MN 23- 024](#)
- Note a fee applies to cost-construct (indirect) travel.

TelAvivGSOShipping@state.gov

TelAvivGSOHousing@state.gov

TelAvivMotorpool@state.gov

JerusalemTravel@state.gov

Please don't hesitate on contacting us if you need assistance or have additional questions.

How to communicate with Post's TMC Orient Travel

[MN 3-024](#) 

THANK YOU VERY MUCH!



Financial Management Office

Prior to post departure, and/or upon receiving post checkout sheet, American employees should complete the following:

Employees Serviced by FMC (for applicable services):

Vouchering Unit

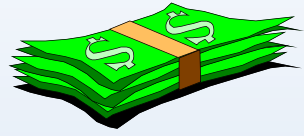
- **FMC Travel Unit:**

Submit travel claims through E-2 system for all outstanding travel (TDY, R&R, Educational Travel, Medical Evaluation, Emergency Visitation, SNEA, etc.)

- **FMC Telephone Section:**

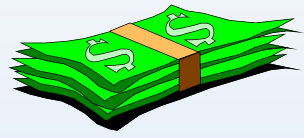
Ensure that all personal cell phone, residential phones, internet, cable/satellite/television and other bills have been settled.

This confirmation process is also shared with IRM staff.



Financial Management Office

- **FMC Payroll Liaison:**
 - Terminate the Education allowance for the employee.
 - Salary Advances: Per 4 FAH-3 H-536.3-3E, American Foreign Service employees who transfer between foreign posts, or from a U.S. domestic to a foreign assignment, are entitled to an advance of pay. Employee can apply 45 days prior departure date. See FMC payroll liaison to fill the required application form JF-55 and to calculate your entitlement (max is 6 pp net with 18 pp to repay).
 - Post Differential Allowance: Post differential and COLA allowance automatically terminates upon permanent departure from the post of assignment through the TM-5 cable, the latter cable issued by HRO.
 - Clear any pending medical payments.



Financial Management Office

- **FMC Cashier Section:**

- Settle all indebtedness to the U.S. Government, such as:
 - Outstanding travel advance from performance of official travel
 - Shuttle Charges
 - Repay USG for medical insurance proceeds received for treatment previously paid by the USG.
 - Outstanding bills for overweight shipment of HHE, UAB
 - Outstanding bills for lost or damaged USG property
 - Apply for reserve accommodation exchange: Sale of Property



Financial Management Office

- Please leave with FMC the name of an employee (Check out sponsor) who will be responsible for any outstanding bills. The sponsor should have the means to pay bills received after your departure. The individual should be someone who is going to be at post for at least one year after your departure.
- The individual should be someone who is going to be at post for at least one year after your departure.

EMBASSY JERUSALEM
TEL AVIV EBO
IRM
OUTBRIEFING

Presented by:
Your friendly IRMer



MOBILE DEVICES

- ▶ Return government-issued iPhones/Androids with the charger to IPC (ext. 7403)
 - ▶ Please wipe the device to factory reset before returning
 - ▶ AppleIDs must be removed from iPhones
- ▶ Return government-issued iPads, MS Surface, Laptops or EMDs with all accessories to ISC (ext. 7300)
- ▶ Return SAT phone/Radio with the charger to IPC (ext. 7430)
- ▶ IronKey or Spyrus USB drive
 - ▶ Return to ISSO (ext. 7606) or ISO (ext. 7520)

OPENNET ACCOUNT & SMART ACCOUNT

- ▶ Transfer OpenNet Account
 - ▶ Submit a myServices ticket to transfer or delete account
 - ▶ Specify whether Post-to-Post or Post-to-Domestic
 - ▶ Visit [Account Transfer Portal](#) or [DIY Guidance](#) for instructions on how to transfer your OpenNet account to your next Post
- ▶ Transfer SMART Account (classified/unclassified)
 - ▶ Contact IPC (ext. 7430)
- ▶ Setup your personal device for remote access



CLASSNET ACCOUNT

- ▶ Reduce classified account mailbox below 100MB before requesting account transfer
- ▶ C-PKI cards
 - ▶ DOS USDH can keep the C-PKI card for the next post
 - ▶ Agency staff should return the C-PKI card to IPC (ext. 7430)

TELEPHONE ATLAS DIRECTORY & SAFE ACCOUNT

- ▶ Visit the Switchboard Operator (Room 108, ext. 0) to:
 - ▶ Update phone roster
 - ▶ Transfer SAFE account to next Post or delete

SAFE ACCOUNT

SAFE User Quick Reference:



1. Open the log-in screen for the SAFE Self-Service Portal:
<https://alerts8.athoc.com/SelfService/SAFEalert>
2. Click Accept to be taken to the SAFE Login page.
3. Log into the system using your registered email and password. Note: you must use your entire registered email address (example: SmithJJ@state.gov).
4. Click on "My Profile" to manage and edit your user data. Select the Edit button on the top right side of the screen to make changes to your profile. Select Save to save the changes. **Note for EFMs: the email address that is used for your username should be placed in the personal email field.**
5. The "Inbox" page is where active alerts will show up for action.

ADDRESS CHANGE

- ▶ Contact the Tel Aviv Mailroom
TelAvivMailroom@state.gov
(ext. 7532) to change your address
- ▶ Return your mail key to the mailroom
- ▶ Complete a Mail Forward Form
- ▶ [US Postal Service](#)

HAVE A SAFE DEPARTURE!

POC – Tel Aviv ISCHelpDesk
03-519-7300
1st Floor, Rm 123



Departing Post U.S. Embassy Jerusalem, Branch Office Tel Aviv Health Unit



WE AT THE HEALTH UNIT ARE HERE TO HELP YOU AND MAKE THIS TRANSITION EASIER FOR YOU

Getting Ready to Depart & Saying Goodbye

- ▶ Departing and saying Goodbye to a time, to a place, to friends and colleagues can be an emotionally charged experience as you deal with the conflicting emotions of leaving one post and starting anew at another
- ▶ So give yourself enough time - time to deal with all the paperwork, time to organize your records, time to say Goodbye and “See you soon”, to those you have spent the past 2,3,4 years with
- ▶ Take deep breaths and feel the ground beneath your feet.
- ▶ Stroll one more time on the beach front and smell the salt water air.
- ▶ If you or a family member needs, there are some great resources, including ones from MED that offer support & counseling (these are listed on a slide at the end of the presentation)
- ▶ And off we go with some reminders from the Health Unit to make the transition smoother

WHAT TO KNOW ABOUT MEDICAL CLEARANCE UPDATES

DO I NEED ONE?

YES, if:

1. You are PCSing and going to another overseas post
2. You are going on Home Leave and returning to Post
3. You are going for language training prior to another overseas assignment

NO, if:

1. Your next tour and assignment is in the US

HOW LONG IS IT VALID?

A medical clearance is valid until the end of a Tour or Home leave, whichever is shorter, unless there is a significant change in the individual's medical condition.

WHAT DO I NEED TO DO?

1. Check with the Health Unit on the validity of your and your family's Medical Clearances and when they need to be done for each family member
2. Complete a Medical Clearance Update DS 3057 for each member of household and submit it to the Health Unit for review and processing as soon as possible

There is no need to do a DEPARTURE PHYSICAL; If you are retiring from or leaving the Foreign Service, you will need to do a SEPARATION PHYSICAL at the place where you will be residing.

VACCINATIONS: ARE YOU UP TO DATE

&

WHICH ONES ARE REQUIRED BY YOUR NEXT POST?

1. Make sure to find out which vaccinations are required by your next Post
2. Check your records to see if you are up to date with the necessary immunizations (the HU can help you with this 😊).
3. You can also check on www.travax.com to find out which vaccinations are advised for and which illnesses are prevalent in the country to which you are going. The username for this website is **statedept** and the password is **XXX**. (Remember access is only for USG personnel and their families only!)

MEDICAL RECORDS AND TRAVEL

MEDICAL RECORDS:

Let the Health Unit know at least 2 weeks prior to your departure so that we can get your Medical Records ready for you.

TRAVEL:

ALWAYS hand-carry your Medical Records and take them on the plane with you.

Do NOT put your Medical Records in your HHE or UAB.

TAKING CARE OF YOURSELF DURING TIMES OF STRESS: PSYCHOLOGICAL AND WELLNESS RESOURCES

1. ECS: Employee Consult Services EAP Services

Email: MEDECS@state.gov or Phone: (703) 812-2257; FREE and very responsive

2. Truman Group: Psychological Care for Expats

Remote Therapy Sessions with experienced Western-trained English-Speaking

Therapists Website: <https://www.truman-group.com/>

Email: inquiries@truman-group.com or Phone: +1 (651) 252-4221

3. Better Help Counseling:

On-line Professional Counseling and Therapy Services via chat, phone and/or video.

Website: <https://www.betterhelp.com/>

4. MED Wellness:

<http://cas.state.gov/medwellness>

6. American Psychological Association:

Website that offers a variety of services including Health & Wellness articles, a Help Center and even a Crisis Intervention link.

<https://www.apa.org/helpcenter>

CLO TEL AVIV DEPARTURE SEMINAR

An aerial photograph of Tel Aviv, Israel, showing a crowded beach in the foreground, a colorful multi-story building, and a dense city skyline with various skyscrapers in the background under a blue sky with light clouds.

Community Liaison Office (CLO)

Recommends...

- **PCS Portal...review information shared above.**
 - **CLO TASKS:**
 - **Remember ~ return your Pool Fob to the CLO Office (\$50 fee)**
 - **Upon departure, please exit all WhatsApp groups and Social Media groups (or CLO will remove you)**
 - **CLO will remove your email addresses from CLO distribution lists upon your departure (we do not own the other lists)**
- **CLO Tel Aviv WordPress site / DEPARTURES**
 - **<https://clotelaviv.wordpress.com/departure-info/> | Password: CLOinfo (case sensitive)**
 - [Donating Goods](#)
 - [Exporting Pets](#)
 - [Heading to DC](#)
 - [Housing Handbook](#)
 - [HR Checkout Sheet](#)
 - [PCS Portal](#)
 - [Selling Goods](#)

Organizing Personal Papers

- Keep all important papers in the same place and hand carry to next post
- Create a “reference list” detailing important papers and records
- Save documents on a USB flash drive for safe and easy keeping and consider keeping duplicate copies in a safety deposit box

Employment Records:

- Personnel Action forms (SF-50s)
- Resumes and sample cover letters
- Up-to-date copies of government applications
- Recent Earnings and Leave statements
- Performance Evaluation Reports
- Honors, awards, good performance citations
- Transcripts from colleges and universities
- Letters of recommendation
- Credentials, licenses, verifications for skills
- Copies of security clearance forms
- Copy of transfer orders

Financial/Personal Records:

- Medical/dental records, prescriptions, immunization cards
- Birth, naturalization, and marriage certificates
- Driver’s license, auto insurance, title, and registration
- Personal checks and registers
- Bank statements
- Credit cards, bills, and financial records
- Contact information for doctors, dentists, and lawyers
- Household effects inventory
- Household goods insurance policy

School Checkout

- **Get school records for each child:**

- All transcripts from previous schools
- Copies of standardized test scores
- Recommendations from counselors, teachers, etc.
- Ask teachers for a written assessment of your child's academic progress (if needed for future reference)

****Also, remember to pick up your medical records from the school*

- **Instructions for Parents of Walworth Barbour American International School (WBAIS) Students:**

- Transcripts and report cards will only be issued to those students who have returned all school materials, including laptops, textbooks, library books, and ID cards. A withdrawal form must be completed and turned in to the school office on the last day of school in order for records to be released. Withdrawal forms can be picked up from the school office.
- Pick up your records from the school office and leave your forwarding address. Please contact the school office assistant if you have any questions regarding withdrawal from WBAIS.
- Records for withdrawing students will be available from the school office on the last date of the student's enrollment.
- For High School Students: Semester 2 records will be ready one week after the last day of school with prior notification; in all other cases, official records will be available within five working days of notification of withdrawal. End of year transcripts will be available up to 5 working days after the student's last day of school for pick-up or forwarding.
- If you need further assistance, please contact school office.
 - <https://www.wbais.net/>

- **Hand carry all school records to next post**

- **Research new schools and pre-register if possible.**

EFM Employment: Post Transitions

*****Information made available by the Global Employment Initiative (GEI)*****

If you are presently employed within the Mission, the Global Community Liaison Office (GCLO) and the Human Resource Office recommend that EFMs go on INWS (Intermittent No Work Status). While on INWS EFM benefits are frozen and will resume when the next appointment begins. You may want to get paid out for any accrued annual leave, though annual leave will remain until you begin working again.

The transition season is the time to begin to lay the groundwork for your next steps:

- **Update your resume** to reflect your most recent employment and volunteer activity.
 - You can also begin to update your DS-174 for overseas employment and save a scanned copy to your hard drive so it is ready if the right job comes along. It is easy to cut and paste the vacancy you are applying for in the top section.
- **Contact the Community Liaison Office (CLO)** at your next post!
 - Request to be added to the Mission newsletter distribution list. This is the best place to find job listings as they are advertised. Remember, there are lots of other EFMs job hunting and good jobs fill quickly.
 - Request a copy of the Family Member Employment Report (FAMER) - it has useful post specific information regarding employment opportunities for EFMs, both within the Mission or on the local economy. It is also important to know if there is a bilateral work agreement between the USA and your new host country as this will impact where you can look for work.

EFM Employment: Post Transitions

- **Update Returning to the States?**

- Contact the Global Community Liaison Office (GCLO) to obtain listings in the DC area. It is important to set up an account on usajobs.gov - this is the mechanism for submitting an application for government jobs. The Global Employment Advisor (GEA) at post or the GCLO in Washington can give you tips for setting up a federal resume.
- If your plans require a transition period in the USA before your next post, avail yourself of the resources at the GCLO as well as courses and training opportunities at the Foreign Service Institute (FSI) and the Overseas Briefing Center (OBC). Contact GCLO to request functional training and to secure available funding.

- **Consider applying for the Expanded Professional Associates Program (EPAP) during “open season”.**

- The application requires some footwork in advance, such as obtaining transcripts, so it is best to prepare so you are ready once the announcement is made.

- **Create or update your LinkedIn profile** to reflect what you have been doing recently.

- This is a great networking tool and the GEA is happy to help you set this up.

Please do not hesitate to contact the CLO office or Stacie Pung (PungSGEI@State.gov), Global Employment Advisor (GEA) for Near East Affairs, to schedule a consultation.

You can also contact GEIUSA@state.gov.

Move Transitions

Prepare for your goodbyes:

- Prepare your family by engaging with them ahead of time regarding the move
- Foreign Service Youth Foundation has tons of information & resources for getting children prepared - <https://fsyf.org/>

Prepare for your goodbyes:

- Plan ahead with friends
- Take photos of your favorite places
- Plan for Skype/Facetime Playdates
- Collect contact details from those with whom you wish to stay in touch

Contact the CLO at your next post:

- Ask to be added to the newsletter distribution list
- Ask for information to share with your family about the new host country and community
 - Is there a website with information you can review and share with your family?
- Inquire about the new school and share information with your children
- Information builds excitement

Move Transitions

Recommended Reading:

- ***Homeward Bound: A Spouse's Guide to Repatriation*** by Robin Pascoe. This book is intended help families be better prepared do face the challenges and struggles of the internationally mobile lifestyle, particularly regarding repatriation.
- ***Third Culture Kids*** by David Pollock and Ruth E. Van Reken. Although strongly slanted toward the Missionary Kid experience, this book delves into the experiences of children raised in cultures "not their own", and discusses the challenges and rewards of a multicultural childhood.
- ***The Art of Coming Home*** by Craig Storti. This book "lays out the four stages of the re-entry process and details practical strategies for dealing with the challenges you will face each step of the way".
- ***Of Many Lands: Journal of a Traveling Childhood*** by Sara M. Taber. The author's journal is "designed to aid people 'of many lands' in the long process of putting together the stories of their lives". Readers are invited to journal their own experiences.
- ***Hidden Immigrants: Legacies of Growing Up Abroad*** by Linda G. Bell. "the author explores the long-term impact of an internationally mobile childhood... the need for roots, adjusting to a home country.....things that helped or hindered, and evaluations and wishes."

Move Transitions

For Children:

- ***The Moving Book: A Kids Survival Guide***, by Gabriel Davis
- ***Goodbye House: A Kids' Guide to Moving***, by Ann Banks
- ***The Berenstain Bears' Moving Day***, by Stan Berenstain
- ***Good Answers to Tough Questions About Change and Moving***, by Joy Berry
- ***Help! We're Moving***, by Dianna Daniels Booher
- ***I'm Not Moving Mama***, by Nancy Carlstrom
- ***The Best-Ever Goodbye Party***, by Amy Hest
- ***The Teenager's Survival Guide to Moving***, by Patricia Cooney Nida
- ***Moving with Children***, by Thomas T. Olkowski
- ***Moving***, by Fred Rogers
- ***No Friends***, by James Stevenson
- ***Ira Says Goodbye***, by Bernard Waber

Relocation Resources

Global Community Liaison Office (GCLO):

<https://www.state.gov/bureaus-offices/under-secretary-for-management/bureau-of-global-talent-management/global-community-liaison-office/>

Association of American Foreign Service Worldwide (AAFSW):

<https://www.aafsw.org/>

Office of Overseas Schools (OOS):

www.state.gov/m/a/os

Foreign Service Youth Foundation, including Around the World in a Lifetime (AWAS) and Globe Trotters (FSYF):

<https://www.fsyf.org/>

Relocation Resources

Overseas Briefing Center (OBC):

<https://www.state.gov/overseas-briefing-center-obc/>

- **POST INFO TO GO (PITG)**
 - **via the DOS intranet and GO Browser**
 - **<http://tc.fsi.state.sbu/PITG>**
 - **<https://fsipostinfotogo-usdos.msappproxy.net/PITG>**
 - **via the desktop, tablet, mobile for EFMs and the interagency community**
 - **<https://fsitraining.state.gov/pitg>**

Employee Consultation Service (ECS):

<https://www.state.gov/global-community-liaison-office/foreign-service-life/counseling-resources-and-referral-services/>

An aerial photograph of a city beach, likely Miami Beach, showing a dense crowd of people on the sand, colorful buildings along the shore, and a skyline of skyscrapers in the background. The image is overlaid with a semi-transparent dark blue filter.

QUESTIONS?

L'hitraot...

*History never really says goodbye,
history says "see you later."*

Eduardo Galeano

Until we meet again!