

Supporting Our Mission Israel LE Staff Colleagues Via the FSN Emergency Relief Fund

As current and former members of the Foreign Service, AFSA members are keenly aware that global conflict impacts all of us in the Foreign Service community. Perhaps none more so than the Locally Employed Staff working tirelessly on behalf of the U.S. government in regions of conflict around the globe.

As we bear witness to the distressing reports coming from Israel and Gaza, it is evident that our colleagues, especially the Locally Employed Staff at Mission Israel and those residing in Gaza, are directly affected by this war.

AFSA would like to draw attention to the opportunity for all of us to meaningfully support our colleagues by giving to the FSN Emergency Relief Fund. We urge you to continue reading to learn more about this Fund and to explore how you can lend your support.

The FSN Emergency Relief Fund is the Department's official charitable mechanism for disaster assistance to LE Staff. Since 1994, the Fund has served as the immediate humanitarian resource for local employees of the Department of State and all other USG agencies under Chief of Mission authority. Funding for this program is not appropriated and is sustained solely by private contributions from the foreign affairs community. Contributions can be made by check, credit card, or through payroll deductions. All donations to the Fund are tax-deductible and can be made by Civil Service, Foreign Service, LE Staff, and private sector individuals. Within the past year, the Relief Fund has provided monetary assistance to local staff in Djibouti, Durban, Muscat, Pakistan, Türkiye, Ukraine, and Yemen who incurred property loss due to war and natural disasters. Since its inception, more than \$2 million has been disbursed to employees across the globe, including personnel from other U.S.

government agencies under Chief of Mission authority, to respond to natural disasters, civil unrest, war, and targeted attacks.

How to Donate

Pay.gov (All Contributors):

Pay.gov may be used to make secure on-line electronic donations to the FSN Emergency Relief Fund. Payments can be made directly from your bank account or by credit/debit card. [Click here for the State Department's donation page on the pay.gov site for detailed instructions.](#)

Check Contributions:

Please send checks to the Department's Gift Fund Coordinator, Crystal Jobe, Department of State, 2201 C Street NW, EDCS, Rm. 1821, Washington, DC 20520. Make checks payable to the U.S. Department of State, with a notation that it is a donation for the FSN Emergency Relief Fund. Please include a return address or email where a letter of acknowledgment for tax deduction purposes may be sent.

Payroll Deductions (USDH Employees):

Department of State and overseas USG employees of other federal agencies on the Department of State payroll system also may make voluntary contributions to the FSN Emergency Relief Fund by payroll deduction. You may request a one time or recurring deduction from your net pay by submitting a request in the CGFS Payroll Customer Support Portal. Click "Create New Request" and use the request category of "Other." In the description field, include the following statement: "I intend to make a gift in the amount of \$XX as a contribution to the FSN Emergency Relief Fund. I request the Department of State to deduct from each of my biweekly salary payment(s) \$XX for XX pay periods, until the total gift amount has been deducted." If the contribution is a one-time

deduction, indicate "1" pay period in your request so that it is clear it is a one-time deduction.

Cash Contributions (USDH and LE Staff):

USDH and LE Staff may take dollars or local currency in cash or check (payable to the "U.S. Department of State") to the embassy cashier. The cashier will prepare an OF-158 General Receipt for your contribution which may be used for tax purposes.

Instructions for Embassy Cashiers:

The accounting strip code to be used by cashiers at overseas posts collecting donations for the FSN Emergency Relief Fund is as follows:

Appropriation: 19 X8821.1

RSC: AFBT

Deposit Allotment: 9920

Obligation: FSNRELIEF

Beneficiary or "In Lieu of" Requests:

You may wish to consider designating the FSN Emergency Relief Fund as a beneficiary of your estate by including instructions in your will. Please consult your attorney or estate planner for the specific requirements of your state of residency. You may also consider a group donation to the Fund for commemorative events, such as class reunions, weddings, retirement parties or in lieu of gifts in memory of Foreign Affairs Employees/EFMs.

The FSN Emergency Relief Fund is not included in the Combined Federal Campaign, as maintaining the funds in the Department's own Gift Fund account ensures the Gift Fund Coordinator may access them immediately. The Fund is managed by the office of Emergencies in the Diplomatic and Consular Services (CGFS/EDCS). As this program is maintained within the Gift Fund portfolio and administered by EDSCS staff, there are no overhead

costs. Absent administrative fees, 100% of contributions are allocated for disbursement directly to LE Staff recipients. Additionally, EDCS provides donors with an IRS charitable deduction statement for tax purposes.

If you are aware of an employee or employees who have experienced loss as a result of civil unrest, natural disasters, or targeted attacks due to their association with the U.S. government, please follow the link in this paragraph to request assistance. If you are an LE Staff member who has experienced a qualifying emergency, you may also apply for assistance directly. For additional information about the Fund, please visit the Foreign Service National Emergency Relief Fund page via the following link: <https://www.state.gov/the-foreign-service-national-emergency-relief-fund/>



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