**DEPARTMENT OF STATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STANDARDIZED REGULATIONS**

**(DSSR)**

**(Government Civilians, Foreign Areas)**

Contents:

000 General Provisions

100 Quarters Allowances

200 Cost-of-Living Allowances

300 Representation Allowances

400 Official Residence Expenses

500 Post Hardship Differential

600 Payments during Evacuation/Authorized Departure

650 Danger Pay Allowance

700 Defense Department Teachers

800 Compensatory Time Off

850 Advances of Pay

900 Post Classification and Payment Tables

960 Worksheets/Exhibits

1000 Difficult to Staff Incentive Differential

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Washington, D.C., January 16, 2022

**ALLOWANCES                                                                          Page i**

**METHOD AND MAINTENANCE**

**The Department of State Standardized Regulations (Government Civilians, Foreign Areas) are issued electronically effective July 1999. The regulations are published on the internet at** [**http://aoprals.state.gov**](http://aoprals.state.gov)**. (Eff. 6/6/2010 TL:SR-735)**

**6-6-2010 TL:SR - 735**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**ALLOWANCES                                                                 CONTENTS (p. 1)**

**TABLE OF CONTENTS**

**CHAPTER 000 - GENERAL PROVISIONS**

**010 AUTHORITIES**

**011 Authority for Issuance**

**012 Exercise of Authority**

**013 Authority of Head of Agency**

**020 EFFECTIVE DATES**

**021 Current Regulations**

**022 Superseded Regulations**

**030 APPLICABILITY**

**031 United States Citizen Employees**

**032 Non-Citizen Employees**

**033 Per Diem Allowances for Travel**

**040 DEFINITIONS**

**050 PAYMENTS**

**051 Allowance Payments**

**052 Post Differential and Danger Pay Allowances**

**053 Payment for One Day Involving Two Posts**

**054 Federal Income Tax**

**055 Not Currently Used**

**056 Penalty for Presenting False Claim**

**057 Early Termination of Grants**

**060 CLASSIFICATIONS AND RECLASSIFICATIONS OF POSTS**

**061 Post Classifications**

**062 Post Reclassifications**

**063 Payment Tables**

**070 REPORTING REQUIREMENTS**

**071 General**

**072 Reporting Responsibility**

**073 Report Forms**

**074 Reporting Data for Foreign Area Per Diem Rates**

**075 Reporting Data for the Post Differential and Danger Pay**

**076 Reporting Data for the Education Allowance**

**077 Use of SF-1190, Foreign Allowances Application, Grant, and Report**

**CHAPTER 100 - QUARTERS ALLOWANCES**

**110 GENERAL**

**111 Definition**

**112 Scope**

**113 Advance Payments**

**120 TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE**

**121 Definition**

**122 Scope**

**123 Temporary Quarters Subsistence Allowance Upon First Arrival**

**124 Temporary Quarters Subsistence Allowance Preceding Final Departure**

**125 Determination of Rate**

**126 Special Rules**

**127 Prohibitions**

**128 Effective Dates of Revisions**

**129 Payment**

**130 LIVING QUARTERS ALLOWANCE**

**131 Definitions**

**132 Granting**

**06-28-2021 Interim; 08-01-2021 Final TL:SR 1026**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**CONTENTS (p. 2)                                                                 ALLOWANCES**

**133 Not Currently Used**

**134 Determination of Rate**

**135 Payment**

**136 Personally Owned Quarters**

**137 Allowance for Necessary and Reasonable Initial Repairs, Alterations and Improvements Under Unusual Circumstances**

**138 Extraordinary Quarters Allowance**

**140 NOT CURRENTLY USED**

**150 ALLOWANCE FOR DELEGATES AND ALTERNATE DELEGATES OF THE UNITED STATES TO SESSIONS OF THE GENERAL ASSEMBLY OF THE UNITED NATIONS WHO ARE NOT PERMANENT MEMBERS OF THE UNITED STATES MISSION TO THE UNITED NATIONS**

**151 Description**

**152 Standard for Housing and for Subsistence Expenses Allowance**

**CHAPTER 200 - COST-OF-LIVING ALLOWANCES**

**210 GENERAL**

**211 Definition**

**212 Scope**

**220 POST ALLOWANCE**

**221 Definition**

**222 Scope**

**223 Commencement**

**224 Termination**

**225 Continuance During Absence from Post**

**226 Determination of Rate**

**227 Revision of Grant**

**228 Post Allowance Levels**

**229 Payment**

**240 FOREIGN TRANSFER ALLOWANCE**

**241 Description**

**242 Amounts**

**243 Advance of Funds for Foreign Transfer Allowance**

**244 Conditions Requiring Refund**

**245 Employees Assigned to a Post Which is Under Ordered/Authorized Departure Order**

**250 HOME SERVICE TRANSFER ALLOWANCE**

**251 Description**

**252 Amounts**

**253 Advance of Funds for Home Service Transfer Allowance**

**254 Conditions Requiring Refund**

**260 SEPARATE MAINTENANCE ALLOWANCE**

**261 Description**

**262 Circumstances Warranting SMA**

**263 Circumstances Not Warranting SMA**

**264 Application and Supporting Data**

**265 Commencement and Continuation of Grant**

**266 Suspension/Termination of Grant**

**267 Payment**

**270 EDUCATION ALLOWANCE**

**271 Definitions**

**272 Scope**

**273 Application Including Estimates of Costs**

**274 Grant of Education Allowances**

**275 Payments**

**276 Special Rules**

**277 Allowable Expenses**

**06-28-2021 Interim; 08-01-2021 Final TL:SR 1026**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**ALLOWANCES                                                                 CONTENTS (p. 3)**

**280 EDUCATIONAL TRAVEL**

**281 Definitions**

**282 Scope**

**283 Standards for Authorization**

**284 Conditions of Educational Travel**

**285 Payment**

**CHAPTER 300 - REPRESENTATION ALLOWANCES**

**310 GENERAL**

**311 Definition**

**312 Scope**

**320 ALLOWABLE ITEMS OF EXPENDITURE**

**330 PROHIBITIONS**

**340 PAYMENT**

**CHAPTER 400 - OFFICIAL RESIDENCE EXPENSES**

**410 DESCRIPTION**

**411 Definitions**

**412 Scope**

**420 DESIGNATIONS**

**430 OFFICIAL RESIDENCE EXPENSES DURING ABSENCE OF PRINCIPAL REPRESENTATIVE**

**440 AMOUNT OF USUAL HOUSEHOLD EXPENSES**

**445 Limitation on Household Servants**

**450 ALLOWABLE EXPENDITURES**

**451 Household Servants**

**452 Household Operation and Maintenance**

**453 Expendable Household Supplies**

**454 Prohibitions**

**455 Payment**

**CHAPTER 500 - POST HARDSHIP DIFFERENTIAL**

**510 GENERAL**

**511 Definitions**

**512 Scope**

**513 Basis for Post Hardship Differential**

**520 POST HARDSHIP DIFFERENTIAL GRANTS**

**530 POST HARDSHIP DIFFERENTIAL APPLICABLE TO FOREIN POST OF ASSIGNMENT**

**531 Commencement**

**532 Termination**

**533 Continuation of Post Hardship Differential During Absence from Employee’s Post of Assignment**

**540 POST HARDSHIP DIFFERENTIAL FOR EMPLOYEE ON DETAIL FROM A US OR NON-FOREIGN POST**

**550 PAYMENTS**

**551 Full Time and Temporary Employees**

**552 Ceiling on Payments**

**553 Payment After Absence**

**560 EXCLUSION OF POST HARDSHIP DIFFERENTIAL FOR STEP PAY INCREASES**

**06-28-2021 Interim; 08-01-2021 Final TL:SR 1026**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**CONTENTS (p. 4)                                                                 ALLOWANCES**

**CHAPTER 600 - PAYMENTS DURING EVACUATION/AUTHORIZED DEPARTURE**

**600 GENERAL**

**610 Definitions**

**611 Description**

**612 Coverage**

**613 Entitlement**

**614 Designation of Authorized Safehaven**

**615 ADVANCE PAYMENTS**

**616 Eligibility**

**617 Amount of Advance Payment**

**618 Recovery**

**619 Not Currently Used**

**620 CONTINUATION OF SALARY AND ALLOWANCE PAYMENTS**

**621 Computation**

**622 Payment**

**623 Termination**

**624 Agency Report Requirements**

**625 Work Assignments for Evacuated Employees**

**630 SPECIAL ALLOWANCES**

**631 Travel Expense Allowances**

**632 Subsistence Expense Allowance**

**633 Special Education Allowances**

**634 Suspension of SEA Payments**

**635 Termination**

**636 Return to Assignment**

**637 Not Currently Used**

**638 Review - Employee Accounts**

**639 Employees/dependents Assigned but Not Arrived at Post**

**640 APPROVAL OF AGENCY REGULATIONS**

**CHAPTER 650 - DANGER PAY ALLOWANCE**

**651 Definitions**

**652 Scope**

**653 Basis for Danger Pay Allowance**

**654 Danger Pay Allowance Applicable to Post**

**655 Danger Pay Allowance on Detail**

**656 Payments**

**657 Exclusion of Danger Pay Allowance From Step Pay Increase Computations**

**CHAPTER 700 - DEFENSE DEPARTMENT TEACHERS**

**710 GENERAL**

**720 ALLOWANCES - SPECIAL RULES**

**CHAPTER 800 - COMPENSATORY TIME OFF AT CERTAIN POSTS IN FOREIGN AREAS**

**810 GENERAL**

**811 Definition**

**812 Scope**

**820 CIRCUMSTANCES WHERE APPLICABLE**

**830 PROHIBITIONS**

**840 GRANTING COMPENSATORY TIME OFF**

**06-28-2021 Interim; 08-01-2021 Final TL:SR 1026**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**ALLOWANCES                                                                 CONTENTS (p. 5)**

**CHAPTER 850 - ADVANCES OF PAY**

**851 Scope**

**852 Advance Payments**

**853 Review of Accounts**

**854 Allotment and Assignment of Advanced Pay**

**855 Funds Available on Reimbursable Basis**

**CHAPTER 900 - POST CLASSIFICATION AND PAYMENT TABLES**

**910 EXPLANATIONS AND INSTRUCTIONS FOR USE**

**911 Section 920 - Post Classifications**

**920 LIST OF COUNTRIES AND POSTS CLASSIFIED FOR ALLOWANCES AND DIFFERENTIALS -**

**(Including Reporting Requirements)** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**925 MAXIMUM RATES OF PER DIEM ALLOWANCES FOR TRAVEL IN FOREIGN AREAS**

[**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**960 WORKSHEETS/EXHIBITS**

**CHAPTER 1000 – DIFFICULT TO STAFF INCENTIVE DIFFERENTIAL**

1. **GENERAL**
2. **AGENCY DETERMINATION**

**1020 PAYMENT**

**06-28-2021 Interim; 08-01-2021 Final TL:SR 1026**

**STANDARDIZED REGULATIONS**

**(Government Civilians, Foreign Areas)**

**010 AUTHORITIES**

**011 Authority for Issuance (Last updated 1/14/01)**

**Executive Order No. 10903 of January 9, 1961, No. 10970 of October 27, 1961, No. 10853 of November 27, 1959, No. 10982 of December 25, 1961, No. 11779 of April 19, 1974, No. 12228 of July 24, 1980, No. 12292 of February 23, 1981 and 12561 of July 1, 1986 authorized and directed the Secretary of State to exercise the following described statutory powers of the President:**

**a. the authority vested in the President by 5 U.S.C. 5921(3), 5 U.S.C. 5922(b), 5 U.S.C. 5922(c) and 5 U.S.C. 5924(4)(B) to prescribe regulations defining the term "employee" and governing: (1) certain waivers of recovery, (2) the payment of allowances and differentials authorized by 5 U.S.C. 5921-5925 and 5928 and certain other matters, the advances of pay authorized by 5 U.S.C. 5927 and (3) travel expenses for dependents of certain employees;**

**b. the authority vested in the President by 5 U.S.C. 5913 to prescribe regulations governing the allotment of funds to posts in foreign countries to defray unusual expenses incident to the operation and maintenance of official residences suitable for chief representatives of the United States at such posts and to designate senior officials of this Government in foreign areas;**

**c. the authority vested in the President by Section 905 of the Foreign Service Act of 1980 to prescribe regulations governing allowances in order to provide for the proper representation of the United States by officers or employees of the Foreign Service;**

**d. the authority vested in the President by other provisions of law (including Section 235(1) of Title 38 of the United States Code) to prescribe regulations governing representation allowances similar to those authorized by Section 905 of the Foreign Service Act of 1980;**

**e. the authority vested in the President by Sections 7(a) and 8(a) (1) and (2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (20 U.S.C. 905(a) and 20 U.S.C. 906(a)(1) and (2), as amended, 20 U.S.C. 901 et seq.), to prescribe regulations relating to quarters, quarters allowances, cost-of-living allowance and post differential;**

**f. the authority vested in the President by Section 3 of the Federal Civilian Employee and Contractor Travel Expenses Act of 1985 (5 U.S.C. 5702) to establish maximum rates of per diem allowances and reimbursements for the actual and necessary expenses of official travel for employees of the Government in travel status at localities in foreign areas as defined in 5 U.S.C. 5921;**

**g. the authority vested in the President by 5 U.S.C. 5523(b), 5 U.S.C. 5523(a) and 5 U.S.C. 5527(a): (1) to determine additional allowance payments that may be granted to employees as necessary to offset the direct added expenses incident to an evacuation; (2) to terminate payments of monetary amounts to or for the account of employees; and (3) to coordinate the policies and procedures of the respective departments in the executive branch under the law;**

**h. the authority vested in the President by Section 9 of the United Nations Participation Act of 1945 (59 Stat. 619), as amended by Section 304 of P.L. 100-459 (102 Stat. 2208), to pay a housing and subsistence expense allowance to U.S. delegates and alternates to the United Nations General Assembly;**

**i. the authority vested in the President by 5 U.S.C. 5922 as amended by Section 411 of P.L. 95-426 (92 Stat. 963)(new 5 U.S.C. 5926) to grant employees compensatory time off at certain posts in foreign areas; and**

**j. the authority vested in the President by Sections 235(6) and (7) of Title 38 to prescribe regulations for certain relocation benefits for employees of the Veterans Administration.**

**012 Exercise of Authority (Last updated 5/1/05 TL:SR 650)**

**The Secretary of State hereby prescribes the following regulations governing allowances, differentials and defraying of official residence expenses in foreign areas. These regulations and any amendments and revisions to them shall govern:**

**a. granting of quarters allowances, cost-of-living allowances, post differential, difficult to staff incentive differential, and danger pay allowance authorized by 5 U.S.C. 5921-5925 and 5928 for employees defined in Section 040i and for employees defined in Section 040j who may be authorized by other provisions of law to be paid allowances and differentials;**

**b. allotment of funds to defray official residence expenses authorized by 5 U.S.C. 5913;**

**c. granting of representation allowances authorized by Section 905 of the Foreign Service Act of 1980, for officers or employees of the Foreign Service, and similar allowances authorized by other provisions of law (including Section 235(a)(2) of Title 38 of the United States Code) for employees (Section 040i) other than employees of the Foreign Service unless authority to prescribe regulations for such employees under any such act has been vested in, or specifically delegated to, someone other than the Secretary of State;**

**d. granting of quarters allowances, cost-of-living allowances and post differential authorized by Section 7(a) and 8(a)(1) and (2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (20 U.S.C. 905(a) and 20 U.S.C. 906(a)(1) and (2), as amended 20 U.S.C. 901 et seq.);**

**e. maximum rates of per diem allowances and reimbursements for the actual and necessary expenses of official travel for employees of the Government for travel in foreign areas as authorized by 5 U.S.C. 5702;**

**f. the payment of compensation, post differential and allowances in the event of an emergency evacuation of employees or their EFMs, or both, from duty stations for military or other reasons or because of imminent danger to their lives(5 U.S.C. 5521-5527);**

**g. the payment of a housing and subsistence expense allowance to U.S. delegates and alternates to the United Nations General Assembly as authorized by Section 9 of the United Nations Participation Act of 1945, as amended (59 Stat. 619);**

**h. granting of compensatory time off to employees at certain posts in foreign areas authorized by 5 U.S.C. 5926;**

**i. granting of relocation allowances authorized 38 U.S.C. 707(a)(6) and (7) for the Veterans Administration; and (eff. 5/1/05 TL:SR 650)**

**j. advances of pay to employees entering foreign area assignments authorized by 5 U.S.C. 5927.**

**013 Authority of Head of Agency (Interim eff. 1/29/2020; Final eff. 3/15/2020 TL:SR 990)**

**When authorized by law, the head of an agency may defray official residence expenses for, and grant post differential, difficult to staff incentive differential, danger pay allowance, quarters, cost-of-living, representation allowances, compensatory time off at certain posts and advances of pay to an employee of his/her agency and require an accounting therefor, subject to the provisions of these regulations and the availability of funds. Within the scope of these regulations, the head of an agency may issue such further implementing regulations as he/she may deem necessary for the guidance of his/her agency with regard to the granting of and accounting for these payments. Furthermore, when the Secretary of State determines that unusual circumstances exist, the head of an agency may grant special quarters, cost-of-living, and representation allowances as well as payments during ordered/authorized departure in addition to or in lieu of those allowances or payments otherwise authorized in these regulations.**

**020 EFFECTIVE DATES (Last updated 4/2/61)**

**021 Current Regulations**

**These regulations shall be effective April 2, 1961. Amendments and revisions shall be effective as of the dates specified in each.**

**022 Superseded Regulations**

**The regulations contained herein shall supersede the Standardized Regulations (Government Civilians, Foreign Areas) of June 1953, as revised and amended.**

**030 APPLICABILITY (Last updated 4/3/2016)**

**These regulations apply to male and female employees even though male pronouns may appear in the text. Any provision in these regulations that limits the payment of allowances to an employee because employee is in a non-pay status shall not apply to any employee who is in a non-pay status solely due to a lapse of appropriations.**

**031 United States Citizen Employees**

**031.1 Quarters Allowances**

**031.11 Employees Recruited in the United States**

**Quarters allowances prescribed in Chapter 100 may be granted to employees who were recruited by the employing government agency in the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the United States. In the case of married couples or domestic partnerships, see Section 134.13. (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**031.12 Employees Recruited Outside the United States (eff. 4/3/2016 with TL:SR-887)**

**Quarters allowances prescribed in Chapter 100 may be granted to employees recruited outside the United States, provided that:**

**a. the employee's actual place of residence in the place to which the quarters allowance applies at the time of receipt thereof shall be fairly attributable to his/her employment by the United States Government; and**

**b. prior to appointment, the employee was recruited in the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the former Canal Zone, or a possession of the United States, by:**

**(1) the United States Government, including its Armed Forces;**

**(2) a United States firm, organization, or interest;**

**(3) an international organization in which the United States Government participates; or**

**(4) a foreign government**

**and had been in substantially continuous employment by such employer under conditions which provided for his/her return transportation to the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the former Canal Zone, or a possession of the United States; or**

**c. as a condition of employment by a Government agency, the employee was required by that agency to move to another area, in cases specifically authorized by the head of agency.**

**Subsection 031.12b may be waived by the head of agency upon determination that unusual circumstances in an individual case justify such action.**

**[PARAGRAPH “An employee who was determined…” DELETED}**

**031.13 Employee Who Is a Member of Another Employee’s Family (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**A quarters allowance may not be granted to a non-spouse employee, or non-domestic partner employee, who is a family member of another employee of the United States Government as defined in Section 040m.**

**031.14 Employees of the Peace Corps**

**Quarters allowances prescribed in Chapter 100 may be granted to employees of the Peace Corps wherever recruited in amounts determined by the Director of the Peace Corps not in excess of the amounts determined in accordance with Chapter 100.**

**031.15 Employees Deployed to or Employed in Combat Zones (eff. 4/3/16 with TL:SR-887)**

**Notwithstanding the provisions of Section 031.12, quarters allowances prescribed in Chapter 100 may be granted to employees who, immediately prior to appointment or assignment to the position for which recruited, were deployed or employed in a combat zone (see definition in Section 040t) supporting contingency operations by:  
  
(1) the United States Government, including its Armed Forces; or   
  
(2) a single United States firm, organization, or interest not immediately preceded by any prior such employment overseas; or  
  
(3) an international organization in which the United States Government participates; and**

**immediately prior to meeting one of the above  
circumstances, were customarily resident in the United States, its territories, or possessions, or had met one of the above conditions and returned to** the United States, its territories, or possessions **during recruitment.**

**031.2 Other Allowances**

**Post Allowances prescribed in subchapter 220, danger pay allowance prescribed in Chapter 650 and the compensatory time off prescribed in Chapter 800 may be granted to employees defined in Section 040i. Other cost-of-living allowances (foreign transfer allowance, home service transfer allowance, separate maintenance allowances, education allowances, and educational travel), and difficult to staff incentive differential, prescribed in subchapters 240, 250, 260, 270, 280, and 1000, respectively, may be granted subject to exceptions contained in the foregoing chapters, only to those employees who are eligible for quarters allowances under Section 031.1. Employees of the Peace Corps shall not be eligible for allowances mentioned in this section except as may be expressly authorized by the Director of the Peace Corps in amounts determined by him/her not in excess of those determined in accordance with the relevant provisions of Chapters 200 and 650.**

**031.3 Post Differential (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**Post differential prescribed in Chapter 500 may be granted to employees who are described in Sections 031.11 and 031.12 (eligible for quarters allowances), including married couple employees or domestic partnership employees, and to employees officially stationed in the United States who are on extended detail (Section 541) in a foreign area,**

**except that:**

**a. post differential may not be granted to a non-spouse or non-domestic partner dependent employee who is a member of the household of another employee or of a member of the U.S. Armed Forces;**

**b. employees of the Peace Corps shall not be eligible for post differential except as may be expressly authorized by the Director of the Peace Corps in amounts determined in accordance with Section 550.**

**(Each spouse or domestic partner, if otherwise eligible, may be granted post differential regardless of whether both employees are receiving the living quarters allowance.)**

**An employee hired under former Section 031.12d referred to in Section 031.12 may continue to receive post differential prescribed in Chapter 500 while continuously employed in a foreign area and while he or she is otherwise eligible for a post differential.**

**031.4 Temporary Employees**

**Employees appointed on a full-time basis for temporary periods (5 CFR 316; or other applicable agency authority) may be granted the allowances, post differential, danger pay allowance, advances of pay and compensatory time off for which they are eligible.**

**031.5 Part-time Employees**

**Part-time employees (5 CFR 340; or other applicable agency authority) shall not be granted allowances, post differential, or advances of pay, but may be granted danger pay allowance prescribed in Chapter 650 and compensatory time off prescribed in Chapter 800.**

**031.6 Employees Residing in the United States**

**Regardless of any other provision of these regulations, an employee who arrives at a new post (Section 040h) in a foreign area on or after December 1, 1961, and who occupies quarters in the United States (Section 040a) shall not be granted any post, living quarters, education allowances, post differential, or difficult to staff incentive differential, that may be established for his/her post, unless such occupancy is the result of leave or official duty in the United States in accordance with other provisions of these regulations. Danger pay may be granted if appropriate.**

**031.7 Employees of the Veterans Administration**

**For employees transferring between the Philippines and the United States, the Administrator of the Veterans Administration may grant (under 38 U.S.C. 235(6) and (7) and E.O. 12228): (a) subsistence while occupying temporary quarters as prescribed in Chapter 302, Part 5 of the Federal Travel Regulation and (b) expenses relating to the sale and purchase of the residence or settlement of an unexpired lease of the employee as prescribed in Chapter 302, Part 6 of the Federal Travel Regulation. The benefit in part (a) is in lieu of the home service transfer allowance (if applicable) in these Standardized Regulations, and the benefit in part (b) is in addition to any other applicable transfer benefit in these Standardized Regulations.**

**031.8 Domestic Employees Teleworking Overseas (DETOs)**

**A DETO (as defined at DSSR 040s) is neither assigned, nor detailed, to the foreign location and is not eligible for allowances and benefits under these regulations in his or her own right. (eff. 11/15/15 TL:SR 877)**

**032 Non-Citizen Employees**

**The allowances, post differential, danger pay, compensatory time off, advances of pay and difficult to staff incentive differential, in Chapters 100, 200, 500, 650, 800, 850, and 1000 may be paid to non-citizen employees (Section 040j) to the extent that the payment of such allowances and differential to the non-citizen employee is authorized by any provision of law other than 5 U.S.C. 5921-5928 (except advance of pay for medical treatment under 5 U.S.C. 5927 and Chapter 850).**

**033 Per Diem Allowances For Travel (eff. 4/3/2016 TL:SR-887)**

**The foreign area travel per diem allowances prescribed in Section 925 may be paid to civilian employees of the U.S. Government in accordance with the Federal Travel Regulation promulgated by the General Services Administration or other applicable travel regulations. Internet site:** [**https://aoprals.state.gov/content.asp?content\_id=184&menu\_id=78**](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)**.**

**As a convenience to Federal agencies, an attachment to Section 925 includes the most recent Civilian Personnel Per Diem Bulletin containing locality per diem allowances for\_non-foreign areas outside the conterminous (continental forty-eight) United States. These rates are established by the Secretary of Defense for civilian travelers of the U.S. Government. Internet site:** [**http://www.defensetravel.dod.mil/site/perdiemCalc.cfm**](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)**.**

**The prescribed maximum travel per diem rates for the conterminous United States are established by the General Services Administration. These rates may be found in Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site:** [**http://www.gsa.gov/portal/content/104877**](http://www.gsa.gov/portal/content/104877)**.**

**040 DEFINITIONS (Last updated 4/3/2016)**

**The following definitions apply to all chapters of these regulations, unless waived or modified in specific instances. Supplementary definitions which apply to specific chapters or sections only will be found in the General Provisions of those chapters and subchapters.**

**a. "United States" when used in a geographical sense, means the several States of the United States of America, including Alaska and Hawaii, and the District of Columbia. (See also Sections 241.1c and 251.1c.)**

**b. "Continental United States" means the several States of the United States of America, excluding Alaska and Hawaii, but including the District of Columbia.**

**c. "Government" means the Government of the United States of America.**

**d. "Government agency" means: (1) each executive department of the Government, (2) each independent establishment or agency in the executive branch of the Government, including each corporation wholly owned (either directly or through one or more corporations) by the Government, (3) the General Accounting Office, and (4) the Library of Congress.**

**e. "Head of agency" means either the head of a government agency or anyone designated by him/her to make determinations in his/her behalf.**

**f. "Foreign area" means any area situated outside the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the United States. With respect to teachers defined in subsection n, hereof, "foreign area" also includes the Midway Islands.**

**g. "Country of assignment" means the country in which the employee's post is located as listed in the electronic Table of Allowances (Section 920). (eff. 5/1/05 TL:SR 650)**

**h. "Post" means the place designated as the official station of the employee, regardless of whether he/she is detailed elsewhere or resides at another place with the authorization or approval of the head of his/her agency. (See also Section 061.)**

**i. "Employee" means an individual employed in the civilian service of a government agency (including ambassadors, ministers, and members of the Foreign Service of the United States under the Department of State) who is:**

**(1) a citizen of the United States (except under Section 312);**

**(2) officially stationed in a foreign area, except as otherwise specifically provided in these regulations;**

**(3) receiving basic compensation (Section 040k); and**

**(4) eligible for allowances or differential under subchapter 030, including the provisions pertaining to local hires (Section 031.12) and temporary employees (Section 031.4), as determined by relevant agency authority. (Eff 10/02/05 TL:SR 656)**

**No sex discrimination is implied or intended through use of male pronouns which may appear in these regulations.**

**j. "Non-citizen employee" means a civilian who is:**

**(1) not a citizen of the United States; but is**

**(2) employed by a government agency; and is**

**(3) officially stationed in a foreign area.**

**For purposes of Section 852 of these regulations, a United States citizen appointed under Section 303 and employed under Section 311 of the Foreign Service Act of 1980, is considered a non-citizen employee.**

**k. "Basic compensation" means the rate of compensation fixed:**

**(1) by statute for the position held by an employee; or**

**(2) by administrative action pursuant to law; or**

**(3) administratively in conformity with rates paid by the Government for work of a comparable level of difficulty and responsibility in the continental United States, before any deduction is made and without taking into consideration any additional compensation such as overtime pay, night pay differential, hazard differential, extra pay for work on holidays, post differential, and allowances; except that for teachers defined in subsection n, hereof, basic compensation means the rate of compensation fixed by the military departments of the Department of Defense for the position held by an individual (including any appropriate increments for having completed a higher level of academic preparation) before any deduction is made and exclusive of all allowances, differentials, or other additional compensation.**

**l. "Salary" means the basic compensation of an employee plus, with respect to an employee serving as chief of mission, officer temporarily in charge of the operations of an agency at a post, or in some other similar capacity, any additional compensation that he/she may be authorized to receive while serving in such capacity, but exclusive of all allowances, differentials or other additional compensation.**

**m. "Family” or “family member" means one or more of the following individuals residing in the same quarters as the employee at his/her post, or who would normally reside at the post except for the existence of circumstances cited in Section 262 warranting the grant of a separate maintenance allowance, but who does not receive from the Government an allowance similar to that granted to the employee and who is not deemed to be a dependent or a member of the family of another employee for the purpose of determining the amount of a similar allowance: (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**(1) spouse or domestic partner (the latter as defined by agency regulations, when the head of agency determines this is in the interest of the Government), but not both;**

**(2) children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, step and adopted children and those under legal guardianship of the employee, of the spouse, or of the domestic partner when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian. Any child or children of a domestic partner of an employee shall be deemed a stepchild of the employee. The term shall also include U.S. citizen children placed for adoption if a U.S. court grants temporary guardianship of the child to the employee and specifically authorizes the employee to reside with the child in the country of assignment before the adoption is finalized. (For exceptions to the upper age limit, see Sections 270 and 280 on education allowances and educational travel.)(eff. 6/14/2015 TL:SR-866);**

**(3) parents (including step- and legally adoptive parents) of the employee, of the spouse, or of the domestic partner, when such parents are at least 51 percent dependent on the employee for support;**

**(4) sisters and brothers (including step or adoptive sisters, or step or adoptive brothers) of the employee, of the spouse, or of the domestic partner, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age or, regardless of age, are incapable of self-support. (See also Sections 270 and 280 on education.);**

**(5) when determined by the head of agency to be in the interest of the Government, a father, mother, brother, sister, son or daughter, regardless of age or dependency, who acts as the official hostess or equivalent for an employee who has no spouse or domestic partner residing with him or her at the post.**

**n. "Teacher" means an employee who is a teacher as defined Section 2(2) of the Defense Department Overseas Teachers Pay and Personnel Practices Act (73 Stat. 213) and regulations issued thereunder by the Department of Defense. Substitute teachers are not considered to be teachers for the purpose of these regulations.**

**o. "Grant", used as a verb, means to authorize or approve payment of; "Grant", used as a noun, means authorization or approval for payment.**

**p. "Detail" means the temporary assignment or temporary duty (including temporary duty for consultation) of an employee away from his/her post (Section 040h). (See also Section 511c with respect to post hardship differential, Section 651c concerning danger pay, and Section 811c concerning compensatory time off.) (eff. 5/1/05 TL:SR 650)**

**q. "Transfer" means a change in an employee's post (Section 040h) within the same government agency.**

**r. "Separation" means termination of an employee's services with a government agency (including termination by resignation, retirement or death).**

**s. “Domestic Employee Teleworking Overseas” (DETO) means an individual employed in the civilian service of a Government agency (including ambassadors, ministers, and members of the Foreign Service of the United States) who is assigned to a position in the United States but performs his or her duties from a foreign location by agreement with his/her employing agency. A DETO’s duty station as listed on the SF-50 [for locality pay purposes] may reflect the foreign location, but a DETO is neither assigned, nor detailed, to the foreign work location. (eff. 11/15/15 TL:SR 877)**

**t. "Combat Zones" means geographic areas designated by an Executive Order from the President as areas in which the U.S. Armed Forces are engaging or have engaged in combat; an area designated by Public Law to be treated as if it were a combat zone; or locations the Department of Defense has certified for combat zone tax benefits due to their direct support of military operations. Please see**[**https://www.irs.gov/uac/Combat-Zones**](https://www.irs.gov/uac/Combat-Zones)**for a complete list of combat zones.**

**(eff. 4/3/2016 TL:SR-887)**

**050 PAYMENTS (See Section 030 - Applicability) (Last updated 01/14/2001)**

**051 Allowance Payments**

**051.1 Determining Rate**

**Methods for determining the rate of payment of each allowance granted to an employee in accordance with Chapters 100, 200, 300, 600, 650, and 850 are prescribed in sections dealing with each allowance.**

**051.2 Employees in Non-Pay Status**

**All allowances granted under these regulations may continue during periods while the employee is in non-pay status not in excess of 14 calendar days at any one time. For periods in non-pay status longer than 14 calendar days, payments under allowance grants are to be suspended as of the day the employee enters the non-pay status, and payment is not to be made for any part of such period, unless otherwise specifically provided in these regulations. (See Section 132.2b(2).)**

**052 Post Differential Payments and Danger Pay Allowance**

**052.1 Determining Rate**

**Methods for determining rates of post differential and danger pay allowance are prescribed in Sections 550 and 656 respectively.**

**052.2 Employees in Non-Pay Status**

**Payment of post differential and danger pay allowance shall be suspended while an employee is in non-pay status.**

**053 Payment for One Day Involving Two Posts**

**Payment of allowances and post differential, if granted, for any day during which an employee is on duty or leave at two posts shall be made at the rate authorized for the previous day.**

**054 Federal Income Tax**

**054.1 Allowances and Official Residence Expenses**

**Allowances authorized and paid in accordance with Chapters 100, 200 and 300, and official residence expenses authorized and paid in accordance with Chapter 400, shall not be included in gross income for Federal income tax purposes.**

**054.2 Post Differential, Difficult to Staff Incentive Differential and Danger Pay Allowance**

**Post differential, difficult to staff incentive differential and danger pay allowance shall be included in gross income for Federal income tax purposes.**

**055 (Not currently used)**

**056 Penalty for Presenting False Claim**

**A penalty for presenting a false or fraudulent claim of a fine of not more than $10,000 or imprisonment for not more than 5 years or both, is authorized in 18 U.S.C. 287 and 1001. Falsification of an item in a claim may result in forfeiture of the entire claim as provided 28 U.S.C. 2514.**

**057 Early Termination of Grants**

**Any allowance or post differential grant to an employee may be terminated by the head of agency or the Secretary of State as of a date earlier than those specified in the applicable sections of these regulations, when termination on such earlier date has been determined to be equitable or in the public interest. Any grant terminated under this section may again commence, while the employee remains eligible for the allowance or post differential, when the head of agency or Secretary of State determines that such commencement is appropriate.**

**060 CLASSIFICATIONS AND RECLASSIFICATIONS OF POSTS (Last updated 5/1/2005)**

**061 Post Classifications**

**The classifications (i.e. allowance rates) for living quarters, post, transfer, education allowance, danger pay, and post differential at any place in foreign areas where employees may be assigned are provided in the electronic Section 920 found at** [**http://aoprals.state.gov/Web920/location.asp?menu\_id=95**](http://aoprals.state.gov/Web920/location.asp?menu_id=95)**. (eff. 5/1/05 TL:SR 650)**

**(1) If the name of the post is listed individually in Section 920, the classifications shown for the post shall be applicable.**

**(2) If the post is not listed individually in Section 920, but the country or area of assignment is listed, the appropriate classification for the country or area of assignment shall apply.**

**(3) If the post is not listed individually in Section 920, the classification shown for "Other" for that country shall be applicable.**

**(4) If neither the name of the post nor the name of the country or area is so listed, the classifications shown for "Other Foreign Localities" shall apply.**

**062 Post Reclassifications**

**If warranted by analysis of reports, a post will be reclassified for any allowances, post hardship differential and danger pay listed in Section 920. Such reclassifications will be currently effective including those for individual posts which previously were classified under the "Other" listing and appear for the first time individually. Revision of a post classification for an allowance, differential or danger pay necessitates revision of the payments to affected employees. Where a post has been reclassified for education allowance in a grade or grades, the new rate shall apply only to grants which cover periods of school attendance beginning on or after the effective date of the reclassification. (eff. 5/1/05 TL:SR 650)**

**063 Payment Tables**

**See Chapter 900 for explanation of the post classification system and instructions for use of the payment tables.**

**070 REPORTING REQUIREMENTS (Eff. 12/05/2021; TL:SR 1035)**

**071 General**

**Each agency shall provide the Department of State, without reimbursement, the reports described in this chapter and such other reports as the Secretary of State may request for the proper allowance, hardship differential, and danger pay classification of foreign posts. In addition, the rates at which allowances are granted by the head of an agency, any revisions in the rates of such grants, and the dates of their commencement, revision and termination, shall be reported to the Government Accountability Office in accordance with provisions of this chapter.**

**072 Reporting Responsibility**

**072.1 Scheduling of Reports**

**Agencies are responsible for preparation and submission of allowance and hardship differential reports as prescribed in Section 072.11 for newly activated posts and in Section 072.12 for established posts. Danger pay is now determined from security information without need for post reporting, as formerly using Form DS-578. (eff. 6/14/2015 TL:SR-866)**

**072.11 Schedule of Allowances and Hardship Differential Reporting - New Posts** (See Sections 911 and 920) **(eff. 12/05/2021 TL:SR-1035)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
|  | SF-1190 (Foreign Allowances Application, Grant, and Report), DS-7604 (Living Quarters Summary Expenditure Report), and Section 960 LQA Worksheets | DS-2026 (Hotel & Restaurant Report) | DS-63 (Education Allowance Questionnaire) | DS-267 (Post Hardship Differential Questionnaire) |
| A.     Who Reports | All employees - to claim allowances and difficult-to-staff incentive differential (see Section   077.1).  All agencies - to initiate a review of living quarters allowance rates in Section 920 for "other areas."  All Section 960 LQA Worksheets or DS-7604 containing information as described in section 077.2 which supports claims made on the SF-1190 should be forwarded to the Office of Allowances as soon as possible after arrival of employees at the new post. Submit LQA Worksheets or DS-7604 only. (Do not submit SF-1190's.) | Employing agency of assignees first arriving at new post. See Section 074 for instructions, guidance on reporting and required documentation. | Employing agency of assignees first arriving at new post if they have school age children, except for Department of Defense. | DS-267 - Required only from newly established posts covered by a hardship differential classified as 5 percent or higher in Section 920.  May be submitted by newly established non-hardship differential posts of assignment or detail if employing agency considers excessively adverse living conditions exist. |
| B.  Extent of Report | Full Report as described in "C" below for assignees who are granted allowances.  (See also Section 077.) | DS-2026.  See Section 074.3 for voluntary reports. | Full report on DS-63 plus school's fee list. | Full report (DS-267) reflecting conditions affecting majority of personnel at post eligible for hardship differential. |
| C.     When Required | (1) Full Report covering allowances and difficult-to-staff incentive differential granted, revised, or terminated at end of pay period during which such actions were effected.   (2) As soon as an employee under the living quarters allowance obtains privately leased quarters at the new post.  Employee should fill in Section 960 LQA Worksheet to support claim for LQA on SF-1190. | As soon as possible after first arrival of assignees at the new post. | Within three months after first arrival of assignees at the new post if they have school age children. | DS-267 Within three months after first arrival of employees assigned or detailed to a hardship differential post or to a post considered to have excessively adverse living conditions. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D.    Number and Distribu-tion of Copies | Original of SF-1190 report will be retained at the site where payment is made.  The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO.  At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post.  SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated.  The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances.  Other copies of the SF-1190's will be distributed in accordance with regulations of the parent agency. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. |

**072.12 Schedule of Allowances and Hardship Differential Pay Reporting - Established Posts** (See Sections 911 and 920) (**eff. 12/05/2021 TL:SR-1035**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
|  | SF-1190  (Foreign Allowances Application, Grant, and Report); DS-7604(Living Quarters Summary Expenditure Report); and Section 960 LQA Worksheets | DS-2026 (Hotel & Restaurant Report) | DS-63 (Education Allowance Questionnaire) | DS-267  (Post Hardship Differential Questionnaire) |
| A.     Who Reports | All employees - to claim allowances and difficult-to-staff incentive differential (see Section 077.1).  All agencies – annually the Section 960 LQA Worksheets or DS-7604 for posts with employees under the living quarters allowance for review by the Office of Allowances to ensure the adequacy of the rates established in Section 920.  Section 960 Worksheets or DS-7604 will be required only for employees initially occupying privately-leased quarters within the past twelve months or who have changed privately-leased quarters within the past twelve months. (See Section 077.2) | Agency listed in Section 920 is lead agency. See Section 074 for instructions, guidance, required documentation and required coordination with all agencies at post. | Agency listed in Section 920 except Army, Navy, and Air Force.  At Army, Navy, and Air Force posts, civilian agency with majority of personnel will report. | DS-267 - Agency listed in Section 920 at posts classified as 5 percent or higher hardship differential in Section 920.  Report must be coordinated with other agencies at post. |
| B.     Extent of Report | Full Report as described in Section 077 and in "C" below | DS-2026 as listed in Section 920.  See Section 074.3 on voluntary reports. | Report changes  on DS-63 plus school's fee list. | DS-267 every four years. |
| C.     When   Required | (1) Full Report covering allowances and difficult-to-staff incentive differential granted, revised, or terminated at end of pay period during which such actions were taken.   (2) Full Report as described in Section 077.2 for each employee who has initially occupied privately-leased quarters in the past twelve months or has changed privately-leased quarters in the past twelve months is required in the month listed in Section 920. | Month listed in Section 920.  See Section 074.3 for voluntary reports. | Annually, during month shown in Section 920.  Interim reports may be submitted at any time. | DS-267 – At the interim two year mark, the Office of Allowances will review information from Diplomatic Security, Medical Services, Overseas Schools and Environmental Protection Agency. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D.     Number and Distribu-tion of Copies | Original of SF-1190 report will be retained at the site where payment is made.  The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO.  At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post.  SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated.  The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances.  Other copies of the SF-1190s will be distributed in accordance with regulations of the parent agency. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. |

**072.2 Notification Regarding New and Closed Posts**

**Agencies shall notify the Department of State (Attention: Office of Allowances, AllowancesO@state.gov) immediately upon assignment of personnel to any post in a foreign area to which no employee of their agency is currently assigned. They shall also notify the Department of State immediately when no personnel of their agencies remain assigned to a post listed in Section 920 and they do not intend to assign personnel to that post in the near future. (Eff. 12/05/2021 TL:SR-1035)**

**072.3 Procedure in Event of Delayed Reports**

**072.31 Importance of Reports to Agencies and Personnel at Post**

**It is important to every agency having staff in foreign areas and to every member of such staff that the prescribed allowance reports be carefully prepared and submitted in strict conformity with the reporting schedules in Sections 072.11 (new posts) and 072.12 (established posts). Otherwise, employees may not receive the allowances or hardship differential for which they are eligible. (eff. 6/14/2015 TL:SR-866)**

**072.32 Action in Event of Delayed Reports**

**If for any reason a report cannot be submitted when due, the following actions shall be taken: (a) at a Foreign Service post, the principal officer shall notify the Department of State (Attention: Office of Allowances, AllowancesO@state.gov); (b) non-State posts shall notify their parent Washington office which, in turn, shall inform the Office of Allowances, Department of State. Notification shall include the reason for delay and an estimate of the date on which the report will be submitted. (Eff. 12/05/2021 TL:SR-1035)**

**072.33 Not in use (Eff. 09/27/2020; TL:SR 1004)**

**072.34 Penalty for Unduly Delayed Reports**

**Specific and well documented presentation must be made by the Secretary of State to the Office of Management and Budget and to the Congress showing that the allowances and hardship differential classifications are in keeping with legislative intent. If there should be considerable unexplained delay in the receipt of the reports as scheduled, the Secretary of State may find it necessary to reduce or eliminate the post's allowance or hardship differential classification, pending submission of the reports. (eff. 6/14/2015 TL:SR-866)**

**073 Report Forms (Eff. 09/27/2020; TL:SR 1004)**

**073.1 DS-267, Post Hardship Differential Questionnaire**

**Information reported on DS-267 provides the basic data needed to determine the hardship differential posts in foreign areas and the appropriate rate of hardship differential for each.**

**073.2a. Post (Cost of Living) Allowance (COLA) (Eff. 09/27/2020; TL:SR 1004)**

**Indexes of living costs in the foreign areas come from private firms and are used to establish the foreign posts’ COLA. Deliverables arrive annually every Summer and biannually for posts experiencing hyperinflation. COLA rates are available on the Office of Allowances’ internet website at** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**b. DS-2026, Hotel and Restaurant Report**

**Information reported on DS-2026 provides hotel and restaurant information to determine per diem rates for USG employees traveling to posts in foreign areas.**

**073.3 DS-63, Education Allowance Questionnaire**

**DS-63 and the school's fee list provide information needed to determine education allowance classifications.**

**073.4 Standard Form (SF)1190, Foreign Allowances Application, Grant and Report**

**Under authority delegated to the Department of State by the Comptroller General of the United States, SF-1190 is prescribed to provide a uniform method of: (1) applying for payment of allowances and the difficult-to-staff incentive differential (and post hardship differential and danger pay if application required by employing agency) by employees; and (2) recording the authorization of allowances and the difficult-to-staff incentive differential to employees for payment and audit procedures. (Post hardship differential and danger pay are already granted to eligible employees under the provisions of Section 520 and Section 651, respectively, of these regulations and need not be authorized on SF-1190. Nonetheless, provision is made on the form for approval of payment of post hardship differential and danger pay for agencies which desire to use such approval.)**

**Agencies may reproduce worksheets in Section 960 to use as support for allowance claims made on SF-1190. Worksheets are provided for: Temporary Quarters Subsistence Allowance, Living Quarters Allowance, Extraordinary Quarters Allowance, Foreign Transfer Allowance, Home Service Transfer Allowance, and Education Allowance.**

**073.5 DS-578, Danger Pay Factors (No longer used) (Eff. 09/27/2020; TL:SR 1004)**

**Information reported regularly by U.S. security authorities provides the data needed to determine danger pay posts in foreign areas and the appropriate rate of danger pay, obviating the need for post reporting formerly done using DS-578, Danger Pay Factors Form.**

**073.6 Location of Allowances and Differentials Report Forms**

**(Eff. 09/27/2020; TL:SR 1004)**

**DS-2026 and DS-63 are available on the Department of State's external website (**<https://eforms.state.gov/>**). DS-267 is available from the Department of State’s Office of Allowances (**[**AllowancesO@state.gov**](mailto:AllowancesO@state.gov)**). SF-1190 is available at** [**https://www.gsa.gov/reference/forms**](https://www.gsa.gov/reference/forms) **.**

**074 Reporting Data for Foreign Area Per Diem Rates (Eff. 12/05/2021 TL:SR 1035)**

**074.1 DS-2026**

**DS-2026, Hotel and Restaurant Report, is used to review and establish appropriate foreign travel per diem rates. Foreign area per diem rates are available on the Office of Allowances’ internet website at** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**074.2 Required Submission of DS-2026**

**As shown in Sections 072.11 and 072.12, DS-2026 (Hotel and Restaurant Report) will be submitted by both new and established posts in accordance with reporting requirements in Section 920. Wherever possible hotel and restaurant data must be submitted to the Department of State’s Office of Allowances through the eAllowances system. Otherwise, submit the fillable format DS-2026 available on the Department of State’s internet website (**[**https://eforms.state.gov/Forms/ds2026.PDF**](https://eforms.state.gov/Forms/ds2026.PDF)**) and required documentation (DSSR 074.4) to** [**AllowancesO@state.gov**](mailto:AllowancesO@state.gov)**. The instructions on DS-2026 should be followed in preparing the Hotel and Restaurant Report. (Eff. 12/05/2021 TL:SR-1035)**

**All agencies having responsibility to prepare and submit reports shall provide complete, accurate and supportable information in the biennial hotel and restaurant reports. Reporting posts shall maintain a record of the reservations made in local hotels for Federal travelers and use this information as the basis for selecting lodging facilities for the biennial hotel and restaurant reports. To the maximum extent possible, this information should be fully representative of all hotel reservations made for typical Federal travelers by all U.S. Government agencies in a specific location.**

**DS-2026 shall be sent to the Department of State, Office of Allowances, under cover of a memorandum signed by the officer responsible for preparing the report certifying that the Hotel and Restaurant Report (DS-2026) is accurate, complete, current and in compliance with the Standardized Regulations.**

**074.3 Changes in Hotel Situation**

**Whenever a substantial change in hotel costs occurs, new hotels are built or old ones cease to be available or acceptable, a revised DS-2026 and required documentation (DSSR 074.4) should be sent in advance of the regularly scheduled submission so that the travel per diem rate may be reconsidered. (Eff. 12/05/2021 TL:SR-1035)**

**074.4 Required Documentation**

**The following documentation MUST be submitted with the DS-2026 or explanations included in either the DS-2026 Comments sections or on the cover memo:**

**a. Submit hotel reservation logs supporting hotels reported**

**b. Submit menus (in English) for all restaurants, fast food establishments and cafeterias reported**

**c. Explain changes in hotels and/or restaurants previously reported**

**d. Explain significant increases in hotel and/or restaurant prices**

**e. Explain all prices reported in U.S. Dollars**

**f. If applicable, explain new seasonal hotel prices**

**g. If applicable, explain why there is not a discounted hotel rate for USG travelers**

**h. Report when hotel rates include one or more meals**

**i. State whether taxes and/or service charges are already included in reported meal costs**

**j. State whether taxes and/or service charges are already included in reported hotel costs**

**k. Submit a statement from the post’s security and/or medical officer when it is necessary to report hotel restaurants instead of local market establishments**

**l. Submit a statement from the post’s security and/or medical officer when it is necessary to report superior/deluxe hotels normally reserved for VIPs or Congressional delegations instead of moderately priced adequate hotels**

**m. Submit a cover memo signed by the officer responsible for preparing the DS-2026**

**075 Reporting Data for Post Hardship Differential and Danger Pay**

**075.1 Post hardship differential reporting is done on a quadrennial basis. Detailed instructions appearing on the Post Hardship Differential Questionnaire (DS-267) shall be followed in preparing post’s report. This form must be submitted every four years. The submission must reflect the current environmental situation as it affects the majority of eligible personnel assigned to the post. (Eff. 09/27/2020; TL:SR 1004)**

**075.2 Conditions warranting a danger pay allowance are reviewed annually, or more frequently when necessary (See 072.1, 653.1 and 653.3). With level of danger pay established through central security review of local conditions, there is no longer need for post to report conditions using DS-578, as formerly. (eff. 6/14/2015 TL:SR-866)**

**076 Reporting Data for the Education Allowance**

**Detailed instructions appearing on the Education Allowance Questionnaire (DS-63) shall be followed in its preparation. Each submission must reflect the current educational situation as it affects the majority of eligible personnel assigned to the post who have school-age children. (Eff. 09/27/2020; TL:SR 1004)**

**077 Use of SF-1190, Foreign Allowances Application, Grant, and Report**

**077.1 Applying for Payment of Allowances and Difficult-To-Staff Incentive Differential on SF-1190**

**Employees eligible for temporary quarters subsistence, living quarters, extraordinary quarters, post, foreign transfer, home service transfer, separate maintenance, or education allowances and difficult-to-staff incentive differential shall apply for those allowances and/or differential on SF-1190 in accordance with implementing regulations of each agency and by completing all boxes on the form and marking "NA" in boxes not applicable. (See also Sections 072.11 and 072.12.)**

**077.2 Required Annual Reporting of Quarters Expenses on Section 960 LQA Worksheets and Living Quarters Summary Expenditure Report (DS-7604)**

**All posts having employees eligible for the living quarters allowance are required to submit a quarters expense report annually for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months. This report is needed to review the adequacy of the living quarters allowance rates listed in Section 920. (eff. 5/1/05 TL:SR 650)**

**The latest Section 960 LQA Worksheet on file, supporting the SF-1190 claim for LQA, showing the annual expenses being incurred for living quarters must be furnished for each employee receiving a living quarters allowance who has initially occupied privately-leased quarters or has changed privately-leased quarters in the past twelve months. All boxes should be completed by the employee except those marked “For Official Use Only”. Additional information may be continued in block 18 (Remarks). The Section 960 LQA Worksheets shall be sent to the Department of State, Office of Allowances, as of the “Reporting Schedule” month shown in Section 920, under cover of a memorandum signed by the officer designated to grant allowances or his/her delegate, certifying that the reports represent actual expenses incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied or changed privately-leased quarters in the past twelve months.**

**Instead of the individual Section 960 LQA Worksheets for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months, agencies may submit a Living Quarters Summary Expenditure Report (DS-7604). The DS-7604 must include a statement by the officer designated to grant allowances or his/her delegate, certifying that the form provides accurate information for allowable expenses as extracted from the Section 960 LQA Worksheets.**

**The submission may be accompanied by a listing of individual houses or apartments rented for employees by the U.S. Government during the last 12 months and the estimated (actual when available) annual expenses for each unit for rent and utilities. (Do not include data for entire apartment houses, hotels or other similar multiple residential units.)**

**077.21 Voluntary Submission of Interim Quarters Reports**

**In addition to the regularly scheduled submission, posts may, when they believe their living quarters allowance classification to be inconsistent with current quarters costs, file a revised report showing living quarters expenses for all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. A covering memorandum should include any relevant information not provided on the worksheets or DS-7604. The memorandum shall be signed by the officer designated to grant allowances or his/her delegate, certifying that the report represents actual expenses being incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. The filing of an interim quarters cost report does not relieve the post from submitting the next regularly scheduled report. The Department of State may request an interim report whenever it has reason to believe that the quarters allowance classification is significantly out of line with quarters costs.**

**077.3 Granting Allowances and Difficult-To-Staff Incentive Differential on SF-1190**

**077.31 General**

**Except as otherwise noted below and unless an exception is granted by the Department of State, each agency shall grant, revise and terminate temporary quarters subsistence, living quarters, extraordinary quarters, post, foreign transfer, home service transfer, separate maintenance, and education allowances and difficult-to-staff incentive differential on SF-1190 in accordance with provisions of these regulations and implementing parent agency regulations. Except for a special allowance grant under authority of Section 013, an allowance once granted may remain in effect until revision or termination is required by applicable provisions of these regulations and implementing parent agency regulations.**

**When a SF-1190 is used to grant, revise or terminate allowances it must be signed, in block 26, by the head of agency or the official designated to grant allowances. When a reviewing official is required (in addition to the approving official) he/she should sign in block 25. Fill in only necessary fields on SF-1190 for revisions and terminations. Use “Remarks” block 18 for additional detail or attach applicable Section 960 Worksheet.**

**As exceptions to this procedure, necessary revisions in post (“cost of living”) allowance grants:**

**a. for all employees resulting from a pay act salary adjustment may be made on a group basis using white bond paper or computer generated report. The mass action document must show: (1) the employees' names, (2) posts of assignment, (3) salaries, (4) family status (Section 040m) using the following code: "1" for one adult (exclusive of the employee), "1 c" for one child and "1-1 c" for one adult and child, etc., and (5) the name, signature and title of the authorizing officer;**

**b. for individual employees, allowance changes resulting from promotions, or periodic pay step increases may be made by using a copy of the agency's payroll change action form.**

**As a further exception, necessary revisions in living quarters allowance grants resulting from living quarters allowances classification changes may be made and documented on a group basis. This mass-action document must show: (1) the employees’ names, (2) posts of assignment, (3) personnel classification of employees, (4) family status, (5) effective date of LQA change, and (6) the name, signature and title of the authorizing officer.**

**(NOTE: Each post must still consider individual grant revisions under the provision of Section 134.2 and must still furnish the Department of State the annual report of quarters expenses on Section 960 LQA Worksheets or DS-7604 as provided in Section 077.2.)**

**077.32 Special Rules**

**a. Granting Separate Maintenance Allowances**

**When granting a separate maintenance allowance the following data must be shown in block 18, Remarks, of the SF-1190:**

**(1) the date of the employee's assignment to the post;**

**(2) the date on which the employee began official travel to the new post under an order of assignment;**

**(3) the date on which the separation from the dependent(s) occurs.**

**b. Granting Education Allowances**

**When granting an education allowance the following data, if applicable, must be shown in either block 18, Remarks, of the SF-1190 or the Remarks box on Section 960 Education Allowance Worksheet:**

**(1) the computations used in prorating grants; and**

**(2) the reason for granting a second education allowance for a repeated grade.**

**c. Granting Difficult-To-Staff Incentive Differential**

**When granting a difficult-to-staff incentive differential the following citation must be shown in block 18, Remarks, of the SF-1190:**

**(1) Date of arrival at post; and**

**(2) Date of completion of one year at post.**

**QUARTERS ALLOWANCES (Last updated 9/10/2000)**

**110 GENERAL**

**111 Definition**

**"Quarters allowance" means an allowance granted under the authority of title 5 U.S.C. 5923 and Sections 120 or 130 of these regulations.**

**112 Scope**

**The quarters allowance is intended to reimburse an employee for substantially all costs for either temporary or residence quarters whenever Government-owned or Government-rented quarters are not provided to the employee without charge. Such costs are those incurred for temporary quarters (temporary quarters subsistence allowance) or one unit of residence quarters (living quarters allowance). The temporary quarters subsistence allowance includes lodging, meals and laundry expenses while the living quarters allowance includes rent, plus any costs not included therein for heat, light, fuel, gas, electricity and water. The temporary quarters subsistence allowance and the living quarters allowance are not payable to an employee simultaneously, except under special circumstances specified in 124.1 and 132.41.**

**113 Advance Payments**

**113.1 General**

**In accordance with the criteria and restrictions set forth in Sections 113.2 and 113.3, quarters allowances may be paid in advance, or an advance of funds may be made therefor, through the proper disbursing officer.**

**113.2 Advance of Funds for Temporary Quarters Subsistence Allowance**

**An advance of funds may be made for the temporary quarters subsistence allowance through the authorized disbursing officer. The initial advance of funds for subsistence expenses shall not exceed the maximum amount allowable under Sections 123 or 124 for the first 30 day period. Thereafter, funds may be advanced for subsequent periods (not to exceed the maximum amount for each subsequent 30 day period) as authorized by the agency.**

**113.3 Advance Payment of Living Quarters Allowance**

**a. Advance payment of living quarters allowances may be made in localities where local custom necessitates such advance payments and where the individual lessor requires the customary advance payment of rent. Advances shall be in accordance with agency guidelines.**

**b. Additionally, at posts which require initial excessive rental expenses (see definition of rent in Section 131.2), employees may receive an advance of the living quarters allowance not to exceed 3 months of the annual rate of payment.**

**c. Refundable security deposits cannot be included in the advance. Agent's fees may be included in the advance provided certification is obtained under Section 131.2.**

**113.31 Private Leases**

**At posts where a determination has been made under Section 113.3 that advance payments are required, employees should endeavor to have the lessor accept a minimum advance rental payment. Wherever possible, leases should contain a 30-day cancellation clause; provide for refund of the remaining portion of the prepaid rent to the lessee in case of cancellation; provide for the privilege of subletting or assigning to another employee, or other person, at the lessee's option; and provide for payment of the rental in local currency.**

**113.32 Application for Advance Payment**

**Application for advance payment of living quarters allowance must be stated in United States dollars and submitted to the official authorized to grant the employee's quarters allowance.**

**113.33 Approval of Advance Payment**

**The approval of the application for an advance payment of living quarters allowance shall be in U.S. dollars in order to simplify the accounting and to lessen the possibility of loss by exchange to the Government or to the employee in the event a refund of any part of the advance payment is necessary prior to the expiration of the period covered.**

**113.34 Form of Payment**

**Advance payment of living quarters allowances, when authorized under Section 113.3, shall be computed in U.S. dollars. Payment may be made in dollar instruments or in local currency as appropriate.**

**113.35 Amount of Advance Payment**

**a. The amount that may be paid in advance to any employee shall be made in accordance with agency guidelines for a period of not more than one year unless specifically approved by the officer designated to authorize allowances, and shall not exceed: (1) the rate of the employee's living quarters allowance authorized in accordance with subsection 130, or (2) the total rent advanced to the lessor, whichever is less.**

**b. For initial excessive rental expenses (Section 113.3b), advance living quarters allowance may be authorized for periods of less than 3 months.**

**113.4 Recovery of Unpaid Balance of Advance Payments for Rent**

**Upon transfer or separation of the employee, any balance of an advance payment for a temporary quarters subsistence allowance or a living quarters allowance which has not been repaid to the Government shall be recoverable in U.S. dollars by the Government except as provided hereinafter. The recovery may be made by setoff against accrued allowances, salary, pay, compensation credit, or other amount due from the Government to the employee, and by such other method as may be provided by law for the recovery of amounts owing to the Government. In unusual circumstances when it is shown that the advance rent, excluding any subsistence expense, paid has not been recovered by the employee after all reasonable steps have been taken for such recovery and that recovery from the employee would be against equity and good conscience or against the public interest, the head of agency may waive, in whole or in part, any right of recovery under this subsection. Showings that merit exercise of this waiver include circumstances where the employee: (1) is transferred in emergency situations such as evacuation, or a Government agency has directed his/her transfer on exceptionally short notice owing to urgent need for his/her services at another post on a continuing basis, or (2) has left the post after receiving a notice of involuntary separation. In exercising the authority to waive repayment in the above or equally unusual circumstances the head of agency is expected to satisfy himself/herself that the employee has taken all reasonable steps to dispose of his/her quarters to others, including efforts to sublease or assign even at a financial sacrifice, and that the unpaid balance did not result from any action within the control of the employee. Any waiver granted under this section shall be reported promptly to the Secretary of State, citing these regulations and describing the circumstances.**

**120 TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (Last updated 7/10/2016)**

**121 Definition**

**"Temporary quarters subsistence allowance" means an allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family members:**

**a. for a period not to exceed 90 days after first arrival at a new post in a foreign area or a period ending with the occupation of residence (permanent) quarters, if earlier; or**

**b. for a period not to exceed 30 days immediately preceding final departure from the post subsequent to the necessary vacating of residence quarters.**

**122 Scope**

**122.1 Purpose**

**The temporary quarters subsistence allowance is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 90 days after first arrival at a new post of assignment in a foreign area, ending with the occupation of residence quarters if earlier, or 30 days immediately preceding final departure from the post following necessary vacating of residence quarters.**

**122.2 Extension**

**The 90 and 30 day temporary quarters subsistence periods may be extended up to but not more than an additional 60 days in each case if it is determined by the head of agency that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters.**

**122.3 Agency Options**

**Instead of paying TQSA as provided herein, an agency or post may choose to provide temporary quarters directly, to limit the number of days TQSA may be paid to fewer than the maximum number of days, and/or not to pay any TQSA if quarters with cooking facilities are provided.**

**123 Temporary Quarters Subsistence Allowance Upon First Arrival**

**123.1 Commencement**

**The temporary quarters subsistence allowance grant to an employee upon first arrival at a new post, including an employee or family member occupying temporary quarters at no expense, (e.g. government-owned or leased housing), shall commence as of the applicable date shown below, or the date expenses for temporary lodging are incurred, if later:**

**a. the date the employee arrives at a new post;**

**b. the date a family member arrives at the new post prior to employee when the employee is delayed because of being ordered to report at another place for consultation or detail;**

**c. the effective date of transfer when the employee is already at the post to which transferred, (in this instance the 90 day period begins on the date of transfer); or**

**d. the date of return of the employee to the post after a temporary absence within the 90 days after first arrival (or the arrival of a family member if earlier), in circumstances where no temporary quarters subsistence allowance was paid for the period of the employee's absence.**

**123.2 Termination**

**The temporary quarters subsistence allowance granted upon first arrival at a new post shall terminate as of the earliest of the following dates:**

**a. on the 91st day following first arrival of the employee or family member, if earlier, unless an extension is authorized under Section 122.2 by the head of agency;**

**b. the date temporary quarters are no longer occupied;**

**c. the date of occupancy of residence (permanent) quarters (exception: the head of agency or designee may determine that up to three days are required for payment of both the temporary quarters subsistence allowance and the living quarters allowance because the employee needs this overlap to move newly-arrived household goods into permanent quarters in good order); (eff. 7/10/2016 TL:SR-894)**

**d. the date of the employee's departure, or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the temporary quarters subsistence allowance at his/her previous post shall not extend beyond the date immediately preceding the date of arrival at his/her new post; or**

**e. the date of separation from a Federal agency.**

**123.3 Amounts**

**The amount of the temporary quarters subsistence allowance which may be reimbursed shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members for each time period or the amount computed as follows (reference: Section 960 TQSA worksheet):**

**123.31 First Thirty Days**

**a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 75% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**b. For each additional occupant, whether employee or family member age 12 or over, 50% of the per diem rate listed for the foreign post.**

**c. For each family member occupant under age 12, 40% of the per diem rate listed for the foreign post.**

**123.32 Second Thirty Days**

**a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 65% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**b. For each additional occupant, whether employee or family member age 12 or over,45% of the per diem rate listed for the foreign post.**

**c. For each family member occupant under age 12, 35% of the per diem rate listed for the foreign post.**

**123.33 Third Thirty Days**

**a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 55% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**b. For each additional occupant, whether employee or family member age 12 or over, 40% of the per diem rate listed for the foreign post.**

**c. For each family member occupant under age 12, 30% of the per diem rate listed for the foreign post.**

**123.34 Additional Sixty Days:**

**When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized, computed at the same rates established for the third thirty day period.**

**123.35 Reduction When No Cost Quarters are Occupied**

**When no cost temporary housing is occupied by the employee an amount not to exceed one-half of the amount established in 123.3 for each occupant shall be the maximum amount payable for actual meal, laundry and dry cleaning costs while occupying such quarters.**

**123.36 Excessive Lodging Costs After the First 30 Days**

**In exceptional circumstances when temporary lodging facilities in the locality are extremely limited and necessary lodging costs are excessive, the head of agency may authorize an amount of actual expenses incurred not to exceed the rate produced by Section 123.31. Prior to exercise of this authority the authorizing official must certify in writing that every effort has been made to obtain a lower lodging rate for the period in question. All other alternatives should be exhausted before this special authorization is used.**

**124 Temporary Quarters Subsistence Allowance Preceding Final Departure**

**124.1 Commencement**

**If the head of agency or designee determines that it is necessary for an employee to occupy temporary quarters immediately preceding final departure from the post, the grant of a temporary quarters subsistence allowance may commence as of the latest of the following dates: (eff. 7/10/2016 TL:SR-894)**

**a. the date following the necessary vacating of government owned or leased quarters or termination of the living quarters allowance grant (exception: the head of agency or designee may determine that up to five days are required for payment of both the living quarters allowance and the temporary quarters subsistence allowance because the employee must necessarily vacate permanent residence quarters in order to comply with stringent lease requirements for cleaning and repair or while movers are there preparing the employee’s household effects for shipment); (eff. 7/10/2016 TL:SR-894)**

**b. the date expenditures for temporary lodging are first incurred following the necessary vacating of residence quarters. However, see Section 124.33 for employee occupying no cost temporary quarters.**

**The agency head or designee may authorize the grant of temporary quarters subsistence allowance up to five days prior to the termination of the grant of living quarters allowance if such agency head or designee determines that it is necessary for the employee to vacate existing quarters in order to meet lease requirements for cleaning and repair.**

**124.2 Termination**

**A temporary quarters subsistence allowance granted immediately preceding the employee's final departure from the post shall terminate as of the earliest of the following dates:**

**a. on the 31st day following commencement of the grant unless an extension is authorized under Section 122.2 by the head of agency;**

**b. the date expenses for temporary lodging are no longer incurred; however, see Section 124.33 for employee occupying no cost temporary quarters;**

**c. the date of the employee's departure, or the date of departure of family members if later, under transfer orders. Where the employee's departure for transfer precedes that of family members, the temporary quarters subsistence allowance at the previous post shall not extend beyond the date preceding the date of the arrival of the new employee at the new post; or**

**d. the date of separation from a Federal agency.**

**124.3 Amounts**

**The amount of the temporary quarters subsistence allowance which may be reimbursed shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members for each time period or the amount computed as follows (reference: Section 960 TQSA worksheet):**

**124.31 First thirty days**

**a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 75% of the per diem rate listed for the foreign post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**b. For each additional occupant, whether employee or family member age 12 or over, 50% of the per diem listed for the foreign post.**

**c. For each family member occupant under age 12, 40% of the per diem rate listed for the foreign post.**

**124.32 Additional sixty days**

**When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized as follows:**

**(1) First thirty day extension**

**(a) For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 65% of the foreign per diem rate listed for the post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**(b) For each additional occupant, whether employee or family member age 12 or over, 45% of the per diem rate listed for the foreign post.**

**(c) For each family member occupant under age 12, 35% of the per diem rate listed for the foreign post.**

**(2) Second thirty day extension**

**(a) For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of 55% of the foreign per diem rate listed for the post in Section 925 of the Standardized Regulations (Government Civilians, Foreign Areas); and**

**(b) For each additional occupant, whether employee or family member age 12 or over, 40% of the per diem listed for the foreign post.**

**(c) For each family member occupant under age 12, 30% of the per diem rate listed for the foreign post.**

**124.33 Reduction When No Cost Quarters are Occupied**

**When no cost temporary quarters are occupied by the employee an amount not to exceed one-half of the amount established in 124.3 for each occupant shall be the maximum amount payable for actual meal, laundry and dry cleaning costs while occupying such quarters. For example, if the total per diem rate for the post is $100 for lodging and $50 for M&IE, the employee in no cost quarters would be eligible for half of the allowed rate of $112.50 (75% of $150 applying the rules of 124.3) which would be $56.25 per day. (eff. 5/1/05 TL:SR 650)**

**124.34 Excessive Lodging Costs After the First 30 Days**

**In exceptional circumstances when temporary lodging facilities in the locality are extremely limited and necessary lodging costs are excessive, the head of agency may authorize an amount of actual expenses incurred not to exceed the rate produced by Section 124.31. Prior to exercise of this authority the authorizing official must certify in writing that every effort has been made to obtain a lower lodging rate for the period in question. All other alternatives should be exhausted before this special authorization is used.**

**125 Determination of Rate**

**The rate at which the temporary quarters subsistence allowance may be granted shall be the total amount of the reasonable and necessary expenses for the employee and family members for meals, including tax, service charges and tips, laundry/dry cleaning and temporary lodging (including room and bath, heat, light, fuel, water and the cost of service fees and taxes imposed by the management or local government upon the occupant during the period or periods allowed by Sections 123 and 124) or the total of the maximum rates for such period or periods, whichever is less. The location of the temporary quarters must be within reasonable proximity of the post. Evidence of the daily cost of meals, laundry and dry cleaning shall be a certified statement by the employee. Supporting receipts or other appropriate documentation for the daily cost of temporary lodging shall also be supplied. Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, shall be reimbursed. Section 960 TQSA Worksheet may be used to support a TQSA claim.**

**The daily actual expenses for temporary lodging, meals (including groceries consumed during occupancy of temporary quarters), fees and tips incident to meals and lodging, laundry and cleaning of clothing will be totaled for each 30 day period to permit a comparison with the maximum amount for each specified period. If less than a 30 day period is authorized, or used, the maximum allowable amount will be based on the number of days authorized, or used, multiplied by the applicable daily rate. Expenses of local transportation and other expenses not directly related to lodging, meals and the laundry/dry cleaning of clothes are not reimbursable under this allowance.**

**126 Special Rules**

**126.1 Married Couple Employees or Domestic Partnership Employees at the Same Post (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**Each married couple employee or domestic partnership employee may be granted the "initial occupant" rate under Sections 123 and 124, but only one employee may be granted applicable amounts for any additional family members. Alternatively, the couple may agree to consider one spouse or domestic partner as a family member only.**

**126.2 Payment During Periods of Official Travel**

**The temporary quarters subsistence allowance may continue on behalf of any individual (employee or family member) during any period of official travel which authorizes per diem on behalf of that individual. However, payment shall be authorized only when the head of agency has determined that the employee has acted responsibly in retaining temporary quarters during the period of official travel. Payment for the temporary quarters maintained at the post of assignment shall be computed using only the lodging portion of the applicable per diem rate and the formulas found in Sections 123.3 and 124.3.**

**126.3 Payment to Family Members of Deceased Employee (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**When the employee has died while stationed in a foreign area, family members may be reimbursed for up to five days of TQSA when the head of agency or designee determines it is necessary to occupy temporary quarters after vacating permanent quarters prior to final departure from post.**

**127 Prohibitions**

**Any post allowance which would be otherwise authorized under Section 220 of these regulations shall not be paid for any period during which the temporary quarters subsistence allowance is paid.**

**128 Effective Dates of Revisions**

**The temporary quarters subsistence allowance grant shall be appropriately revised as of:**

**a. the effective date of an authorized change in the per diem rate of the post as shown Section 925 of the Standardized Regulations, (Government Civilians, Foreign Areas);**

**b. the date of change in the employee's family size.**

**129 Payment**

**The grant of the temporary quarters subsistence allowance may be paid in a lump-sum amount. The allowance must be claimed by the employee on the Standard Form 1190. Employee should list the following in Box 18, Remarks: (1) Temporary Quarters occupied by the employee and family; (2) total claim being made for quarters and subsistence; and (3) total of any advance of funds provided under Section 113.2. Receipts and other documentation required by Section 125, or pertinent agency regulations, should be attached to the SF-1190 prior to submission to the approval or granting official of the agency.**

**130 LIVING QUARTERS ALLOWANCE (Last updated 7/10/2016)**

**131 Definitions**

**131.1 "Living quarters allowance", hereinafter referred to as LQA, means a quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his/her family.**

**131.2 "Rent", exclusive of heat, light, fuel (including gas and electricity), water and taxes, means the annual cost of suitable, adequate living quarters for an employee and his/her family. When approved by the head of agency as necessary to provide such living quarters, rent may include in addition to the basic annual rental, the cost of: (1) rental of garage space for one car only for each employee, at not to exceed 25 percent of the employee's applicable maximum annual quarters allowance rate, regardless of whether such space is included with the quarters; (2) separate rental of necessary furniture at not to exceed 25 percent of the applicable maximum annual quarters allowance rate, meaning rental of necessary basic furniture and/or equipment, etc., but exclusive of pianos, other musical instruments, radios, television sets, etc. from source other than the landlord (rental of furniture and/or space from the same source under two agreements or contracts is considered to be rental of "furnished quarters"); (3) insurance on the property and/or furnishings so rented, if such insurance is required by local law to be paid by the lessee; (4) agent's fee with authorizing officer certifying that fee is customary, reasonable, and legal under local law ; (5) interest on a loan from an American institution to finance "key money" paid to a landlord; (6) garbage and trash disposal; and (7) mandatory as opposed to optional fees required for maintenance of common areas (“condominium fees”).**

The costs of the following may not be included in rent: (1) concierge or notary's fees; (2) agent's fee except under conditions stated above; (3) telephone installation or maintenance; (4) deterioration of property or furnishings; (5) servant's wages or maintenance; (6) tips; (7) cleaning; (8) storage; (9) garden or lawn service (except as stated above); (10) servants' quarters, unless considered part of the same property with the living quarters; and (11) any other extraneous expenses not directly related to rent as such.

131.3 Scope

The LQA rates are designed to cover substantially all of the average employee's costs for rent, heat, light, fuel, gas, electricity, water, taxes levied by the local government and required by law or custom to be paid by the lessee, insurance required by local law to be paid by the lessee, and agent's fee required by law or custom to be paid by lessee.

**132 Granting**

132.1 Commencement of Grant

**132.11 Newly Appointed or Transferred Employees**

**An LQA grant to a newly appointed or transferred employee shall commence at his/her post as of one of the following dates, whichever is latest:**

**a. the date of employee's arrival, except: (1) when the employee's arrival at the new post is delayed because of his/her being ordered to report to another place for consultation or temporary duty and his/her family arrives at the post before the employee, the grant shall commence as of the date of arrival of his/her family, and (2) as otherwise provided in Chapter 700 with respect to Defense Department teachers;**

**b. the effective date of transfer if the employee is on detail or leave at the post to which transferred;**

**c. the date of entrance on duty, if recruited locally;**

**d. the date following termination of a temporary quarters subsistence allowance (see exception at DSSR 123.2c) (eff. 7/10/2016 TL:SR-894); or**

**e. the date expenses for quarters are incurred.**

**132.12 Employees Not Newly Appointed or Transferred Who Become Eligible**

**The LQA grant to any employee not paid under Section 132.11 shall commence as of the latest of the following dates:**

**a. the date the employee ceases to occupy quarters for which he/she pays no rent;**

**b. the date the employee returns to his/her post after an absence during which his/her temporary quarters subsistence or LQA has been terminated (Section 132.4); (eff. 7/10/2016 TL:SR-894)**

**c. the date the employee's family returns if they precede him/her to the post after such absence; or**

**d. the date expenses for quarters are incurred.**

132.2 Continuance of Grant

**The LQA grant may continue, provided the employee maintains and pays for his/her quarters at the post:**

**a. not to exceed 60 calendar days during authorized leave with pay, plus transit time when leave is taken in the United States;**

**b. when the head of agency determines that continuance of the grant would be in the public interest:**

**(1) up to an additional 60 calendar days beyond the 60 day period specified in Section 132.2a above;**

**(2) while the employee is in non-pay status not in excess of 30 calendar days at any one time. For periods in non-pay status longer than 30 calendar days, payment shall be suspended as of the day the employee enters such status, and payment is not to be made for any part of such period; or**

**(3) not to exceed 60 calendar days (or the end of the current school year when the employee is receiving an education allowance for a member of family) when the employee dies and unavoidable expense continues to be incurred for lease termination or family housing prior to the family's final departure from the post;**

**c. while the employee is temporarily absent from the post under orders;**

**d. at the "with family" rate for a period not to exceed 6 months while all members of the family of an employee are temporarily absent from the post. (See Section 132.3e.)**

132.3 Revision of Grant

**LQA grants for all employees shall be appropriately revised, if required, as of the following dates:**

**a. the effective date of an authorized change in the classification of the post;**

**b. the first day of the pay period next following the date of any of the following occurrences (or the date of the occurrence, if such falls on the beginning of a pay period):**

**(1) a change in the personnel classification or position of the employee affecting the amount of any LQA payable (Section 134.14);**

**(2) a change in the employee's family status; or**

**(3) a determination by the head of agency under Section 134.2;**

**c. the 61st consecutive calendar day following commencement of a "with family" LQA grant authorized under Section 134.11, when the family has not arrived at the post;**

**d. the date of any change in the salary (Section 040l) of an employee who is advanced temporarily from a subordinate position to a position in charge of the operations of an agency at a post, except that no employee other than those specified in Section 135.2 as eligible for quarters allowance in group 1 may be granted the allowance prescribed for that group in Section 135.5; or**

**e. the first day following 6 months absence from the post of all members of an employee's family (Section 132.2d). Revision shall be from the "with family" rate to the "without family" rate.**

132.4 Termination of Grant

**132.41 Transfer**

**When an employee is transferred (Section 040q) from a post at which an LQA has been granted, such grant shall terminate as of the following dates, whichever is earliest:**

**a. the date immediately preceding the effective date of the employee's pre-departure temporary quarters subsistence allowance grant, except that the agency head or designee may continue LQA for a period of five days following commencement of the temporary quarters subsistence allowance grant if it determines that it is necessary for the employee to vacate existing quarters for such period in order to meet lease requirements for cleaning and repair;**

**b. the date the employee commences travel under the transfer, or combined leave and transfer order; or**

**c. the effective date of transfer, when no travel by the employee under the transfer is involved.**

**132.42 Separation**

**When an employee is separated (Section 040r) while assigned to a post at which an LQA has been granted, such grant shall terminate at the end of the last day of his/her employment (except as provided in Section 132.2b(3)).**

**132.43 Occupancy of Government Quarters**

**When an employee to whom an LQA has been granted is furnished Government-owned or -leased quarters at no personal cost, the grant shall terminate on the date immediately preceding that on which the Government quarters are made available to him/her, unless he/she occupies Government-owned or leased quarters only during the temporary absence of the regular occupant and at the same time is obliged to maintain his/her own quarters.**

**132.44 Cessation of Payment for Quarters**

**When an employee to whom an LQA has been granted ceases to maintain and pay for quarters at post, the grant shall terminate on the date expenditure for quarters ceases, unless it would terminate prior to such date under the provisions of any other section.**

132.5 Costs

**Employees shall submit written estimates of costs, or actual costs if they are known, to the head of agency on Section 960 LQA Annual/Interim Expenditures Worksheet attached to the SF-1190, Foreign Allowances Application, Grant, and Report, whenever an LQA grant commences. Thereafter, each employee shall show the actual annual expenses of rent and utilities, supported by receipts or other satisfactory evidence, whenever requested by the officer designated to grant allowances, the Department of State, or other responsible authority. (See also Sections 077.2 and 134.16.)**

**133 NOT CURRENTLY USED**

**134 Determination of Rate**

**Except as otherwise prescribed in Sections 134, 136 and 137, an employee shall receive an allowance for allowable quarters costs for items listed in Sections 131.2 and 131.3 or the maximum rate for the post (Section 040h) indicated in Sections 920 and 135, whichever is less, unless the rate is revised by administrative action in accordance with Sections 134.2, 136 and 137.**

134.1 Special Rules

**134.11 "With Family" Rate Pending Arrival of Family**

**At the discretion of the head of agency, the appropriate "with family" rate of living quarters allowance may be granted to an employee who, in anticipation of the arrival of his/her family, incurs expenses for family type quarters. If the family does not arrive at the post within 60 consecutive calendar days after commencement of the grant, it shall be revised in accordance with Section 132.3c.**

**134.12 "With Family" Rate When dependent Away at School or College**

**Despite the provisions of Sections 132.3e and 134.11, a dependent as defined in Section 040m(2) and (4), temporarily absent from the post owing to attendance at school or college may be considered as residing at the post in determining the appropriate "with family" rate of living quarters allowance.**

**134.13 Married Couples Rates**

**The following rates of quarters allowances may be granted to married couples residing together:**

**a. if both are civilian employees of the United States Government eligible for a quarters allowance (Sections 031.11 and 031.12) and have members of family (Section 040m), one employee at his/her option may receive the basic "with family" allowance rate plus increments for additional family members. The other employee may receive the "without family" rate. In determining the increment for additional family members both employees should be excluded. Where the couple has no additional members of family each employee may be granted the "without family" rate;**

**b. if only one of the married couple is eligible for a quarters allowance from the United States Government, the "with family" rate may be granted to that employee plus increments for additional members of the family;**

**c. an employee eligible for a quarters allowance who is married to, and residing at the post with, a member of the military service of the United States may be granted the "without family" rate if the spouse in the military service draws a quarters allowance. If the spouse in the military draws no rent allowance, the employee may be granted the "with family" rate plus increments for additional members of the family, except that no payment shall be made to the spouse of a member of the military service if the spouse resides with the member of the military service in Government-owned or leased quarters.**

**134.14 Employee Downgraded in Position to Lower Quarters Groups (interim eff. 6/6/10 TL:SR-735; final eff. 7/4/10 TL:SR-737)**

**a. Despite the provisions of Section 132.3b(1), an employee who is downgraded in position level so as to fall in a lower quarters group (Section 135.2), but whose grade is retained temporarily at the previous grade level under 5 U.S.C. 5362 shall be granted the living quarters allowance applicable for his/her retained grade and quarters group, subject to other pertinent provisions of these regulations. This provision is effective as long as the employee remains on grade retention.**

**b. Despite the provisions of Section 132.3b(1), an employee whose conversion from the existing GS, GG, WG, WL, WS or DODDS TP personnel classification system to a National Security Personnel System (NSPS) or Defense Civilian Intelligence Personnel System (DCIPS) Pay Band causes him/her to fall into a lower quarters group (Section 135.2), may remain in the higher quarters group as long as he/she remains in the position occupied at the time of conversion or is involuntarily moved to another position, where the reassignment has not been directed for cause or is at the personal request of the employee.**

**c. Despite the provisions of Section 132.3b(1), an employee whose conversion from the existing National Security Personnel System (NSPS) to the General Schedule or other personnel system as a result of termination of NSPS causes him/her to fall into a lower quarters group (Section 135.2) may remain in the higher quarters group as long as he/she remains in the position occupied at the time of conversion or is involuntarily moved to another position, where the reassignment has not been directed for cause and is not at the personal request of the employee. (interim eff. 6/6/10 TL:SR-735; final eff. 7/4/10 TL:SR-737)**

**134.15 Agent Fee**

**If an agent fee incurred under the specific conditions cited in Section 131 has been advanced or is to be reimbursed to an employee, reimbursement or repayment by the employee within the maximum rate must be prorated over the period covered by the employee's lease.**

**134.16 Excessive Fluctuation in Utilities or Other Quarters Costs**

**In situations where excessive fluctuations in utilities or other allowable quarters costs are occurring and initial estimates for them are difficult, the annual LQA for the post, as indicated in Sections 920 and 135 may be granted in even amounts throughout an annual period up to but not including the last pay period thereof. At that time, or at the termination of LQA grant at any other time, the employee's actual annual expenses for utilities and other allowable quarters costs shall be reconciled with the amount granted and, for the last pay period, the payment to the employee shall be adjusted to provide for additional LQA payment within the maximum rate or for recovery of any overpayment during the annual period. If more than one conversion rate has been used during the period, an average conversion rate shall be used for the reconciliation. The annual period shall be bounded either by the end of the reporting period specified in Sections 077.2 and 920 or by the end of the calendar year, whichever is consistent with agency procedures.**

**To prevent excessive in-pocket amounts during the annual period, the payments to employee shall not exceed 125 percent of employee's initial estimates for annual allowable expenses within the maximum rate.**

**A repayment agreement shall be executed by the employee to enable recovery of unjustified disbursements during the annual period.**

134.2 Responsibility of Head of Agency

**a. Regardless of any other provisions of these regulations, the head of agency (Section 040e) is required to authorize payment of less than the full amount of the LQA or to withhold payment altogether:**

**(1) when the employee lets, sublets, or otherwise contracts for the use of his/her quarters or any part thereof (including related services, furniture, or other goods), or**

**(2) when there is a significant devaluation in the rate of exchange.**

**The head of agency shall take such steps as he/she may determine necessary, including authorized inspection of quarters, in the implementation of this provision.**

**b. At posts where there is established a duly constituted U.S. rental advisory board (or committee), any employee under jurisdiction of such board shall receive as LQA an amount (within the rate prescribed for the employee by Sections 920 and 135) which the board may determine to be proper under the circumstances, regardless of any other provision of these regulations.**

**135 Payment**

135.1 Rates of Payment

**The rate of payment of the various quarters allowances is obtained by applying the appropriate allowance classification of the post in Section 920 to Sections 135.2 through 135.5. Rates so obtained for the living quarters allowance are maximum and the employee receives either the maximum rate or the amount of allowable expenses, whichever is lower.**

**LQA shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period. A revision in the rate of payment for the last pay period of an annual period or at termination of LQA may be required under provision of Section 134.16.**

135.2 Quarters Allowance Groups (interim eff. 6/6/10 TL:SR-735; final eff. 7/4/10 TL:SR-737)

**The tables below are groupings by personnel classification of the various categories of Government personnel who are eligible for living quarters allowances, viz., Chiefs of Mission as defined in 22 U.S.C. 3902 and Career Ambassadors as defined in 22 U.S.C. 3903; Foreign Service (FS); General Schedule employees (GS); Department of Defense National Security Personnel System employees (NSPS); Defense Civilian Intelligence Personnel System employees (DCIPS); Agency for International Development employees (AID-FC); and wage board employees and teachers of the Departments of the Air Force, Army, and Navy.**

**(The grade equivalents in the following tables are for purposes of establishing LQA rates only.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **QUARTERS**  **GROUPS** | **PERSONNEL CLASSIFICATIONS** | | | | |
| **1** | **Chief of Mission (22 U.S.C 802 (9);**  **Career Ambassador (22 U.S.C 867)** | | | | |
|  | **FS** | **GS** | **AID(FC)** | **Department of Defense** | |
| **2** | **SFS**  **&**  **1-2** | **SES/SL/ST**  **&**  **14-15** | **11-14** | **Wage Grade DoDDS**  **WG WL WS TP** | |
| **3** | **3-5** | **10-13** | **7-10** | **14-15 12-15 11-19** | **Schedule C**  **Bachelor's Degree**  **Step 4 and above**  **and schedules**  **D-F and K-P** |
| **4** | **6-9** | **1-9** | **1-6** | **1-13 1-11 1-10** | **Schedule C**  **Bachelor's Degree**  **Step 1-3** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department of Defense National Security Personnel System (NSPS)** | | | |
| **Pay Schedules** | **Quarters Group 2** | **Quarters Group 3** | **Quarters Group 4** |
| **STANDARD CAREER GROUP** | | | |
| **Professional/Analytical (YA)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **Technical Support (YB)** |  | **Pay Band 3** | **Pay Band 1, Pay Band 2** |
| **Supervisor/Manager (YC)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **Student (YP)** |  |  | **Pay Band 1** |
| **SCIENTIFIC & ENGINEERING** | | | |
| **Professional (YD)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **Technician/Support (YE)** |  | **Pay Band 3, Pay Band 4** | **Pay Band 1, Pay Band 2** |
| **Supervisor/Manager (YF)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **INVESTIGATIVE AND PROTECTIVE SERVICES** | | | |
| **Investigative (YK)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **Fire Protection (YL)** |  | **Pay Band 3, Pay Band 4** | **Pay Band 1, Pay Band 2** |
| **Police/Security Guard (YM)** |  |  | **Pay Band 1, Pay Band 2** |
| **Supervisor/Manager (YN)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **MEDICAL** | | | |
| **Physician/Dentist (YG)** | **Pay Band 2, Pay Band 3** |  |  |
| **Professional (YH)** | **Pay Band 3** | **Pay Band 2** | **Pay Band 1** |
| **Technician/Support (YI)** |  | **Pay Band 3** | **Pay Band 1, Pay Band 2** |
| **Supervisor/Manager (YJ)** | **Pay Band 3, Pay Band 4** | **Pay Band 2** | **Pay Band 1** |

**Employees in this Pay Band who have 15 years of U.S. Government service may be assigned to Quarters Group 3 at the discretion of the DoD Component.**

|  |  |
| --- | --- |
| **Defense Civilian Intelligence Personnel System (DCIPS)** | |
| **PAY PLAN AND BAND** | **QUARTERS GROUP** |
| **IE (DISES), IP (DISL), IA Bands 4 & 5** | **2** |
| **IA Band 3** | **3** |
| **IA Bands 1 & 2** | **4** |

135.3 Using Section 920 (Example)

**The living quarters allowance (LQA) classifications shown in Section 920 are the primary classifications for employees with family (WF) who have only one member of family (Section 040m) and for employees without family (WOF). (eff. 5/1/05 TL:SR 650)**

**EXAMPLE**

**A grade GS-9 employee with only one family member would be in quarters group 4 "WF" (Section 135.2). At a post classified as follows in column 3, Section 920:**

**Family**

**Status 2 3 4**

**WF 16000 15000 14000**

**WOF 15000 14000 13000**

**such an employee would be eligible for a maximum rate of $14,000 per annum.**

135.4 Rates for Employees with More than One Family Member

**An employee with more than one member of family (Section 040m) at the post is eligible to receive an allowance up to the amount indicated by the LQA classification for "WF" in column 2, Section 920 for his/her group plus the applicable amount shown below:**

**Members of Family**

**(excluding the employee) Additional Percentage of LQA**

**2 - 3 10%**

**4 - 5 20%**

**6 or more 30%**

**The additional amounts of LQA provided by this Section shall not be added to the allowance rate provided under Section 135.5b.**

135.5 Rates for Employees with Several Family Members and For Certain Other Employees

**a. Employees in Quarters Group 1**

**Employees in quarters group 1 are authorized to be granted up to a maximum of twice the primary "WF" LQA rates prescribed for quarters group 2 for their post if without family or with only one family member, or up to twice the otherwise applicable rate for employees with more than one family member.**

**b. Rates for Deputy Chiefs and Counselors of Diplomatic Missions and Principal Officers of Consular Establishments and Others**

**Deputy chiefs of diplomatic missions, counselors of diplomatic missions and principal officers of consular establishments may be reimbursed for their allowable quarters costs up to 50 percent more than the LQA prescribed for group 2 for the primary "WF" rate for their posts when, in the opinion of the chief of mission, the otherwise applicable LQA rate is insufficient to obtain quarters suitable for providing official entertainment required by the position occupied by such officer. The additional amounts of LQA provided by Section 135.4 shall not be added to this allowance rate.**

**The deputy chief of mission, the principal officer of a consular establishment, and the officer at a diplomatic establishment (excluding AID, unless specifically designated) who is the highest ranking diplomatic or consular officer eligible to take charge in the absence of the chief of mission and the deputy chief of mission, are in the primary quarters group 2 "WF" classification for living quarters allowance regardless of their respective personnel classification or family status but are eligible for additional LQA in accordance with Section 135.4 if warranted by family size.**

**c. Rates for Senior Employees in Group 4**

**Rates for employees in quarters group 4 (who are FS 6-8, GS 7-9, AID(FC) 4-6, WG 12-13, WL 10-11 and WS 1-10) and primary inspectors (Immigrant Inspectors) of the Immigration and Naturalization Service who have 15 years of U.S. Government service may be placed in quarters group 3 at the discretion of head of agency.**

**136 Personally Owned Quarters**

**a. When quarters occupied by an employee are owned by the employee or the spouse, or both, an amount up to 10 percent of original purchase price (converted to U.S. dollars at original exchange rate) of such quarters shall be considered the annual rate of his/her estimated expenses for rent. Only the expenses for heat, light, fuel, (including gas and electricity), water, garbage and trash disposal and in rare cases land rent, may be added to determine the amount of the employee's quarters allowance in accordance with Section 134. The amount of the rental portion of the allowance (up to 10 percent of purchase price) is limited to a period not to exceed ten years at which time the employee will be entitled only to above utility expenses, garbage and trash disposal, plus land rent.**

**b. The following transactions shall not be considered to meet the intent of these regulations so as to warrant payment of the rental portion of living quarters allowance beyond the initial ten year period specified in Part a:**

**(1) sale or gift of quarters owned by the employee or the spouse, or both with employee remaining in the same quarters, or**

**(2) the purchase or exchange and move to other quarters in daily commuting distance of the same post.**

**Payment for utilities and (if necessary) land rent may be continued beyond the 10 year period. The head of agency may allow the payment of the rental portion of the allowance beyond the 10 year period in unusual circumstances and in the best interest of the government. (eff. 5/1/05 TL:SR 650)**

**137 Allowance for Necessary and Reasonable Initial Repairs, Alterations, and Improvements Under Unusual Circumstances**

**The purpose of this allowance is to cover, under unusual circumstances, the cost of initial repairs, alterations and improvements which are incurred within 3 months of a rental agreement and which are basic to making the employee's first permanent residence at a post habitable. Before granting the initial repair allowance, the head of agency shall determine that: (1) the lessor will not assume the cost of the repairs; (2) the quarters are below reasonable standards of health, safety or comfort; and (3) no adequate rental quarters are known to be available locally at a rate which, when combined with estimated utility and tax costs, is within the maximum authorized allowance for the employee concerned.**

**The initial repair allowance which must be approved administratively in advance might include reimbursement for such housing related expenses as: (a) repairs required to eliminate leakage or drafts, to fortify or replace structural components, or to replace defective plumbing, wiring, heating, lighting or other essential facilities or equipment; (b) alterations to provide improved access or ventilation and light, such as new or additional windows and doors; and (c) improvements such as plumbing, heating, or lighting fixtures and equipment, screening, pest control, insulation where required by extreme climate, painting where required for hygienic reasons or in connection with authorized repairs or alterations, and other changes to make the quarters reasonably habitable. The allowance is not designed to cover redecoration, repair, renovation or replacement of furnishings, erection of additions to any structure or of garages, or the removal of garages or other outbuildings or improvement of grounds.**

**The total initial repairs allowance shall be the estimated cost of allowable items, not to exceed the difference between the quarters allowance to which the employee would actually be entitled for 2 years, and his/her maximum authorized allowance for 2 years. No employee shall be granted more than one initial repairs allowance during a period of continuous assignment to a post.**

**138 EXTRAORDINARY QUARTERS ALLOWANCE (Last updated 01/03/2021)**

**138.1 The head of agency or designee may authorize an extraordinary quarters allowance**

**for a period not to exceed 90 days when it is determined that an employee and eligible family members must necessarily vacate their permanent quarters due to (1) US Government renovations/repairs; (2) the host government or the US Government requires they leave their residence due to conditions beyond the employee’s control; or (3) for other unhealthy, unsafe, or dangerous conditions. The 90-day period may be extended for not more than 60 additional days if the head of agency or designee determines that there are compelling reasons beyond the control of the employee for the continued occupancy of temporary quarters. (Eff. 01/03/2021 TL:SR 1011)**

**138.2 The Extraordinary Quarters Allowance rate will be based on the per diem rate (Section 925) and the post allowance rate (Section 920) in effect on the first day of vacating the permanent residence. The components of the special quarters allowance are (1) an actual lodging amount up to a maximum and (2) a flat meal amount intended to help defray costs in excess of meals normally consumed in the permanent residence. Agencies may have a policy in place to appropriately reduce the amounts if no cost quarters and/or military/USG dining facilities are available. Agencies may also pay only the meal portion of this allowance when US Government renovations/repairs do not require vacating the permanent residence but kitchen facilities are not accessible/usable. (eff. 7/18/10 TL:SR 738)**

**138.3 The lodging portion (based on the lodging portion of the post of assignment per diem) is calculated as follows: for the initial occupant, employee or family member 12 and over up to 100% of the lodging portion; for each additional family member 12 and over up to 75% of the lodging portion; and for each additional family member under 12 up to 50% of the lodging portion. Lodging receipts are required.**

**138.4 The meal portion (flat amount, per person/per day, no receipts required) is calculated as follows from the table just below: Where the total per diem for the post and the post’s post allowance intersect is the per person/per day flat meal amount. For example, if the post’s total per diem is $220 and the post’s post allowance is 15%, the per person/per day flat meal amount would be $13.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Per Diem Rate for**  **Post of Assignment**  **(DSSR 925)** | | **Post Allowance (for post of assignment from DSSR 920)** | | | | |
| **From** | **To** | **Zero** | **5% to 15%** | **20% to 30%** | **35% to 50%** | **60% and Above** |
| **$50 or Less** |  | **$0** | **$0** | **$0** | **$0** | **$0** |
| **$51** | **$100** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **$101** | **$150** | **$3** | **$2** | **$0** | **$0** | **$0** |
| **$151** | **$200** | **$9** | **$8** | **$6** | **$4** | **$1** |
| **$201** | **$250** | **$14** | **$13** | **$11** | **$9** | **$6** |
| **$251** | **$300** | **$20** | **$19** | **$17** | **$15** | **$12** |
| **$301** | **$350** | **$25** | **$24** | **$22** | **$20** | **$17** |
| **$351** | **$400** | **$30** | **$29** | **$27** | **$25** | **$22** |
| **$401** | **$450** | **$36** | **$35** | **$33** | **$31** | **$28** |
| **$451** | **$500** | **$41** | **$40** | **$38** | **$36** | **$33** |
| **$501** | **$550** | **$46** | **$45** | **$43** | **$41** | **$38** |
| **$551** | **$600** | **$52** | **$51** | **$49** | **$47** | **$44** |
| **$601** | **$650** | **$57** | **$56** | **$54** | **$52** | **$49** |
| **$651** | **$700** | **$63** | **$62** | **$60** | **$58** | **$55** |
| **$701** | **$750** | **$68** | **$67** | **$65** | **$63** | **$60** |

**(Eff. 01/03/2021 TL:SR 1011)**

**138.5 Post Allowance does not terminate during period of payment of the Extraordinary Quarters Allowance. Living Quarters Allowance may continue to be paid during period of payment of the Extraordinary Quarters Allowance. (eff. 7/18/10 TL:SR 738)**

**138.6 This allowance should be claimed on the SF-1190. The Section 960 Extraordinary Quarters Allowance (EQA) Worksheet may be used to calculate the allowance and to support the claim on the SF-1190.**

**150 ALLOWANCE FOR DELEGATES AND ALTERNATE DELEGATES OF THE UNITED STATES TO SESSIONS OF THE GENERAL ASSEMBLY OF THE UNITED NATIONS WHO ARE NOT PERMANENT MEMBERS OF THE UNITED STATES MISSION TO THE UNITED NATIONS**

**151 Description**

**151.1 Definition**

**A "delegate" or "alternate delegate" for purposes of these regulations is defined as a person appointed by the President to serve in that capacity at any session of the General Assembly of the United Nations and confirmed by the Senate pursuant to the United Nations Participation Act of 1945 (22 U.S.C. 87) as amended by Section 15 of the Department of State Appropriation Authorization Act of 1973 (P.L. 93-126).**

**151.2 Scope**

**This allowance is that referred to in Section 9(2) of the United Nations Participation Act of 1945 as amended. It is established for delegates who are not permanent members of the staff of the United States Mission to the United Nations and is intended to compensate each such delegate or alternate delegate for necessary housing and subsistence expenses incurred by him or her for attending any such session.**

**151.3 Eligibility**

**Only a delegate or alternate delegate who is not already serving as a permanent member of the Staff of the United States Mission to the United Nations shall be eligible to receive the allowance hereinbefore referred to.**

**152 Standard for Housing and for Subsistence Expenses Allowance**

**152.1 Housing**

**The Government of the United States shall provide appropriate representational housing for delegates and alternate delegates hereinbefore defined, for their use during sessions of the General Assembly of the United Nations and shall pay the costs of this housing from the International Conferences and Contingencies Appropriation of the Department of State.**

**152.2 Subsistence Expenses Allowance**

**A per diem allowance for subsistence expenses shall be paid to each delegate and alternate delegate during the term of his or her service on the United States delegation to any session of the General Assembly of the United Nations.**

**The per diem rate shall be established, based upon a review of the current and average costs for meals, laundry and other incidentals normally included in subsistence payments, by the Office of International Conferences of the Department of State in consultation with the Office of Allowances of the Department of State. These payments shall be made from the International Conferences and Contingencies Appropriation of the Department of State. The per diem payments shall be made to the delegates and alternate delegates upon the submission of an expense voucher directed to the Department of State at the conclusion of the session of the General Assembly of the United Nations. Advance payments for subsistence expenses may be made to the delegates or alternate delegates based on the per diem rate established in accordance with these regulations prior to the opening of any session of the General Assembly of the United Nations.**

**COST-OF-LIVING ALLOWANCES (Last Updated 10/6/1991)**

**210 GENERAL**

**211 Definition**

**The term "cost of living allowance" means an allowance granted under the authority of title 5 U.S.C. 5924. Cost of living allowances include the post allowance (Section 220), the foreign transfer allowance (Section 240), the home service transfer allowance (Section 250), the separate maintenance allowance (Section 260), the education allowance (Section 270) and educational travel (Section 280).(Eff. 10/6/91 TL:SR 473)**

**212 Scope**

**Cost-of-living allowances are intended to reimburse an employee for certain excess costs, exclusive of any quarters costs, which result from being officially stationed in a foreign area. (Eff. 4/2/61 TL:SR 104)**

**220 POST ALLOWANCE**

**221 Definition**

**"Post allowance" means a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C.**

**222 Scope (Eff. 09/27/2020; TL:SR 1004)**

**The post allowance is a balancing factor designed to permit employees to spend the same portion of their basic compensation for current living as they would in Washington, D.C., without incurring a reduction in their standard of living because of higher costs of goods and services at the post. The post allowance payment tables (Section 229) represent a percentage increase over Washington cost-of-living, applied to "spendable income", i.e., that portion of basic compensation available for disbursement after deduction for taxes, gifts and contributions, savings (including insurance and retirement) and U.S. shelter and household utility expenses. Education and other costs peculiar to one segment of personnel at a post are not considered. The amount paid is a flat rate varying only by basic salary, size of family, and post, regardless of individual expenses.**

**223 Commencement**

**223.1 Newly Appointed or Transferred Employee**

**The post allowance grant to a newly appointed or transferred employee shall commence as of the following applicable date:**

**a. the date the employee arrives at a new post (also see Section 053), except that no post allowance authorized under this section shall be paid during any period when an employee or family member is receiving payment of a temporary quarters subsistence allowance authorized under Section 120 of these regulations;**

**b. the date the family arrives at the new post when the employee's arrival is delayed because of his/her being ordered to report at another place for consultation or detail and the family arrives at the new post before employee;**

**c. the date of the employee's entrance on duty, if the employee is recruited at the post;**

**d. the effective date of transfer when the employee is already at the post to which transferred (the effective date of transfer being considered the date of first arrival at the new post).**

**223.2 Upon Return to Post**

**The post allowance grant to an employee whose allowance was discontinued during a period of absence shall begin as of the date of return to the post, or as of the date of return of the family if they precede him/her to the post after such period of absence.**

**224 Termination**

**224.1 Transfer**

**The post allowance grant to an employee who is transferred shall terminate as of:**

**a. the date the employee or family member occupies temporary quarters prior to departure and for which the temporary quarters subsistence allowance under Section 120 of these regulations is payable;**

**b. the date the employee commences official travel under transfer, or combined leave and transfer order;**

**c. the effective date of transfer when no travel by the employee under the transfer order is involved.**

**224.2 Leave Orders (for other than leave orders, see Section 225)**

**The post allowance grant to an employee who has been issued official travel orders for leave, unrelated to transfer, shall terminate as of:**

**a. the date he/she commences travel under such orders which authorize payment of travel per diem allowance, including home leave travel with return to post authorized;**

**As an exception, the post allowance grant shall be revised to the appropriate lower family size rate while an employee with family is absent from the post under official orders for leave unrelated to transfer, in instances where the head of agency determines that the employee is required to continue the usual expenses of his/her residence at the post to maintain one or more members of family who remain at the post.**

**b. the 31st calendar day of absence from the post under travel orders which do not authorize payment of travel per diem allowance.**

**224.3 Separation**

**The post allowance grant to an employee who is separated (Section 040r) shall terminate as of the date of his/her departure from the post or the last day of employment, whichever is earlier.**

**The Office of Personnel Management advises that upon separation from Federal service, a post allowance in a foreign area under 5 U.S.C. 5924(1) and these Standardized Regulations (DSSR) is included in an employee's lump-sum payment for annual leave if the employee’s official duty station is in the foreign area when he or she becomes eligible for a lump-sum payment under 5 U.S.C. 5551, 5 CFR 550.1203, and 5 CFR 550.1205(b)(9). The receipt of a temporary subsistence allowance under 5 U.S.C. 5923 prior to departure from the post and the projection of the lump-sum payment period does not prohibit the inclusion of a post allowance in the employee's lump-sum payment for annual leave. (eff. 7/22/07 TL:SR 679)**

**225 Continuance During Absence from Post**

**225.1 Employee Without Family**

**The post allowance grant to an employee without family continues:**

**a. while he/she remains in the country of assignment (Section 040g); and**

**b. while he/she is outside the country of assignment for short periods of absences (up to 30 consecutive calendar days) unless the officer designated to authorize allowances determines that the grant should not continue. On the 31st day of absence, the grant is to be terminated. (For travel under leave orders, see Section 224.2.)**

**225.2 Employee With Family (eff. 5/1/05 TL:SR 650)**

**The post allowance grant to an employee with family continues at the appropriate family size rate:**

**a. while the employee and all members of the family are outside the country of assignment for short periods of absences (up to 30 consecutive calendar days) unless the officer designated to authorize allowances determines that the grant should not continue. On the 31st day of absence the grant is to be terminated. (For travel under leave orders see Section 224.2.);**

**b. while the employee is temporarily absent from the country of assignment under official duty orders and all members of the family remain in the country of assignment. On the 31st day of absence the family size will be reduced by one member; and (eff. 5/1/05 TL:SR 650)**

**c. for a period not in excess of 30 days while any or all members of the family are temporarily absent from the post and the employee remains in the country, except as otherwise provided in Sections 227.1 and 227.2. On the 31st day any grant shall be reduced appropriately.**

**226 Determination of Rate**

**Except as otherwise prescribed in Sections 223.1, 224.1 and 226.1, a post allowance shall be granted to an employee at a rate to be determined by the classification (Section 061 and Section 920) of his/her post (Section 040h), as prescribed in Section 920; his/her salary (Section 040l); family size (Section 040m); and the applicable annual rate prescribed in Section 229. (Eff. 5/1/05 TL:SR 650)**

**226.1 Special Rule - Married Couple Employees or Domestic Partnership Employees at the Same Post (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**When married couple employees or domestic partnership employees without family members are both eligible for the post allowance, each may be granted the post allowance in Section 229.1 for one person.**

**When married couple employees or domestic partnership employees with family members are both eligible for the post allowance, one employee, at his/her option, may receive the post allowance for family members (Section 040m). The other employee may be granted the post allowance for one person only.**

**227 Revision of Grant**

**227.1 Change in Applicable Rate**

**The post allowance grant shall be appropriately revised effective the date of change in any of the following:**

**a. classification of the post (Section 920); (eff. 5/1/05 TL:SR 650)**

**b. payment tables (Section 229);**

**c. employee's salary; or**

**d. employee's family size (for example: reducing family size when a family member capable of self-support reaches age 21 or adding to family size for a birth or adoption). (eff. 5/1/05 TL:SR 650)**

**227.2 Change Pursuant to an Away from Post Education Allowance and Educational Travel**

**When a child on whose behalf an employee is currently receiving either an away from post education allowance or educational travel leaves the post for a period in excess of 30 days, the employee's post allowance shall be revised to the next lower family size rate. When the child returns to the post for a period in excess of 14 days, the allowance may again be revised to restore the reduced amount. Revisions shall be made effective as of the date of departure or arrival of the child if such date falls on the first day of a pay period. Otherwise, the revision shall be made effective as of the first day of the pay period next following the applicable date.**

**228 Post Allowance Levels**

**228.1 The post allowance level is based on the foreign cost of living as compared with that of the Washington, D.C. area. The post allowance levels for all locations are on the Department of State's Office of Allowances internet website at** [**https://aoprals.state.gov/Web920/location.asp**](https://aoprals.state.gov/Web920/location.asp)**. (Eff. 09/27/2020; TL:SR 1004)**

**The six tables in Section 229 list annual amounts of post allowance payments for employees with different base salaries and the number of persons eligible for the post allowance. The word person means the employee or family members eligible for post allowance payments under these regulations.**

**228.2**

**The post allowance level is based on a cost of living index number which shows living costs in the foreign location relative to living costs in Washington, D.C. as 100. (See DSSR 073.2a) (Eff. 09/27/2020; TL:SR 1004)**

**Post allowance payments are based on the cost of living index as applied to the employee's spendable income. Spendable income is defined as that portion of base salary available to the employee after typical deductions for Federal, State and local income taxes; U.S. shelter and household utility expenses; retirement funds; contributions and gifts to persons and organizations outside the family; life insurance programs and personal savings. The post allowance payment tables (Section 229) are based on national Consumer Expenditure Surveys as conducted periodically by the Bureau of Labor Statistics of the U.S. Department of Labor.**

**The following table shows how the cost of living index number is used to derive specific post allowance levels.**

**Cost of Living Index Post Allowance Class**

**for Foreign Location (percent applied to**

**(Washington = 100) spendable income to**

**Determine allowance)**

**103 - 107 5%**

**108 - 112 10**

**113 - 117 15**

**118 - 122 20**

**123 - 127 25**

**128 - 132 30**

**133 - 137 35**

**138 - 145 42**

**146 - 155 50**

**156 - 165 60**

**166 - 175 70**

**176 - 185 80**

**186 - 195 90**

**196 - 205 100**

**206 - 215 110**

**216 - 225 120**

**226 - 235 130**

**236 - 245 140**

**246 - 255 150**

**256 - 265 160**

**The above post allowance classes represent the mid-points of the cost of living index ranges. The index ranges were selected so as to provide increases of approximately five percent from the mid-point of one index range to the next. (e.g. an increase from 105 to 110 and from 210 to 220 are 5 and 10 index points, respectively, but both are approximately 5% increases.)**

**The post allowance classes are in Section 920 and the payment tables are in Section 229 of these regulations. Although the present tables are designed to show allowance levels up to 100% above those of Washington, D.C. the tables may be revised as necessary to reflect any current post allowance level indicated by new cost of living data. (Eff. 09/27/2020; TL:SR 1004)**

**229 Payment**

**Post allowances shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.**

**(Post allowance payment tables for six family sizes are included in Section 229.1.)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 1: ONE PERSON** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** |  | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** |  | **2320** | **4640** | **6960** | **9280** | **11600** | **13920** | **16240** | **19488** | **23200** | **27840** | **32480** | **37120** | **41760** | **46400** |
| **139,000 - 145,999** |  | **2255** | **4510** | **6765** | **9020** | **11275** | **13530** | **15785** | **18942** | **22550** | **27060** | **31570** | **36080** | **40590** | **45100** |
| **132,000 - 138,999** |  | **2185** | **4370** | **6555** | **8740** | **10925** | **13110** | **15295** | **18354** | **21850** | **26220** | **30590** | **34960** | **39330** | **43700** |
| **125,000 - 131,999** |  | **2120** | **4240** | **6360** | **8480** | **10600** | **12720** | **14840** | **17808** | **21200** | **25440** | **29680** | **33920** | **38160** | **42400** |
| **118,000 - 124,999** |  | **2045** | **4090** | **6135** | **8180** | **10225** | **12270** | **14315** | **17178** | **20450** | **24540** | **28630** | **32720** | **36810** | **40900** |
| **112,000 - 117,999** |  | **1980** | **3960** | **5940** | **7920** | **9900** | **11880** | **13860** | **16632** | **19800** | **23760** | **27720** | **31680** | **35640** | **39600** |
| **106,000 - 111,999** |  | **1915** | **3830** | **5745** | **7660** | **9575** | **11490** | **13405** | **16086** | **19150** | **22980** | **26810** | **30640** | **34470** | **38300** |
| **100,000 - 105,999** |  | **1855** | **3710** | **5565** | **7420** | **9275** | **11130** | **12985** | **15582** | **18550** | **22260** | **25970** | **29680** | **33390** | **37100** |
| **95,000 - 99,999** |  | **1795** | **3590** | **5385** | **7180** | **8975** | **10770** | **12565** | **15078** | **17950** | **21540** | **25130** | **28720** | **32310** | **35900** |
| **90,000 - 94,999** |  | **1740** | **3480** | **5220** | **6960** | **8700** | **10440** | **12180** | **14616** | **17400** | **20880** | **24360** | **27840** | **31320** | **34800** |
| **85,000 - 89,999** |  | **1680** | **3360** | **5040** | **6720** | **8400** | **10080** | **11760** | **14112** | **16800** | **20160** | **23520** | **26880** | **30240** | **33600** |
| **80,000 - 84,999** |  | **1625** | **3250** | **4875** | **6500** | **8125** | **9750** | **11375** | **13650** | **16250** | **19500** | **22750** | **26000** | **29250** | **32500** |
| **75,000 - 79,999** |  | **1565** | **3130** | **4695** | **6260** | **7825** | **9390** | **10955** | **13146** | **15650** | **18780** | **21910** | **25040** | **28170** | **31300** |
| **71,000 - 74,999** |  | **1515** | **3030** | **4545** | **6060** | **7575** | **9090** | **10605** | **12726** | **15150** | **18180** | **21210** | **24240** | **27270** | **30300** |
| **67,000 - 70,999** |  | **1465** | **2930** | **4395** | **5860** | **7325** | **8790** | **10255** | **12306** | **14650** | **17580** | **20510** | **23440** | **26370** | **29300** |
| **63,000 - 66,999** |  | **1415** | **2830** | **4245** | **5660** | **7075** | **8490** | **9905** | **11886** | **14150** | **16980** | **19810** | **22640** | **25470** | **28300** |
| **59,000 - 62,999** |  | **1370** | **2740** | **4110** | **5480** | **6850** | **8220** | **9590** | **11508** | **13700** | **16440** | **19180** | **21920** | **24660** | **27400** |
| **55,000 - 58,999** |  | **1320** | **2640** | **3960** | **5280** | **6600** | **7920** | **9240** | **11088** | **13200** | **15840** | **18480** | **21120** | **23760** | **26400** |
| **51,000 - 54,999** |  | **1270** | **2540** | **3810** | **5080** | **6350** | **7620** | **8890** | **10668** | **12700** | **15240** | **17780** | **20320** | **22860** | **25400** |
| **48,000 - 50,999** |  | **1225** | **2450** | **3675** | **4900** | **6125** | **7350** | **8575** | **10290** | **12250** | **14700** | **17150** | **19600** | **22050** | **24500** |
| **45,000 - 47,999** |  | **1185** | **2370** | **3555** | **4740** | **5925** | **7110** | **8295** | **9954** | **11850** | **14220** | **16590** | **18960** | **21330** | **23700** |
| **42,000 - 44,999** |  | **1150** | **2300** | **3450** | **4600** | **5750** | **6900** | **8050** | **9660** | **11500** | **13800** | **16100** | **18400** | **20700** | **23000** |
| **Under 42,000** |  | **1110** | **2220** | **3330** | **4440** | **5550** | **6660** | **7770** | **9324** | **11100** | **13320** | **15540** | **17760** | **19980** | **22200** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 2: TWO PERSONS** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** |  | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** |  | **2610** | **5220** | **7830** | **10440** | **13050** | **15660** | **18270** | **21924** | **26100** | **31320** | **36540** | **41760** | **46980** | **52200** |
| **139,000 - 145,999** | | **2535** | **5070** | **7605** | **10140** | **12675** | **15210** | **17745** | **21294** | **25350** | **30420** | **35490** | **40560** | **45630** | **50700** |
| **132,000 - 138,999** |  | **2460** | **4920** | **7380** | **9840** | **12300** | **14760** | **17220** | **20664** | **24600** | **29520** | **34440** | **39360** | **44280** | **49200** |
| **125,000 - 131,999** |  | **2385** | **4770** | **7155** | **9540** | **11925** | **14310** | **16695** | **20034** | **23850** | **28620** | **33390** | **38160** | **42930** | **47700** |
| **118,000 - 124,999** |  | **2305** | **4610** | **6915** | **9220** | **11525** | **13830** | **16135** | **19362** | **23050** | **27660** | **32270** | **36880** | **41490** | **46100** |
| **112,000 - 117,999** |  | **2230** | **4460** | **6690** | **8920** | **11150** | **13380** | **15610** | **18732** | **22300** | **26760** | **31220** | **35680** | **40140** | **44600** |
| **106,000 - 111,999** |  | **2155** | **4310** | **6465** | **8620** | **10775** | **12930** | **15085** | **18102** | **21550** | **25860** | **30170** | **34480** | **38790** | **43100** |
| **100,000 - 105,999** |  | **2085** | **4170** | **6255** | **8340** | **10425** | **12510** | **14595** | **17514** | **20850** | **25020** | **29190** | **33360** | **37530** | **41700** |
| **95,000 - 99,999** |  | **2015** | **4030** | **6045** | **8060** | **10075** | **12090** | **14105** | **16926** | **20150** | **24180** | **28210** | **32240** | **36270** | **40300** |
| **90,000 - 94,999** |  | **1955** | **3910** | **5865** | **7820** | **9775** | **11730** | **13685** | **16422** | **19550** | **23460** | **27370** | **31280** | **35190** | **39100** |
| **85,000 - 89,999** |  | **1890** | **3780** | **5670** | **7560** | **9450** | **11340** | **13230** | **15876** | **18900** | **22680** | **26460** | **30240** | **34020** | **37800** |
| **80,000 - 84,999** |  | **1825** | **3650** | **5475** | **7300** | **9125** | **10950** | **12775** | **15330** | **18250** | **21900** | **25550** | **29200** | **32850** | **36500** |
| **75,000 - 79,999** |  | **1760** | **3520** | **5280** | **7040** | **8800** | **10560** | **12320** | **14784** | **17600** | **21120** | **24640** | **28160** | **31680** | **35200** |
| **71,000 - 74,999** |  | **1700** | **3400** | **5100** | **6800** | **8500** | **10200** | **11900** | **14280** | **17000** | **20400** | **23800** | **27200** | **30600** | **34000** |
| **67,000 - 70,999** |  | **1650** | **3300** | **4950** | **6600** | **8250** | **9900** | **11550** | **13860** | **16500** | **19800** | **23100** | **26400** | **29700** | **33000** |
| **63,000 - 66,999** |  | **1595** | **3190** | **4785** | **6380** | **7975** | **9570** | **11165** | **13398** | **15950** | **19140** | **22330** | **25520** | **28710** | **31900** |
| **59,000 - 62,999** |  | **1540** | **3080** | **4620** | **6160** | **7700** | **9240** | **10780** | **12936** | **15400** | **18480** | **21560** | **24640** | **27720** | **30800** |
| **55,000 - 58,999** |  | **1485** | **2970** | **4455** | **5940** | **7425** | **8910** | **10395** | **12474** | **14850** | **17820** | **20790** | **23760** | **26730** | **29700** |
| **51,000 - 54,999** |  | **1430** | **2860** | **4290** | **5720** | **7150** | **8580** | **10010** | **12012** | **14300** | **17160** | **20020** | **22880** | **25740** | **28600** |
| **48,000 - 50,999** |  | **1380** | **2760** | **4140** | **5520** | **6900** | **8280** | **9660** | **11592** | **13800** | **16560** | **19320** | **22080** | **24840** | **27600** |
| **45,000 - 47,999** |  | **1335** | **2670** | **4005** | **5340** | **6675** | **8010** | **9345** | **11214** | **13350** | **16020** | **18690** | **21360** | **24030** | **26700** |
| **42,000 - 44,999** |  | **1295** | **2590** | **3885** | **5180** | **6475** | **7770** | **9065** | **10878** | **12950** | **15540** | **18130** | **20720** | **23310** | **25900** |
| **Under 42,000** |  | **1250** | **2500** | **3750** | **5000** | **6250** | **7500** | **8750** | **10500** | **12500** | **15000** | **17500** | **20000** | **22500** | **25000** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 3: THREE PERSONS** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** | | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** |  | **2900** | **5800** | **8700** | **11600** | **14500** | **17400** | **20300** | **24360** | **29000** | **34800** | **40600** | **46400** | **52200** | **58000** |
| **139,000 - 145,999** |  | **2815** | **5630** | **8445** | **11260** | **14075** | **16890** | **19705** | **23646** | **28150** | **33780** | **39410** | **45040** | **50670** | **56300** |
| **132,000 - 138,999** |  | **2735** | **5470** | **8205** | **10940** | **13675** | **16410** | **19145** | **22974** | **27350** | **32820** | **38290** | **43760** | **49230** | **54700** |
| **125,000 - 131,999** |  | **2645** | **5290** | **7935** | **10580** | **13225** | **15870** | **18515** | **22218** | **26450** | **31740** | **37030** | **42320** | **47610** | **52900** |
| **118,000 - 124,999** |  | **2560** | **5120** | **7680** | **10240** | **12800** | **15360** | **17920** | **21504** | **25600** | **30720** | **35840** | **40960** | **46080** | **51200** |
| **112,000 - 117,999** |  | **2475** | **4950** | **7425** | **9900** | **12375** | **14850** | **17325** | **20790** | **24750** | **29700** | **34650** | **39600** | **44550** | **49500** |
| **106,000 - 111,999** |  | **2395** | **4790** | **7185** | **9580** | **11975** | **14370** | **16765** | **20118** | **23950** | **28740** | **33530** | **38320** | **43110** | **47900** |
| **100,000 - 105,999** |  | **2315** | **4630** | **6945** | **9260** | **11575** | **13890** | **16205** | **19446** | **23150** | **27780** | **32410** | **37040** | **41670** | **46300** |
| **95,000 - 99,999** |  | **2240** | **4480** | **6720** | **8960** | **11200** | **13440** | **15680** | **18816** | **22400** | **26880** | **31360** | **35840** | **40320** | **44800** |
| **90,000 - 94,999** |  | **2170** | **4340** | **6510** | **8680** | **10850** | **13020** | **15190** | **18228** | **21700** | **26040** | **30380** | **34720** | **39060** | **43400** |
| **85,000 - 89,999** |  | **2100** | **4200** | **6300** | **8400** | **10500** | **12600** | **14700** | **17640** | **21000** | **25200** | **29400** | **33600** | **37800** | **42000** |
| **80,000 - 84,999** |  | **2030** | **4060** | **6090** | **8120** | **10150** | **12180** | **14210** | **17052** | **20300** | **24360** | **28420** | **32480** | **36540** | **40600** |
| **75,000 - 79,999** |  | **1960** | **3920** | **5880** | **7840** | **9800** | **11760** | **13720** | **16464** | **19600** | **23520** | **27440** | **31360** | **35280** | **39200** |
| **71,000 - 74,999** |  | **1890** | **3780** | **5670** | **7560** | **9450** | **11340** | **13230** | **15876** | **18900** | **22680** | **26460** | **30240** | **34020** | **37800** |
| **67,000 - 70,999** |  | **1830** | **3660** | **5490** | **7320** | **9150** | **10980** | **12810** | **15372** | **18300** | **21960** | **25620** | **29280** | **32940** | **36600** |
| **63,000 - 66,999** |  | **1770** | **3540** | **5310** | **7080** | **8850** | **10620** | **12390** | **14868** | **17700** | **21240** | **24780** | **28320** | **31860** | **35400** |
| **59,000 - 62,999** |  | **1710** | **3420** | **5130** | **6840** | **8550** | **10260** | **11970** | **14364** | **17100** | **20520** | **23940** | **27360** | **30780** | **34200** |
| **55,000 - 58,999** |  | **1650** | **3300** | **4950** | **6600** | **8250** | **9900** | **11550** | **13860** | **16500** | **19800** | **23100** | **26400** | **29700** | **33000** |
| **51,000 - 54,999** |  | **1585** | **3170** | **4755** | **6340** | **7925** | **9510** | **11095** | **13314** | **15850** | **19020** | **22190** | **25360** | **28530** | **31700** |
| **48,000 - 50,999** |  | **1530** | **3060** | **4590** | **6120** | **7650** | **9180** | **10710** | **12852** | **15300** | **18360** | **21420** | **24480** | **27540** | **30600** |
| **45,000 - 47,999** |  | **1485** | **2970** | **4455** | **5940** | **7425** | **8910** | **10395** | **12474** | **14850** | **17820** | **20790** | **23760** | **26730** | **29700** |
| **42,000 - 44,999** |  | **1435** | **2870** | **4305** | **5740** | **7175** | **8610** | **10045** | **12054** | **14350** | **17220** | **20090** | **22960** | **25830** | **28700** |
| **Under 42,000** |  | **1390** | **2780** | **4170** | **5560** | **6950** | **8340** | **9730** | **11676** | **13900** | **16680** | **19460** | **22240** | **25020** | **27800** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 4: FOUR PERSONS** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** |  | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** |  | **3045** | **6090** | **9135** | **12180** | **15225** | **18270** | **21315** | **25578** | **30450** | **36540** | **42630** | **48720** | **54810** | **60900** |
| **139,000 - 145,999** |  | **2960** | **5920** | **8880** | **11840** | **14800** | **17760** | **20720** | **24864** | **29600** | **35520** | **41440** | **47360** | **53280** | **59200** |
| **132,000 - 138,999** |  | **2870** | **5740** | **8610** | **11480** | **14350** | **17220** | **20090** | **24108** | **28700** | **34440** | **40180** | **45920** | **51660** | **57400** |
| **125,000 - 131,999** |  | **2780** | **5560** | **8340** | **11120** | **13900** | **16680** | **19460** | **23352** | **27800** | **33360** | **38920** | **44480** | **50040** | **55600** |
| **118,000 - 124,999** |  | **2685** | **5370** | **8055** | **10740** | **13425** | **16110** | **18795** | **22554** | **26850** | **32220** | **37590** | **42960** | **48330** | **53700** |
| **112,000 - 117,999** |  | **2600** | **5200** | **7800** | **10400** | **13000** | **15600** | **18200** | **21840** | **26000** | **31200** | **36400** | **41600** | **46800** | **52000** |
| **106,000 - 111,999** |  | **2515** | **5030** | **7545** | **10060** | **12575** | **15090** | **17605** | **21126** | **25150** | **30180** | **35210** | **40240** | **45270** | **50300** |
| **100,000 - 105,999** |  | **2430** | **4860** | **7290** | **9720** | **12150** | **14580** | **17010** | **20412** | **24300** | **29160** | **34020** | **38880** | **43740** | **48600** |
| **95,000 - 99,999** |  | **2355** | **4710** | **7065** | **9420** | **11775** | **14130** | **16485** | **19782** | **23550** | **28260** | **32970** | **37680** | **42390** | **47100** |
| **90,000 - 94,999** |  | **2280** | **4560** | **6840** | **9120** | **11400** | **13680** | **15960** | **19152** | **22800** | **27360** | **31920** | **36480** | **41040** | **45600** |
| **85,000 - 89,999** |  | **2205** | **4410** | **6615** | **8820** | **11025** | **13230** | **15435** | **18522** | **22050** | **26460** | **30870** | **35280** | **39690** | **44100** |
| **80,000 - 84,999** |  | **2130** | **4260** | **6390** | **8520** | **10650** | **12780** | **14910** | **17892** | **21300** | **25560** | **29820** | **34080** | **38340** | **42600** |
| **75,000 - 79,999** |  | **2055** | **4110** | **6165** | **8220** | **10275** | **12330** | **14385** | **17262** | **20550** | **24660** | **28770** | **32880** | **36990** | **41100** |
| **71,000 - 74,999** |  | **1985** | **3970** | **5955** | **7940** | **9925** | **11910** | **13895** | **16674** | **19850** | **23820** | **27790** | **31760** | **35730** | **39700** |
| **67,000 - 70,999** |  | **1925** | **3850** | **5775** | **7700** | **9625** | **11550** | **13475** | **16170** | **19250** | **23100** | **26950** | **30800** | **34650** | **38500** |
| **63,000 - 66,999** |  | **1860** | **3720** | **5580** | **7440** | **9300** | **11160** | **13020** | **15624** | **18600** | **22320** | **26040** | **29760** | **33480** | **37200** |
| **59,000 - 62,999** |  | **1795** | **3590** | **5385** | **7180** | **8975** | **10770** | **12565** | **15078** | **17950** | **21540** | **25130** | **28720** | **32310** | **35900** |
| **55,000 - 58,999** |  | **1730** | **3460** | **5190** | **6920** | **8650** | **10380** | **12110** | **14532** | **17300** | **20760** | **24220** | **27680** | **31140** | **34600** |
| **51,000 - 54,999** |  | **1665** | **3330** | **4995** | **6660** | **8325** | **9990** | **11655** | **13986** | **16650** | **19980** | **23310** | **26640** | **29970** | **33300** |
| **48,000 - 50,999** |  | **1610** | **3220** | **4830** | **6440** | **8050** | **9660** | **11270** | **13524** | **16100** | **19320** | **22540** | **25760** | **28980** | **32200** |
| **45,000 - 47,999** |  | **1560** | **3120** | **4680** | **6240** | **7800** | **9360** | **10920** | **13104** | **15600** | **18720** | **21840** | **24960** | **28080** | **31200** |
| **42,000 - 44,999** |  | **1510** | **3020** | **4530** | **6040** | **7550** | **9060** | **10570** | **12684** | **15100** | **18120** | **21140** | **24160** | **27180** | **30200** |
| **Under 42,000** |  | **1455** | **2910** | **4365** | **5820** | **7275** | **8730** | **10185** | **12222** | **14550** | **17460** | **20370** | **23280** | **26190** | **29100** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 5: FIVE PERSONS** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** | | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** |  | **3335** | **6670** | **10005** | **13340** | **16675** | **20010** | **23345** | **28014** | **33350** | **40020** | **46690** | **53360** | **60030** | **66700** |
| **139,000 - 145,999** |  | **3240** | **6480** | **9720** | **12960** | **16200** | **19440** | **22680** | **27216** | **32400** | **38880** | **45360** | **51840** | **58320** | **64800** |
| **132,000 - 138,999** |  | **3145** | **6290** | **9435** | **12580** | **15725** | **18870** | **22015** | **26418** | **31450** | **37740** | **44030** | **50320** | **56610** | **62900** |
| **125,000 - 131,999** |  | **3045** | **6090** | **9135** | **12180** | **15225** | **18270** | **21315** | **25578** | **30450** | **36540** | **42630** | **48720** | **54810** | **60900** |
| **118,000 - 124,999** |  | **2945** | **5890** | **8835** | **11780** | **14725** | **17670** | **20615** | **24738** | **29450** | **35340** | **41230** | **47120** | **53010** | **58900** |
| **112,000 - 117,999** |  | **2845** | **5690** | **8535** | **11380** | **14225** | **17070** | **19915** | **23898** | **28450** | **34140** | **39830** | **45520** | **51210** | **56900** |
| **106,000 - 111,999** |  | **2755** | **5510** | **8265** | **11020** | **13775** | **16530** | **19285** | **23142** | **27550** | **33060** | **38570** | **44080** | **49590** | **55100** |
| **100,000 - 105,999** |  | **2665** | **5330** | **7995** | **10660** | **13325** | **15990** | **18655** | **22386** | **26650** | **31980** | **37310** | **42640** | **47970** | **53300** |
| **95,000 - 99,999** |  | **2575** | **5150** | **7725** | **10300** | **12875** | **15450** | **18025** | **21630** | **25750** | **30900** | **36050** | **41200** | **46350** | **51500** |
| **90,000 - 94,999** |  | **2500** | **5000** | **7500** | **10000** | **12500** | **15000** | **17500** | **21000** | **25000** | **30000** | **35000** | **40000** | **45000** | **50000** |
| **85,000 - 89,999** |  | **2415** | **4830** | **7245** | **9660** | **12075** | **14490** | **16905** | **20286** | **24150** | **28980** | **33810** | **38640** | **43470** | **48300** |
| **80,000 - 84,999** |  | **2335** | **4670** | **7005** | **9340** | **11675** | **14010** | **16345** | **19614** | **23350** | **28020** | **32690** | **37360** | **42030** | **46700** |
| **75,000 - 79,999** |  | **2250** | **4500** | **6750** | **9000** | **11250** | **13500** | **15750** | **18900** | **22500** | **27000** | **31500** | **36000** | **40500** | **45000** |
| **71,000 - 74,999** |  | **2175** | **4350** | **6525** | **8700** | **10875** | **13050** | **15225** | **18270** | **21750** | **26100** | **30450** | **34800** | **39150** | **43500** |
| **67,000 - 70,999** |  | **2105** | **4210** | **6315** | **8420** | **10525** | **12630** | **14735** | **17682** | **21050** | **25260** | **29470** | **33680** | **37890** | **42100** |
| **63,000 - 66,999** |  | **2035** | **4070** | **6105** | **8140** | **10175** | **12210** | **14245** | **17094** | **20350** | **24420** | **28490** | **32560** | **36630** | **40700** |
| **59,000 - 62,999** |  | **1965** | **3930** | **5895** | **7860** | **9825** | **11790** | **13755** | **16506** | **19650** | **23580** | **27510** | **31440** | **35370** | **39300** |
| **55,000 - 58,999** |  | **1895** | **3790** | **5685** | **7580** | **9475** | **11370** | **13265** | **15918** | **18950** | **22740** | **26530** | **30320** | **34110** | **37900** |
| **51,000 - 54,999** |  | **1825** | **3650** | **5475** | **7300** | **9125** | **10950** | **12775** | **15330** | **18250** | **21900** | **25550** | **29200** | **32850** | **36500** |
| **48,000 - 50,999** |  | **1760** | **3520** | **5280** | **7040** | **8800** | **10560** | **12320** | **14784** | **17600** | **21120** | **24640** | **28160** | **31680** | **35200** |
| **45,000 - 47,999** |  | **1705** | **3410** | **5115** | **6820** | **8525** | **10230** | **11935** | **14322** | **17050** | **20460** | **23870** | **27280** | **30690** | **34100** |
| **42,000 - 44,999** |  | **1650** | **3300** | **4950** | **6600** | **8250** | **9900** | **11550** | **13860** | **16500** | **19800** | **23100** | **26400** | **29700** | **33000** |
| **Under 42,000** |  | **1595** | **3190** | **4785** | **6380** | **7975** | **9570** | **11165** | **13398** | **15950** | **19140** | **22330** | **25520** | **28710** | **31900** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POST ALLOWANCE PAYMENT TABLES (SIX TABLES)** | | | | | |  |  |  |  |  |  |  |  |  | **229.1** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | **TABLE 6: SIX OR MORE PERSONS** | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **POST CLASSIFICATION - ANNUAL RATES IN U.S. DOLLARS** | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **ANNUAL SALARY** | | **5%** | **10%** | **15%** | **20%** | **25%** | **30%** | **35%** | **42%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **146,000 and over** | | **3480** | **6960** | **10440** | **13920** | **17400** | **20880** | **24360** | **29232** | **34800** | **41760** | **48720** | **55680** | **62640** | **69600** |
| **139,000 - 145,999** | | **3380** | **6760** | **10140** | **13520** | **16900** | **20280** | **23660** | **28392** | **33800** | **40560** | **47320** | **54080** | **60840** | **67600** |
| **132,000 - 138,999** |  | **3280** | **6560** | **9840** | **13120** | **16400** | **19680** | **22960** | **27552** | **32800** | **39360** | **45920** | **52480** | **59040** | **65600** |
| **125,000 - 131,999** |  | **3175** | **6350** | **9525** | **12700** | **15875** | **19050** | **22225** | **26670** | **31750** | **38100** | **44450** | **50800** | **57150** | **63500** |
| **118,000 - 124,999** |  | **3070** | **6140** | **9210** | **12280** | **15350** | **18420** | **21490** | **25788** | **30700** | **36840** | **42980** | **49120** | **55260** | **61400** |
| **112,000 - 117,999** |  | **2970** | **5940** | **8910** | **11880** | **14850** | **17820** | **20790** | **24948** | **29700** | **35640** | **41580** | **47520** | **53460** | **59400** |
| **106,000 - 111,999** |  | **2875** | **5750** | **8625** | **11500** | **14375** | **17250** | **20125** | **24150** | **28750** | **34500** | **40250** | **46000** | **51750** | **57500** |
| **100,000 - 105,999** |  | **2780** | **5560** | **8340** | **11120** | **13900** | **16680** | **19460** | **23352** | **27800** | **33360** | **38920** | **44480** | **50040** | **55600** |
| **95,000 - 99,999** |  | **2690** | **5380** | **8070** | **10760** | **13450** | **16140** | **18830** | **22596** | **26900** | **32280** | **37660** | **43040** | **48420** | **53800** |
| **90,000 - 94,999** |  | **2605** | **5210** | **7815** | **10420** | **13025** | **15630** | **18235** | **21882** | **26050** | **31260** | **36470** | **41680** | **46890** | **52100** |
| **85,000 - 89,999** |  | **2520** | **5040** | **7560** | **10080** | **12600** | **15120** | **17640** | **21168** | **25200** | **30240** | **35280** | **40320** | **45360** | **50400** |
| **80,000 - 84,999** |  | **2435** | **4870** | **7305** | **9740** | **12175** | **14610** | **17045** | **20454** | **24350** | **29220** | **34090** | **38960** | **43830** | **48700** |
| **75,000 - 79,999** |  | **2350** | **4700** | **7050** | **9400** | **11750** | **14100** | **16450** | **19740** | **23500** | **28200** | **32900** | **37600** | **42300** | **47000** |
| **71,000 - 74,999** |  | **2270** | **4540** | **6810** | **9080** | **11350** | **13620** | **15890** | **19068** | **22700** | **27240** | **31780** | **36320** | **40860** | **45400** |
| **67,000 - 70,999** |  | **2200** | **4400** | **6600** | **8800** | **11000** | **13200** | **15400** | **18480** | **22000** | **26400** | **30800** | **35200** | **39600** | **44000** |
| **63,000 - 66,999** |  | **2125** | **4250** | **6375** | **8500** | **10625** | **12750** | **14875** | **17850** | **21250** | **25500** | **29750** | **34000** | **38250** | **42500** |
| **59,000 - 62,999** |  | **2055** | **4110** | **6165** | **8220** | **10275** | **12330** | **14385** | **17262** | **20550** | **24660** | **28770** | **32880** | **36990** | **41100** |
| **55,000 - 58,999** |  | **1980** | **3960** | **5940** | **7920** | **9900** | **11880** | **13860** | **16632** | **19800** | **23760** | **27720** | **31680** | **35640** | **39600** |
| **51,000 - 54,999** |  | **1905** | **3810** | **5715** | **7620** | **9525** | **11430** | **13335** | **16002** | **19050** | **22860** | **26670** | **30480** | **34290** | **38100** |
| **48,000 - 50,999** |  | **1840** | **3680** | **5520** | **7360** | **9200** | **11040** | **12880** | **15456** | **18400** | **22080** | **25760** | **29440** | **33120** | **36800** |
| **45,000 - 47,999** |  | **1780** | **3560** | **5340** | **7120** | **8900** | **10680** | **12460** | **14952** | **17800** | **21360** | **24920** | **28480** | **32040** | **35600** |
| **42,000 - 44,999** |  | **1725** | **3450** | **5175** | **6900** | **8625** | **10350** | **12075** | **14490** | **17250** | **20700** | **24150** | **27600** | **31050** | **34500** |
| **Under 42,000** |  | **1665** | **3330** | **4995** | **6660** | **8325** | **9990** | **11655** | **13986** | **16650** | **19980** | **23310** | **26640** | **29970** | **33300** |

**240 FOREIGN TRANSFER ALLOWANCE (Last updated 01/03/2021)**

**241 Description**

**241.1 Definitions**

**a. "Foreign transfer allowance" means an allowance under 5 U.S.C. 5924(2)(A) for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him or herself at any post of assignment in a foreign area, including costs incurred in the United States, its territories, possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands prior to departure for such post.**

**b. "Transfer" in Section 240 means an appointment, assignment, reassignment, or transfer that involves travel on the part of an employee from one foreign post to another or from a place listed in Section 242.2b, to a post listed in Section 920. (See Section. 242.6)**

**c. "United States", for the purposes of this section, means the several States of the United States of America, including Alaska and Hawaii, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands.**

**241.2 Scope (Eff. 7/9/06 TL:SR 666)**

**The foreign transfer allowance is composed of four elements:**

**a. a lump sum miscellaneous expense portion to assist with certain extraordinary costs. The following and similar types of extraordinary costs may be reimbursed with this allowance provided they are deemed to be reasonable and necessary in the individual case:**

**(1) disconnecting and connecting appliances, equipment and utilities;**

**(2) converting household equipment and appliances for operation on available utilities (including necessary power transformers);**

**(3) cutting and fitting rugs, draperies and curtains moved from one residence to another---not cost of new rugs, etc.;**

**(4) utility fees or contract deposits that are not offset by eventual refunds;**

**(5) automobile registration, driver's license and similar fees;**

**(6) personal cable and telephone costs attributable to the relocation of the employee and his/her family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled.**

**(7) shipment and/or required quarantine of pet(s);**

**(8) removal or re-installation of catalytic converter;**

**(9) required removal or installation by host country law of automobile parts (such as tinted windows or special lights);**

**(10) Agent fees incurred for living quarters in a foreign area that are not offset by an eventual refund provided the fees were not authorized as an allowable Living Quarters Allowance expense under Sections 113.3c and 131.2(4).**

**Types of costs not covered include the following:**

**(1) losses in selling or buying real and personal property and costs of items related to such transactions;**

**(2) costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute;**

**(3) additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in regulations;**

**(4) costs of newly acquired items such as the purchase or installation costs of new rugs or draperies;**

**(5) higher income, real estate, sales, or other taxes as the result of establishing residence in the new post;**

**(6) fines imposed for traffic infractions while en route to the new post;**

**(7) accident insurance premiums or liability costs incurred in connection with travel to the new post, or any other liability imposed upon the employee for uninsured damages caused by accidents for which the employee or a family member is held responsible; (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**(8) losses as the result of the sales or disposal of items or personal property not considered convenient or practicable to move;**

**(9) damage or loss of clothing, luggage or other personal effects while traveling to the new post;**

**(10) subsistence, transportation or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under pertinent regulations;**

**(11) medical expenses due to illness or injury of the employee or a member of family while en route to the new post;**

**(12) costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings, to accommodate privately owned automobiles, appliances or equipment or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new post;**

**(13) additional insurance on household goods while in transit to the new post.**

**b. a lump sum wardrobe expense portion. For this portion, posts are grouped into three zones according to climate, and employees into three family sizes. The flat rates provided for in this portion are intended to offset a part of the wardrobe cost of two zone transfers only, from zones 1 to 3 or 3 to 1.**

**c. a predeparture subsistence expense portion applicable to lodging, meals (including tips), laundry, cleaning and pressing expenses in temporary quarters for employee and each member of family for up to 10 days before final departure from a post in the United States to a post in a foreign area, beginning not more than 30 days after they have vacated residence quarters. Expense of local transportation is not allowable.**

**d. a lease penalty expense portion to assist employees departing either the U.S. or foreign area to help offset the expense of unavoidable lease penalties in the U.S. or a foreign area for the early termination of a residence quarters lease due to transfer required by a Federal agency.**

**242 Amounts (eff. 10/13/2019 TL:SR 979)**

**242.1 Miscellaneous Expense Portion**

**a. The following amounts may be granted without receipts or itemizing required:**

**(1) for an employee without family - $750 or the equivalent of one week's pay, whichever is the lesser amount;**

**(2) for an employee with family - $1,500 or the equivalent of two weeks' pay, whichever is the lesser amount.**

**b. The following amounts, based on the employee's salary at the time of entrance on duty at the new post, may be granted in lieu of the amounts provided in Section 242.1a, if supported by either paid bills or other acceptable evidence justifying the amounts claimed:**

**(1) for an employee without family - an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount;**

**(2) for an employee with family - an amount based on actual allowable itemized expenditures not to exceed two week's salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.**

**242.2 Wardrobe Portion**

**a. Transfer Between Foreign Posts**

**The amount of the wardrobe portion of the foreign transfer allowance granted to an employee shall be determined by the zone classification of the respective posts to which and from which the employee is transferred that are in effect on the date of arrival at the new post and by family size. Receipts for wardrobe expenses are not required and such receipts may not be submitted to support any claim for miscellaneous expenses.**

**b. Transfer Between the United States or Other Specified Places and Foreign Areas**

**Places listed below shall be considered to be classified as indicated for the purpose of determining the amount of the wardrobe portion of the transfer allowance payable to an employee who is transferred from one of these places to a post listed in Section 920.**

**ALASKA..........................................ZONE 1**

**COMMONWEALTH OF PUERTO RICO.....................ZONE 3**

**COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS....ZONE 3**

**CONTERMINOUS UNITED STATES......................ZONE 2**

**HAWAII..........................................ZONE 2**

**PACIFIC ISLAND POSSESSIONS OF THE UNITED STATES.ZONE 3**

**VIRGIN ISLANDS OF THE UNITED STATES.............ZONE 3**

|  |  |
| --- | --- |
| **Size of Family** | **Two Zone Transfer**  **Zone 1 to 3 or 3 to 1** |
| **Employee without family**  **Employee and one member of family**  **Employee and more than one member of family** | **$700**  **$1150**  **$1500** |

**242.3 Predeparture Subsistence Expense Portion**

**The amount of predeparture subsistence expense granted to an employee for expenses in departing a post in the United States for a post in a foreign area shall be determined according to the maximum per diem rate for the U.S. locality from which transferred and according to family status, except that lodging tax incurred as predeparture lodging expense shall not be included in the amount of lodging expense subject to the maximum per diem rate cap but may be reimbursed separately. Agencies may choose either the Partial Flat Rate Method described at “a.” or the Total Actual Subsistence Method of reimbursement to employees at “b.”.**

**Agencies may offer either method under “a.” or “b.” as follow:**

**a. Partial Flat Rate Method. Agencies may allow employees to be reimbursed an actual lodging amount (excluding lodging tax) up to the lodging portion of the per diem of the locality from which transferred and a flat amount equal to the meal and incidental expense (M&IE) portion of the per diem according to the formula below. In addition to this amount, agencies may allow for employees to be reimbursed separately for taxes imposed on actual lodging expenses. Receipts are required for only lodging if this method is followed.**

**For the initial occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.**

**For each additional occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of 75% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 75% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.**

**For each family member occupant under age 12, a daily lodging amount not in excess of 50% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 50% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning.**

**Example of the Partial Flat Rate Method: If Per diem for U.S. post of assignment is $204 (Lodging portion $153; M&IE portion $51), allowable amounts for employee and each family member are as follow:**

**Lodging Flat Rate**

**Maximum Portion**

**Initial Occupant (Empl. or Fam. Member 12 & over)**

**(100% of each portion) $153.00 $51.00**

**Each Add’l Occupant (12 & over)**

**(75% of each portion) $114.75 $38.25**

**Each Add’l Occupant (under 12)**

**(50% of each portion) $ 76.50 $25.50**

**If family consists of employee, spouse or domestic partner, one child 15 and one child 10, maximum up to the lodging limit would be $459 per day. Flat rate for family per day would be $153. Tax on lodging is reimbursed separately.**

**b. Total Actual Subsistence Method. Agencies may also allow only reimbursement for documented costs based on the maximum per diem (no breakdown between commercial lodging and meal and incidental expense portions for this type of calculation) according to the formula below. Receipts are required for commercial lodging and a certified statement (without receipts) is required for daily meals, laundry and dry cleaning. Lodging tax may be reimbursed separately. No reimbursement is allowed for non-commercial lodging other than for daily meals, and dry cleaning. (See Section 960 FTA Worksheet) (eff. 5/1/05 TL:SR 650)**

**For the initial occupant, whether employee or family member age 12 or over, a daily amount not in excess of the published maximum per diem rate for the locality from which transferred.**

**For each additional occupant, whether employee or family member age 12 or over, a daily amount not in excess of 75% of the published per diem rate for the locality from which transferred.**

**For each family member occupant under age 12, a daily amount not in excess of 50% of the published per diem rate for the locality from which transferred.**

**Example of the Total Actual Subsistence Method: If per diem for U.S. post of assignment is $204 (no breakdown between Lodging and M&IE for this calculation), maximum allowances for employee and each family member are as follow:**

**Maximum rate based on U.S. post**

**of assignment rate**

**Initial occupant (Empl. or Fam. Member 12 & over)**

**(100% of per diem) $204.00**

**Each Add’l occupant (12 and over)**

**(75% of per diem) $153.00**

**Each Add’l occupant (under 12)**

**(50% of per diem) $102.00**

**If family consists of employee, spouse or domestic partner, one child 15 and one child 10, reimbursement will be totally on actual documented expenses up to a maximum of $612 per day. Tax on lodging is reimbursed separately.**

**c. Unless the agency restricts days to within proximity of the U.S. post of assignment, the ten days may be anywhere in the U.S. (calculated using the per diem rate of the U.S. post of assignment) as long as employee or family members have not begun travel on orders and final departure is from the U.S. post of assignment. If in an agency’s judgment unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the ten day limit, the agency may permit additional days beyond the ten allowed. (One example of a reason to approve beyond the ten days may be if employee submitted application for passport/visa in a timely manner and still did not receive documents in time to proceed to the foreign area.) (Eff. 01/03/2021 TL:SR 1011)**

**Rates of per diem are published in the following regulations:**

**1. Conterminous/Continental United States (CONUS) (48 contiguous states and the District of Columbia): Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site:** [**http://www.gsa.gov/perdiem**](http://www.gsa.gov/perdiem)

**2. Non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States): Department of Defense Joint Travel Regulations, Volume II, Appendix A. These rates are also included in Civilian Personnel Per Diem Bulletins issued by the Department of Defense and published in Section 925 of these regulations. Internet site:** [**http://www.defensetravel.dod.mil/site/perdiem.cfm**](http://www.defensetravel.dod.mil/site/perdiem.cfm)**(Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**242.4 Lease Penalty Expense Portion (Eff. 7/9/06 TL:SR 666)**

**This portion is to help offset the expense of a residence quarters lease penalty unavoidably incurred by an employee. The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease, or the equivalent of three months’ rent, whichever is less.**

**Amounts as indicated above may be reimbursed only after an appropriate authorizing official of the employing agency certifies in writing that:**

**a. the employee's transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and**

**b. the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and**

**c. the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and**

**d. all reasonable steps were taken by the employee to dispose of the residence quarters by sublease or assignment to others; and**

**e. both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to a foreign post of assignment.**

**Note: The above statements “a” through “e” are included on Section 960 Foreign Transfer Allowance Worksheet.**

**242.5 Payment**

**A foreign transfer allowance granted under these regulations may be paid as a single payment at any time following the employee's arrival at post. Should the employee arrive at the post in advance of the family, he/she may be paid the miscellaneous expense portion, the wardrobe portion, if applicable, and the subsistence expense portion, if applicable, provided for an employee without family. The employee may, upon the arrival of his/her family, be paid the difference between the amount already paid and the allowance to which he/she is eligible by reason of family status.**

**242.6 Prohibitions (Eff. 7/9/06 TL:SR 666)**

**a. Regardless of other provisions in Section 240, an employee who is transferred from one post to another post for briefing, orientation, consultation, or other similar purpose, to be followed by further transfer to a third post within the area, may, upon arrival at the third post, be granted the allowance prescribed for a transfer between the first post and the third post only.**

**b. Employees eligible under their agencies' regulations for either a subsistence expense allowance or a miscellaneous allowance authorized by 5 U.S.C. 5724a (under the Federal Travel Regulation) are not eligible for a comparable subsistence expense portion or a comparable miscellaneous expense portion of the foreign transfer allowance as authorized by these regulations.**

**242.7 Transfer Allowance Payable to an Employee Whose Family is on Separate Maintenance Allowance (Eff. 10/02/05 TL:SR 656)**

**Where an employee arrives at a new foreign post, having been granted separate maintenance allowance on behalf of one or more family members, or arrives at the next subsequent post after termination of separate maintenance, the employee may be paid the applicable Foreign Transfer Allowance on behalf of self and/or family as shown below:**

**a. for the miscellaneous expense portion:**

**(1) at the "employee-with-family" rate when one or more family members move to the foreign post incident to the employee's official travel orders;**

**(2) at the "employee-without-family" rate when no family members move to the foreign post incident to the employee's official travel orders;**

**b. for the wardrobe expense portion;**

**(1) the "employee-without-family" rate if the employee alone changes two zones and family members do not change zones;**

**(2) the "employee-without-family" rate if the employee does not change zones and only one of the employee's family members changes two zones;**

**(3) the "employee-and-one-family-member" rate if the employee changes two zones and only one of the employee's family members changes two zones;**

**(4) the "employee-and-one-family-member" rate if the employee does not change two zones and two or more family members change two zones;**

**(5) the "employee-and-more-than-one-family-member" rate if both the employee and two or more family members change two zones.**

**c. for the predeparture subsistence expense portion (only applicable when the employee was transferred from a post in the U.S.):**

**(1) at the "initial occupant" rate if the family remains in the U.S.;**

**(2) at the applicable "family" rate if the family moves to a location outside the U.S., having incurred subsistence expenses in the U.S. in the process (applicable only when a foreign area has been officially designated for Involuntary SMA).**

**242.8 Special Rules - Married Couple Employee or Domestic Partnership Employee (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**The miscellaneous expense portion "with family" rate may be granted to either eligible married couple employee or domestic partnership employee (both civilian employees of the U.S. Government) or each may be granted the employee "without family" rate. If there are additional members of family, one employee may be granted the "with family" rate and the other the "without family" rate. However, for grants above the non-receipt amounts, the same expenditures may not be utilized by both employees.**

**For the wardrobe portion, (if applicable), the "employee and more than one member of family" rate or the "employee and one member of family" rate may be granted to either employee where one or more members of family exist, as appropriate. In this instance, neither employee is considered to be a "member of family" (Section 040m). The employee, not granted a family rate, may be granted the "employee without family" rate.**

**For the predeparture subsistence expense portion, each employee may be granted the "initial occupant" rate. One of the employees may be granted applicable amounts for any additional family members (excluding spouse or domestic partner). Alternatively, the employees may agree to consider one spouse or domestic partner as a family member only.**

**For the lease penalty expense portion, only one of the employees at the same post may be reimbursed for an unavoidable lease penalty under section 242.4.**

**243 Advance of Funds for Foreign Transfer Allowance (Eff. 7/9/06 TL:SR 666)**

**An advance of funds may be made for the foreign transfer allowance through the authorized disbursing officer. The amount of such advance shall not exceed the maximum rate of the wardrobe portion, (if applicable), the non-receipt amounts of the miscellaneous expense portion, the amount of unavoidable residence quarters lease penalty authorized, and the maximum rate of the predeparture subsistence expense portion (if applicable) of the foreign transfer allowance authorized in accordance with Section 242.**

**244 Condition Requiring Refund**

**An advance of funds not subsequently covered by a grant of the foreign transfer allowance shall be refunded by the employee to the agency.**

**245 Employees Assigned to a Post Which is Under Ordered/Authorized Departure Order**

**Unless otherwise directed by the head of agency, employees or family members unable to proceed to a post due to ordered or authorized departure status of the post qualify for benefits equivalent to those provided by Chapter 600 of the Standardized Regulations when the following criteria are met:**

**(1) transfer orders have been issued, and**

**(2) one of the following applies:**

**(a) HHE have been packed out and residence quarters have been vacated; or**

**(b) employee transferring from a post in the U.S. has an irrevocable contractual agreement for lease or sale of residence quarters; or**

**(c) employee transferring from a foreign post with direct transfer orders (i.e. no home leave, or equivalent, prior to reporting to new foreign post) is required by post to vacate residence quarters, and**

**(3) on the date of the ordered/authorized departure order the employee is within 60 days of scheduled departure directly to the new post of assignment.**

**245.1 Limitations**

**Limitations of benefits provided in Chapter 600 of the Standardized Regulations also apply.**

**245.2 Processing Claims**

**Each agency may establish procedures for processing claims and payments without respect to requirements elsewhere to use SF-1190.**

**250 HOME SERVICE TRANSFER ALLOWANCE (Last Updated 01/19/2020)**

**251 Description**

**251.1 Definitions (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. "Home service transfer allowance" means an allowance for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him/herself at a post of assignment in the United States as authorized by 5 U.S.C. 5924(2)(B).**

**If an employee dies while assigned to a post in a foreign area, the home service transfer allowance may be paid to family member(s) (see definition 040m) to relocate to the United States provided at the time of death, they (1) resided with employee at his/her foreign post; or (2) were residing outside the United States at an agency-designated location for which they were receiving a Separate Maintenance Allowance under DSSR Section 260 (see also DSSR 252.8).**

**b. "Transfer" in Section 250 means a reassignment that involves travel from a post in a foreign area to a post in the United States with an understanding certified to by the employee that he/she will complete twelve months in U.S. Government service following the effective date of transfer. (See Section 252.5b.)**

**For family members (see definition 040m) of an employee who dies while assigned to post in a foreign area, transfer means relocation to the United States. The twelve month certification statement is not applicable.**

**c. "United States", for the purposes of this section, means the several States of the United States of America, including Alaska and Hawaii, the District of Columbia, its territories or possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands.**

**251.2 Scope (eff. 01/19/2020 TL:SR 986)**

**The home service transfer allowance is composed of four elements:**

**a. a lump sum miscellaneous expense portion to assist with certain extraordinary costs.**

**The following and similar types of extraordinary costs may be reimbursed with this allowance provided they are deemed to be reasonable and necessary in the individual case:**

**(1) disconnecting and connecting appliances, equipment and utilities;**

**(2) converting household equipment and appliances for operation on available utilities (including necessary power transformers);**

**(3) cutting and fitting rugs, draperies and curtains moved from one residence to another---not cost of new rugs, etc.;**

**(4) utility fees or contract deposits that are not offset by eventual refunds;**

**(5) automobile registration, driver's license and similar fees;**

**(6) personal cable and telephone costs attributable to the relocation of the employee and his/her family exclusive of such costs relating to travel and hotel arrangements intended to be reimbursed by per diem to which the employee is entitled;**

**(7) shipment and/or required quarantine of pet(s);**

**(8) reinstallation of catalytic converter which was removed prior to foreign assignment;**

**(9) required removal by state or local law of automobile parts (such as tinted windows or special lights) which were required by law at the foreign post.**

**The following and similar types of extraordinary costs are not covered and are not to be reimbursed by this allowance:**

**(1)losses in selling or buying real and personal property and costs of items related to such transactions;**

**(2) costs which are reimbursed under other provisions of these regulations or under any other regulations or under provisions of any statute;**

**(3) additional costs of moving household goods caused by exceeding the maximum weight limitation for which the employee has eligibility as provided by law or in regulations;**

**(4) costs of newly acquired items such as the purchase or installation costs of new rugs or draperies;**

**(5) higher income, real estate, sales, or other taxes as the result of establishing residence in the new post;**

**(6) fines imposed for traffic infractions while en route to the new post;**

**(7) accident insurance premiums or liability costs incurred in connection with travel to the new post, or any other liability imposed upon the employee for uninsured damages caused by accidents for which the employee or a family member is held responsible;**

**(8)losses as the result of the sales or disposal of items or personal property not considered convenient or practicable to move;**

**(9) damage or loss of clothing, luggage or other personal effects while traveling to the new post;**

**(10) subsistence, transportation or mileage expenses in excess of the amounts reimbursed as per diem or other allowances under pertinent regulations;**

**(11) medical expenses due to illness or injury of the employee or a member of family while en route to the new post;**

**(12) costs incurred in connection with structural alterations; remodeling or modernizing of living quarters, garages or other buildings, to accommodate privately owned automobiles, appliances or equipment or the cost of replacing or repairing worn-out or defective appliances or equipment shipped to the new post;**

**(13) additional insurance on household goods while in transit to the new post.**

**b. a lump sum wardrobe expense portion. For this portion, posts are grouped into three zones according to climate, and employees into three family sizes. The flat rates provided for in this portion are intended to offset a part of the wardrobe cost of two zone transfers only, from zones 1 to 3 or 3 to 1.**

**c. a subsistence expense portion designed to help offset costs of meals, groceries, laundry and dry cleaning of clothes and lodging in a hotel, pension, or other transient-type quarters, including obligatory service charges. A house or apartment may not be designated as "temporary lodging" unless the head of agency determines that it is or was occupied on a temporary basis. The expense of local transportation is not allowable. The subsistence expense portion is granted for periods during which expenses for meals, groceries, laundry/dry cleaning and temporary lodging were incurred within the time limits established in Section 252.3 at the new post of assignment in the U.S. (eff. 01/19/2020 TL:SR 986)**

**(1) Described at Section 252.3a are two mutually-exclusive methods of reimbursement, together with a third method, an optional alternative for agencies that adopt either mutually-exclusive method, #1 or #2. Agencies may choose either Method #1 or Method #2, but not both. The third method is an optional alternative that agencies adopting either Method #1 or Method #2 may offer their employees. It is described in Section 251.2c(2). More specific guidance on these several methods may be made available in agency implementing regulations. (eff. 01/19/2020 TL:SR 986)**

**(2) Fixed-Amount Reimbursement Method. When deeming it cost effective, the head of agency or designee may allow employees to choose a fixed-amount reimbursement system for subsistence expenses instead of the agency’s prescribed subsistence-expense method, whether #1 or #2. Under the fixed-amount system, the period of reimbursement is limited to and may be less than 30 days, with no extensions. See calculation of “fixed-amount” reimbursement under 252.3a. (eff. 01/19/2020 TL:SR 986)**

**d. a lease penalty expense portion to assist employees who received the living quarters allowance at their former foreign post, to help offset the expense of unavoidable lease penalties for the early termination of a residence quarters lease due to transfer required by a Federal agency. (eff. 01/19/2020 TL:SR 986)**

**252 Amounts (See also Section 252.5b.)**

**252.1 Miscellaneous Expense Portion (eff. 10/13/2019 TL:SR 979)**

**Upon entrance on duty pursuant to transfer (Section 251.1b), an employee may be paid the miscellaneous expense portion of the home service transfer allowance. (See Section 253 for advance of funds.) Should the employee enter on duty at a post in the United States or other non-foreign area location in advance of the arrival of his/her family, the employee may be paid the portion of the home service transfer allowance provided for an employee without family and may, upon the arrival of a family member at the post be paid the difference between the amount already granted and the amount authorized for an employee with family.**

**a. The following amounts may be granted without receipts or itemizing required:**

**(1) for an employee without family - $750 or the equivalent of one week's pay, whichever is the lesser amount;**

**(2) for an employee with family - $1,500 or the equivalent of two weeks' pay, whichever is the lesser amount.**

**b. The following amounts, based on the employee's salary at the time of entrance on duty at the new post, may be granted in lieu of the amounts provided in Section 252.1a, if supported by either paid bills or other acceptable evidence justifying the amounts claimed:**

**(1) for an employee without family - an amount based on actual allowable itemized expenditures not to exceed one week's salary for the employee or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount;**

**(2) for an employee with family - an amount based on actual allowable itemized expenditures not to exceed two weeks' salary for the employee or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount.**

**252.2 Wardrobe Portion (eff. 10/13/2019 TL:SR 979)**

**Upon entrance on duty pursuant to transfer (Section 251.1b), an employee may be paid the wardrobe expense portion (if applicable) of the home service transfer allowance prescribed in Section 251.2b.**

**In determining eligibility and the amount of a wardrobe portion of the home service transfer allowance payable to an employee who is transferred from a post listed in Section 920, the conterminous United States and Hawaii are considered to be classified as Zone 2, Alaska as Zone 1, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands and the U.S. Pacific island possessions as Zone 3.**

|  |  |
| --- | --- |
| **Size of Family** | **Two Zone Transfer**  **Zone 1 to 3 or 3 to 1** |
| **Employee without family**  **Employee and one member of family**  **Employee and more than one member of family** | **$700**  **$1150**  **$1500** |

**252.3 Subsistence Expense Portion (eff. 01/19/2020 TL:SR 986)**

**a. Commencement of Grant(s)**

**The grant(s) may cover periods during which the employee, or a family member, incurred expenses for meals, groceries, laundry/dry cleaning and temporary lodging at the post in the U.S. and may begin as soon as the employee's transfer has been authorized and the written agreement required in Section 252.5b has been signed, provided that the total number of days for which reimbursement is authorized does not exceed the period of the employee's eligibility as prescribed in Section 252.3b. The days need not run consecutively and may be broken by periods of annual leave, home leave or temporary duty. The employee may be on annual leave, home leave or temporary duty and may still be able to claim expenses as long as the expenses are incurred at the new post of assignment. (See 252.3d for allowable expenses while on temporary duty.) The time period shall run concurrently for the employee and all members of family.**

**Actual-Expense Reimbursement Method – Agency Method #1**

**The amount which may be reimbursed for subsistence expenses under Agency Method #1 shall be the lesser of either the actual amount of allowable expenses incurred by the employee and family members (Section 040m) for each time period, or the amount computed as shown below. Lodging tax may be reimbursed separately in addition to the amounts described below.**

**(1) For the first thirty days:**

**a. For the initial occupant (employee or family member age 12 or over), a daily rate not in excess of the standard CONUS per diem rate. When temporary quarters are in a non-foreign area outside the CONUS, the per diem rate for that area is applicable; and**

**b. For each other occupant, whether employee or family member age 12 or over, 75% of the daily rate established in 252.3a(1)a.**

**c. For each family member occupant under age 12, 50% of the daily rate established in 252.3a(1)a.**

**(2) For the second thirty days:**

**d. For the initial occupant (employee or family member age 12 or over), 75% of the applicable per diem rate established in 252.3a(1)a.**

**e. For each family member occupant 12 years or over, 50% of the applicable rate established in 252.3a(1)a.**

**f. For each family member occupant under age 12, 40% of the daily rate established in 252.3a(1)a.**

**(3) Additional sixty days:**

**g. For Actual-Expense Reimbursement Method – Agency Method #1**

**When the head of agency determines, on a case-by-case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized, computed at the same rates established for the second thirty day period under 252.3a(2).**

**The daily actual subsistence expenses required to be itemized under Section 252.3c will be totaled for each time period to permit a comparison with the maximum allowable for the particular period derived under the above formulas. If fewer than thirty days are authorized or used for a period, the maximum allowable amount will be based on the number of days authorized, or used, multiplied by the applicable daily rate.**

**Partial-Flat-Rate Reimbursement Method – Agency Method #2**

**The amount which may be reimbursed for lodging expenses under Agency Method #2 shall be the lesser of either the actual amount of lodging expenses incurred by the employee and family members (Section 040m) for each time period, or the lodging portion of the applicable per diem rate shown below. Lodging tax may be reimbursed separately in addition to the amounts described below. A separate flat amount to defray costs for meals, groceries, laundry and dry cleaning is based on the percentages shown below of the Meal and Incidental Expense (M&IE) portion of the applicable per diem rate. Receipts are required only for lodging if this method is followed and itemization of daily expenses is not required.**

**(4) For the first thirty days:**

**a. For the initial occupant (employee or family member age 12 or over), a daily lodging rate not in excess of 100% of the lodging portion of the standard CONUS per diem rate and a flat rate of 100% of the M&IE portion of the standard CONUS per diem rate to defray costs for meals, groceries, laundry and dry cleaning. When temporary quarters are in a non-foreign area outside the CONUS, the lodging and M&IE portions of the per diem rate for that area are applicable; and**

**b. For each other occupant, whether employee or family member age 12 or over, 75% of the daily rates established in 252.3a(4)a.**

**c. For each family member occupant under age 12, 50% of the daily rates established in 252.3a(4)a.**

**(5) For the second thirty days:**

**d. For the initial occupant (employee or family member age 12 or over), 75% of the applicable rates established in 252.3a(4)a.**

**e. For each family member occupant 12 years or over, 50% of the applicable rates established in 252.3a(4)a.**

**f. For each family member occupant under age 12, 40% of the applicable rates established in 252.3a(4)a.**

**(6) Additional sixty days:**

**g. For Partial-Flat-Rate Reimbursement Method - Agency Method #2**

**When the head of agency determines, on a case-by-case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty days may be authorized, computed at the same rates established for the second thirty day period under 252.3a(5).**

**Fixed-Amount Reimbursement Method**

**To determine the fixed amount to be paid multiply the number of days authorized for subsistence reimbursement by 75% of the maximum per diem rate prescribed at the post of assignment in the United States (for the initial occupant, either employee or family member age 12 or over). Then, for each additional family member, multiply the number of days authorized by 25% times the maximum per diem rate.**

**Example of fixed-amount reimbursement:**

**Authorized Travelers Days 1 - 30**

**Employee Per Diem rate at new official station x .75**

**Each Dependent Per Diem rate at new official station x .25**

**Rates of per diem are published in the following regulations:**

**1. Conterminous/Continental United States (CONUS) (48 contiguous states and the District of Columbia): Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site:** <http://www.gsa.gov/perdiem> **(eff. 5/1/05 TL:SR 650)**

**2. Non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States): Department of Defense Joint Travel Regulations (JTR). These rates are also included in Civilian Personnel Per Diem Bulletins issued by the Department of Defense and published on the Department of Defense Internet site:** <http://www.defensetravel.dod.mil/site/perdiem.cfm>. **These bulletins are also available on the Department of State Office of Allowances’ Internet site:** <https://aoprals.state.gov> **under General Information/Per Diem.**

**b. Termination of Grant(s) (eff. 01/19/2020 TL:SR 986)**

**The grant(s) of the subsistence expense portion may authorize reimbursement for any periods for which meals, groceries, laundry/dry cleaning and temporary lodging expenses were incurred by the employee or family member at the post of assignment in the U.S., or other non-foreign areas as appropriate, up to the total number of calendar days authorized, provided that: (1) during periods for which reimbursement is authorized the employee was in pay status; and (2) he/she was not authorized travel per diem (however, see Section 252.3d for limited exception). No reimbursement shall be authorized for any period on or after one of the following dates, whichever is earliest:**

**(1) the date the employee or any member of family occupies residence quarters;**

**(2) the date the employee departs from the U.S. post on transfer, or the effective date of transfer when the employee is absent from the U.S. post at the time the transfer order is issued and does not return to the U.S. post before proceeding to his/her new foreign post;**

**(3) the date of the employee's separation (See Sections 040r and 254.2).**

**c. Determination of Rates (eff. 01/19/2020 TL:SR 986)**

**The rate at which a subsistence expense portion calculated using the Actual-Expense Reimbursement Method (Agency Method #1) may be granted shall be the total amount of the expenses for the employee and family members for restaurant meals, including tips, groceries, laundry/dry cleaning and temporary lodging (including room and bath, heat, light, fuel, water and the cost of service and fees imposed by the management upon the occupant during the period or periods allowed by Section 252.3b) or the maximum rate prescribed by Section 252.3a, whichever is less.**

**The rate at which a subsistence expense portion calculated using the Partial-Flat-Rate Reimbursement Method (Agency Method #2) may be granted shall be the flat rate to defray costs for restaurant meals, including tips, groceries, and laundry/dry cleaning, plus the lesser of the total amount of the expenses for temporary lodging (including room and bath, heat, light, fuel, water and the cost of service and fees imposed by the management upon the occupant during the period or periods allowed by Section 252.3b), or the maximum rate prescribed by Section 252.3a.**

**Under either the Actual-Expense Reimbursement Method (Agency Method #1), or the Partial-Flat-Rate Reimbursement Method (Agency Method #2), taxes may be reimbursed separately for lodging. The location of the temporary quarters must be within reasonable proximity of the new post. For the Actual-Expense Reimbursement Method (Agency Method #1), evidence of the actual daily cost of meals, groceries, laundry and dry cleaning shall be a certified statement by the employee. For the Partial-Flat-Rate Reimbursement Method (Agency Method #2), reimbursement to defray costs for meals, groceries, laundry and dry cleaning is calculated as a flat rate and does not require a certified statement by the employee. For Agency Method #1 or Agency Method #2, the head of agency or designee shall require supporting receipts or other appropriate documentation for daily cost of temporary lodging.**

**For the Fixed-Amount Reimbursement Method receipts are not required, whether for lodging or for meals, groceries, laundry, or dry cleaning; however, agencies should verify that temporary quarters were occupied and may require employees to keep receipts. Lodging taxes are not reimbursed separately under this method.**

**d. The subsistence expense portion may continue on behalf of any individual (employee or dependent) during any period of official travel which authorizes per diem on behalf of that individual. However, payment shall be authorized only when the head of agency concludes that the employee acted responsibly in retaining temporary quarters during the period of official travel. Payment for the temporary quarters maintained at the post of assignment shall be computed using only the lodging portion of the applicable per diem rate and the formula found in Section 252.3a for the applicable agency method. Lodging tax may be paid separately under the Actual-Expense Reimbursement Method (Agency Method #1) or the Partial-Flat-Rate Reimbursement Method (Agency Method #2); however, not under the Fixed-Amount Reimbursement Method. (eff. 01/19/2020 TL:SR 986)**

**252.4 Lease Penalty Expense Portion (Eff. 7/9/06 TL:SR 666)**

**This portion is to help offset the expense of a residence quarters lease penalty unavoidably incurred abroad by an employee receiving the living quarters allowance as a result of a transfer to the United States. The amount of reimbursement shall not exceed the amount required by the specific terms of a rental contract signed by the employee as a prior condition of obtaining the lease for quarters abroad, or the equivalent of three months’ rent, whichever is less.**

**Amounts as indicated above may be reimbursed only after an appropriate authorizing official of the employing agency certifies in writing that:**

**a. the employee's transfer to the United States was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and**

**b. the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and**

**c. the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and**

**d. all reasonable steps were taken by the employee to dispose of the residence quarters by sublease or assignment to others; and**

**e. both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee's transfer to the United States.**

**NOTE: Above statements “a” through “e” are included on Section 960 HSTA Worksheet.**

**252.5 Payment**

**a. The grant of the home service transfer allowance may be paid in a lump-sum amount.**

**b. Granting Home Service Transfer Allowances (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**When granting a home service transfer allowance (except for family members of a deceased employee), the following certification required by Section 251.1b shall either be inserted in the Remarks box of SF-1190 or signed on Section 960 HSTA Worksheet and attached to the SF-1190:**

**"In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area, unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance."**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee's Signature**

**252.6 Prohibitions**

**Employees eligible under their agencies' regulations for either a subsistence expense allowance or a miscellaneous allowance authorized by 5 U.S.C. 5724a(a)(3) or 5724a(b) respectively, (under the Federal Travel Regulation) are not eligible for the subsistence expense, the miscellaneous expense and the wardrobe expense portions of the home service transfer allowance authorized by these regulations.**

**252.7 Special Rule - Married Couple Employee or Domestic Partnership Employee (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**The miscellaneous expense portion "with family" rate may be granted to either eligible married couple employee or domestic partnership employee (both civilian employees of the U.S. Government) or each may be granted the employee "without family" rate. If there are additional members of family, one employee may be granted the "with family" rate and the other the "without family" rate. However, for grants above the non-receipt amounts, the same expenditures may not be utilized by both employees.**

**For the wardrobe portion (if applicable), each employee may be granted the "without family" rate. With additional family members present at post, one of the employees may receive a "with family" rate and the other may be granted the "without family" rate.**

**For the subsistence expense portion, each employee may be granted the "initial occupant" rate. One of the employees may be granted applicable amounts for any additional family members. Alternatively, the employees may agree to consider one spouse or domestic partner as a family member only. Regardless of the payment rate elected, however, the total number of days may not exceed sixty days for any family. (eff. 5/1/05 TL:SR 650)**

**For the lease penalty expense portion, only one of the employees at the same post may be reimbursed for an unavoidable lease penalty under section 252.4.**

**252.8 Home Service Transfer Allowance and Separate Maintenance Allowance**

**Family members for whom a separate maintenance allowance (SMA) was authorized while the employee was in a foreign area, shall not be considered members of family for the purpose of the home service transfer allowance unless official transportation was authorized permitting those family members to join the employee at the new post of assignment in the U.S.**

**253 Advance of Funds for Home Service Transfer Allowance**

**An advance of funds may be made for the home service transfer allowance through the authorized disbursing officer. The amount of such advance shall not exceed the maximum rate of the wardrobe portion (if applicable) and subsistence expense portion and the non-receipt amounts of the miscellaneous expense portion and the amount of unavoidable lease penalty authorized in accordance with Section 252. The initial advance of funds for subsistence expenses shall not exceed the maximum amount allowable under Section 252.3a for the first 30 day period. Thereafter, funds may be advanced for subsequent 30 day periods (actual subsistence method only) as authorized by the agency.**

**254 Conditions Requiring Refund**

**254.1 Refund of Funds Advanced**

**An advance of funds not subsequently covered by a grant of the home service transfer allowance shall be refunded by the employee to the agency.**

**254.2 Refund of Grant**

**An employee who has been transferred and who has been paid a home service transfer allowance under 5 U.S.C. 5924(2)(B) shall refund to the agency the total amount received as such allowance if he/she voluntarily separates (Section 040r) within twelve months from the date of his/her entrance on duty at his/her post in the U.S. or other non-foreign area, unless the head of agency determines in writing that it is appropriate to waive the refund.**

**260 SEPARATE MAINTENANCE ALLOWANCE (Eff. 01/16/2022; TL:SR 1038)**

**261 Description**

**261.1 Definitions (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. "Separate maintenance allowance"(SMA) is an allowance to assist an employee to meet the additional expenses of maintaining members of family elsewhere than at the employee's foreign post of assignment. There are three types of SMA: Involuntary (ISMA), Voluntary (VSMA), and Transitional (TSMA):**

**(1) "Involuntary separate maintenance allowance" (ISMA) may be granted because of dangerous, notably unhealthful, or excessively adverse living conditions at the employee's post of assignment in a foreign area, or for the convenience of the Government. (See 262.1.)**

**(2) "Voluntary separate maintenance allowance" (VSMA) may be granted to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member(s). (See 262.2.)**

**(3) "Transitional separate maintenance allowance" (TSMA) may be granted to an employee whose family members temporarily occupy commercial quarters following termination of an evacuation or in connection with an unaccompanied assignment. (See 262.3.)**

**b. "Member of family" means an individual as defined in Section 040m (1) through (4), except that, to be considered a member of family for separate maintenance allowance purposes, parents, sisters and brothers must have resided with the employee for a period of at least 12 months immediately prior to the date of application. Agencies may waive the 12-month co-residency requirement if the employee's immediate previous foreign posting was unaccompanied (or the employee’s onward foreign posting is unaccompanied).**

**c. "Child", for determining appropriate SMA payment amounts (see SMA table at 267.1a), is a family member who is unmarried and under 21 years of age as defined in 040m (2) and (4). For ISMA, dependent children, including brothers and sisters, must be under age 21 or incapable of self-support unless they are attending secondary school. For VSMA, dependent children must be under age 18 or incapable of self-support unless they are attending secondary school (i.e., grades 9-12).**

**d. "Adult", for determining appropriate SMA payment amounts (see SMA table at 267.1a), includes the employee's spouse, domestic partner and any of the other members of the employee's family as defined in 040m who are 21 years of age or older.**

**261.2 Scope**

**SMA is intended to assist in offsetting the additional expense incurred by an employee who is compelled by the circumstances described below to maintain a separate household for the family or a member of the family. An employee who is receiving SMA on behalf of a member of family is not eligible for other allowances or benefits under these regulations on behalf of that member of family except as provided under 242.7, 252.8, 262.5 and 267.2.**

**262 Circumstances Warranting SMA**

**SMA may be granted to an employee whenever the head of agency determines that the employee is compelled to maintain any or all members of family elsewhere than at the foreign post of assignment because of the following circumstances:**

**262.1 Involuntary SMA (ISMA) - For the Convenience of the Government**

**An agency may authorize ISMA when adverse, dangerous, or notably unhealthful conditions warrant the exclusion of members of family from the area or when the agency determines a need to exclude members of family from accompanying an employee to the area. Dependent children, including sisters and brothers, must be under age 21 or incapable of self-support, unless they are attending secondary school (i.e., grades 9-12). (See also 261.1b and 264.1.)**

**262.2 Voluntary SMA (VSMA) - For Special Needs or Hardship of the Employee (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**An agency may authorize VSMA when an employee requests VSMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, educational or family considerations for family members as defined at DSSR 040m. Dependent children, including sisters and brothers, must be under age 18 or incapable of self-support, unless they are attending secondary school (i.e., grades 9-12). (See also 264.2.)**

**Unless specifically designated otherwise by the head of agency, family members on VSMA are considered to be officially residing in the U.S.**

**262.3 Transitional SMA (TSMA) - Following the Termination of an Evacuation or in Connection with Commencement/Termination of an Unaccompanied Tour (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**An agency may authorize TSMA for reason(s) outlined in (a) through (e) below to assist an employee with additional costs incurred when family members are required to temporarily occupy commercial housing while establishing permanent housing following an evacuation or, in the case of (d) or (e) below, in connection with unaccompanied assignments. Temporary commercial housing is housing that is occupied on a short-term basis, such as a hotel, motel, commercially-leased house or apartment, or other transient-type commercial establishment. Employees whose family members reside in non-commercial housing, housing that can be occupied for a longer term or housing that is considered private, may not receive TSMA. Examples of non-commercial housing include employee-owned housing, living with family or friends, and apartment rentals where the lease term is longer than six months.**

**For TSMA rates, refer to the tables at 267.1.b.**

**a. Following the Termination of an Evacuation and the Conversion of a Post to an Unaccompanied Status**

An agency may authorize TSMA when a post is converted to any unaccompanied status upon termination of an authorized/ordered departure and family members are occupying temporary commercial housing.

TSMA under this paragraph (a) may be granted for a period up to sixty (60) calendar days after the end of an evacuation when the post is converted to any unaccompanied status.

When the head of an agency or an authorizing official determines, on a case by case basis, that extreme or unusual circumstances are present, the period of time for TSMA under this paragraph (a) may be extended for not more than thirty (30) additional calendar days. An example would be that the employee has made every effort to get the full Household Effects (HHE) shipment to the family members but, due to restrictions or difficulties in transport, the family has not received the full HHE shipment necessary to establish a permanent residence.

**b. Following the Termination of an Evacuation and Reversion of Post to Accompanied Status--For Educational Considerations**

An agency may authorize TSMA when family members are in temporary commercial housing and choose to remain at the safehaven when their evacuation has been terminated. (effective 1/11/2015 with TL:SR-855)

TSMA under this paragraph (b) may be granted for a period of up to ninety (90) calendar days after the end of an evacuation.

**c. Following Termination of an Evacuation and Reversion of Post to Accompanied Status--For Other Situations**

If an employee and/or family members cannot return to post for reasons beyond the employee’s control, and the employee with family members, or family members alone, were occupying temporary commercial lodging at the time that an evacuation ended and the post reverted to accompanied status, then the agency may authorize TSMA under this paragraph (c) on a case-by-case basis for up to thirty (30) calendar days.

**d. When Family Members Must Depart from an Accompanied Foreign Post Because Employee's Next Foreign Post Is Unaccompanied**

**An agency may authorize TSMA pending commencement of ISMA when family members are required to occupy temporary commercial quarters at the authorized ISMA location following their departure from an accompanied foreign post because they are not permitted to reside with the employee at his/her onward foreign post of assignment.**

**TSMA under this paragraph (d) may be granted for a period of up to sixty (60) calendar days after the family members arrive at the ISMA location and occupy temporary commercial housing. TSMA shall not be paid for family members for days for which the employee receives per diem on behalf of the same family member(s).**

**e. When Family Members on ISMA Prepare To Depart ISMA Point for Employee’s Next Foreign or Domestic Post (Accompanied)**

**An agency may authorize TSMA when family members on ISMA are required to vacate their permanent housing at the ISMA location and occupy temporary commercial quarters immediately prior to their departure from the ISMA point to join the employee at his/her new foreign or domestic post of assignment, when: the new post is accompanied; the ISMA location is at least 50 miles from, or in a different country than, the location of the next foreign or domestic post of assignment; and the employee has not yet departed on transfer orders from the overseas unaccompanied post of assignment.**

**TSMA under this paragraph (e) may be granted for a period of up to ten (10) calendar days after the family members occupy temporary commercial housing prior to the employee’s departure from the overseas unaccompanied post of assignment. TSMA shall not be paid for family members for days for which the employee receives per diem on behalf of the same family member(s).**

**262.4 Separation from Family Member (Eff. 09/27/2020; TL:SR 1004)**

**a. For Voluntary SMA, the separation from the family member must reasonably appear to require a separation for at least 90 consecutive calendar days and be for conditions described in Section 262.2, except as provided below:**

**Exceptions: The 90-day period may be reduced to 30 days and the change-of-election provisions of 264.2b do not apply when:**

**(1) adequate medical facilities in the area are not available for pre- and post-natal care; or**

**(2) family members are detained in the United States for medical clearance; or**

**(3) children must begin or complete a school year before the employee has arrived at post or after the employee has departed on transfer to another post in a foreign area.**

**After expiration of the 90-day or 30-day periods, a grant previously not authorized under this section may be made for the entire period of separation if the condition necessitating separate maintenance continued for a longer period.**

**b. For Involuntary SMA, the 90-day or 30-day separation period of 262.4a does not apply to family members. Involuntary SMA is effective the first day of separation, provided that Form SF-1190 has been submitted.**

**262.5 Education Allowance for Involuntary SMA Location**

**When SMA is granted for the Government's convenience (ISMA), and a foreign area is authorized as an official ISMA location, an employee can be authorized an education allowance within the applicable "school-at-post" education allowance rate for the officially authorized foreign ISMA location on behalf of a child authorized to reside at that ISMA location, unless the child has arrived at a selected educational institution under educational travel authority within the last 12 months (see 282). (Eff. 5/23/2010 TL:SR-734)**

**263 Circumstances Not Warranting SMA**

**SMA is not warranted when the circumstances described below exist**

**263.1 Member of Family Not Normally Residing With Employee**

**When a member of family would not normally reside with the employee, this individual does not meet the definition of member of family;**

**263.2 Married Couple Employees or Domestic Partnership Employees (eff. 01/19/2020 TL:SR 986)**

**When the spouse or domestic partner of an employee is either a member of the military services or is a U.S. Government civilian employee subject to worldwide assignment availability. However, a career or probationary career employee in leave without pay status (LWOP) is considered a dependent for whom SMA payments may be made;**

**When the child of married couple employees or domestic partnership employees subject to worldwide assignment availability is residing with the other employee parent, regardless of whether the child was previously on the orders of the employee requesting SMA on behalf of the child. However, if the married couple employee or domestic partnership employee subject to worldwide assignment availability is in leave without pay (LWOP) status he/she is considered a dependent then SMA payments may be made on behalf of the child.**

**263.3 Separation/Divorce/Dissolution (final eff. 8/30/2009 TL:SR 715)**

a. W**hen a legal separation or a separation occurring through a divorce decree, whether limited interlocutory or final, exists between an employee and spouse. A legal separation is deemed to exist at such time as either the employee or spouse shall have initiated action affecting the status of the marriage, including (1) a divorce/dissolution action, (2) a separate maintenance action, or (3) any type of formal or informal written agreement, such as a property settlement agreement, indicating legal separation. A separate maintenance action is one against a spouse for permanent or temporary support and maintenance for the moving spouse, and for support, maintenance and education of minor children; (eff. 6/12/05 TL:SR 652)**

**b. When there is a dissolution of an employee's domestic partnership. A dissolution is deemed to occur at such time as either the employee or domestic partner shall have initiated action affecting the status of the domestic partnership, including a legal action relevant to the continued existence of the domestic partnership or any type of formal or informal written agreement, such as a property settlement agreement, indicating dissolution.**

**263.4 Lack of Legal Custody of Child (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**When a child's legal custody is vested, in whole or in part, in a person other than the employee or the employee's current spouse or domestic partner. SMA may be granted, however, when the employee (or current spouse or domestic partner) has joint legal custody, the child does not reside with the other parent, and it is established that except for the circumstances described in Section 262 the child would reside with the employee and the employee's current spouse or domestic partner;**

**263.5 Child Receiving A School Away from Post Education Allowance**

**When a child is receiving a "school away from post" education allowance grant under these regulations Voluntary SMA is not warranted. ISMA payments may be received during the official break between school years if the government will not permit the child to join the employee at post**; **(eff. 6/12/05 TL:SR 652)**

**263.6 Child on Educational Travel**

**When a child travels on "educational travel" at the secondary level, for the 12-month period following that travel/trip;**

**263.7 Voluntary SMA Within the Same Country or Within 300 Miles of Employee**

**When the member of family on Voluntary SMA is residing within the same country or within 300 miles (one-way road mileage) from the employee;**

**263.8 SMA Payment Withheld if Per Diem Payable**

**While the member of family is eligible for travel per diem.**

**263.9 Transitional SMA When ISMA Point and Onward Post Are Less Than 50 Miles Apart in the Same Country**

**TSMA under section 264.3(e) is not payable when the approved ISMA location is less than 50 miles from the next foreign or domestic post of assignment if that new posting is within the same country as the ISMA location.**

**264 Application and Supporting Data: (In addition to data required by 077.32a)**

**264.1 Involuntary SMA (ISMA) - For Convenience of the Government (eff. 05/17/2015 TL:SR-864)**

**An SMA application based on "for the convenience of the Government" reasons should be annotated in box 18 of the SF-1190 to reflect the following circumstances where appropriate:**

**(1) Where housing facilities at the post are subject to control by United States military authorities, a foreign government, or some other authority, and are not available for use by the family member.**

**(2) Where the head of agency determines that a host government policy or practice prevents a family member or family members of the employee from residing at post. When submitting applications for involuntary SMA for this reason, employees shall include a statement from the Chief of Mission, or such other person or group of persons as the head of agency may designate, describing how the family member or members are prevented from residing at post. (eff. 05/17/2015 TL:SR-864)**

**(3) Where, in the interest of the Government, the agency has:**

**a. withheld or terminated authority for the family member's transportation to the post; or**

**b. recommended that the family member leave the post of assignment.**

**(4) Applications based upon health factors shall be supported by a statement from the attending physician. Grants shall also be supported by a ruling by reliable medical authority, that is, the ranking medical officer attached to the agency, or by such other person or group of persons as the head of agency may designate.**

**264.2 Voluntary SMA (VSMA) - Based on Special Needs or Hardship of the Employee (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. An SMA application based on the needs or hardship of the employee should include in box 18 of SF-1190 a statement from the employee certifying the circumstances of special need or hardship and stating that such circumstances do not:**

**(1) include legal separation (see Section 263.3a) between employee and spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final; or**

**(2) include dissolution (see Section 263.3b) of an employee's domestic partnership; or**

**(3) involve a child whose legal custody is vested, in whole or in part, in a person other than the employee or the employee's current spouse or domestic partner. When the employee has joint legal custody, a statement must include that child will not reside with the other custodial party; or**

**(4) include a child, brother or sister, 18 years of age or over (see Section 262.2). If the child will be attending secondary school beyond age 18, the employee when applying for VSMA must certify that VSMA will be terminated within three months from the day the child leaves the secondary school.**

**b. At the time of assignment an employee must elect (1) to have an family member included on the employee's travel orders or (2) not placed on the travel orders and instead be placed on VSMA. After this initial election, the employee may request that VSMA either commence/terminate, depending on the initial election, only once for each member of family during a tour. However, this change cannot occur during the employee's first or last 90 days at post (for exceptions, see 262.4a).**

**EXCEPTION: Following termination of an authorized/ordered departure an employee may elect VSMA at the official safehaven for family members previously eligible for SEA payments under DSSR Chapter 600 and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this VSMA and these family members may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. Such termination and return are available only if no other allowances or benefits under these regulations are authorized for family members during a period of SMA commenced under this exception. No additional expenses for travel, access to goods in storage, shipment of household effects or other such SMA-related expenditures may be incurred on their behalf.**

**264.3 Transitional SMA (TSMA) - Following the Termination of an Evacuation or in Connection with Commencement/Termination of an Unaccompanied Tour (Eff. 09/27/2020; TL:SR 1004)**

**a. Following the Termination of an Evacuation and Conversion of Post to Unaccompanied Status (262.3a)**

**1. A TSMA application under this paragraph (a) for days 1 through 60 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**(a) The employee’s family members were evacuated from post.**

**(b) The evacuation has been terminated and post has been converted to any unaccompanied status.**

**(c) The family members are occupying temporary commercial quarters.**

**2. In addition to 264.3a (1) requirements, a TSMA application for days 61 through 90 should include in box 18 of the SF-1190 the extreme or unusual circumstances which warrant extension of Transitional SMA beyond 60 days.**

**3. A TSMA application should include documents certifying that the family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements.**

**b. Following the Termination of an Evacuation and Reversion of Post to Accompanied Status - For Educational Considerations (262.3b) (Eff. 09/27/2020; TL:SR 1004)**

**1. A TSMA application under this paragraph (b) for days 1 through 90 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**(a) The employee’s family members were evacuated from post.**

**(b) The evacuation has been terminated during the school year and the family members wish to remain at the safehaven in order for the child to complete the current academic term.**

**(c) The family members are occupying temporary commercial quarters at the safehaven.**

**(d) The family members intend to return to the post following completion of the current academic term. However, if return to post would be within employee’s last 90 days at post [see 264.2b under EXCEPTION], then family members would need to be placed on voluntary SMA following the 90 days under 262.3b TSMA for the remainder of employee’s time at post. Note: if, within the 90-day TSMA 262.3b period, the family members intend not to return to post, the employee must submit an updated SF-1190 stating date the family intended not to return to post. Voluntary SMA would commence from the day following the date of intent not to return to post.**

**2. A TSMA application should include documents certifying that the family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements. The last day of school should also be noted on the TSMA application.**

**c. Following Termination of an Evacuation and Reversion of Post to Accompanied Status -- For Other Situations (262.3c)**

**A TSMA application under this paragraph (c) for days 1 through 30 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee's family members were evacuated from post.**

**2. Reason(s) family members cannot return to post which are beyond employee's control.**

**3. The family members are occupying temporary commercial quarters at the safehaven.**

**d. When Family Members Must Depart from an Accompanied Foreign Post Because Employee's Next Post Is Unaccompanied (262.3d)(effective 1/11/2015 with TL:SR-855)**

**A TSMA application under this paragraph (d) for days 1 through 60 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee's family members are occupying temporary commercial quarters at their prospective/authorized ISMA location while looking for, or awaiting availability for occupancy of their own, permanent quarters.**

**2. The employee has been transferred to an unaccompanied post and just prior to this transfer the employee's family members officially resided with the employee at an accompanied foreign post of assignment.**

**3. The family members are not occupying permanent quarters.**

**e. When Family Members on ISMA Prepare To Depart ISMA Point for Employee’s Next Foreign or Domestic Post (Accompanied) (262.3e)**

**A TSMA application under this paragraph (e) for days 1 through 10 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee will be transferred from an unaccompanied foreign post to an accompanied foreign or domestic post.**

**2. The family members have been on ISMA at an approved ISMA location at least 50 miles from, or in a different country than, the onward post of assignment while the employee was at the unaccompanied post and now must vacate their permanent quarters and occupy temporary commercial quarters at their official/authorized ISMA location prior to commencing travel from that location to join the employee at the foreign or domestic accompanied post.**

**3. The family members are occupying temporary commercial quarters at the ISMA point.**

**265 Commencement And Continuation of Grant**

**265.1 Upon Assignment to a New Post**

**The grant of ISMA or VSMA to an employee in connection with assignment to a new post shall commence as of the latest of the dates on which the:**

**(1) employee submits SF-1190 application for SMA grant (See also 262.4a and 262.4b); or**

**(2) employee begins official travel under an assignment order; or**

**(3) separation from the family member occurs (See also 263.8).**

**265.2 During Assignment to a Post**

**If ISMA or VSMA is granted to an employee during the period of service at a post of assignment, the grant shall commence as of the latter of the following dates:**

**(1) date on which employee submits SF-1190 application for SMA grant (See 262.4a and 262.4b); or**

**(2) date on which the separation from the member of family occurs (See also 263.8).**

**265.3 During Employee's Absence from Post**

**The grant shall continue during the absence of the employee from the post provided the employee maintains quarters at the post, unless terminated under the provisions of 266.2 or 266.3.**

**265.4 During Visit of Member of Family to Post**

**The grant of SMA on behalf of a member of family may continue during the family member's visit to post when the visit is for thirty (30) consecutive days or less, providing the member of family is again en route to the SMA point by the 31st day and the number of days the family member stayed at the post has not exceeded 90 days during one 12-month period (See 266.1).**

**266 Suspension/Termination of Grant**

**266.1 During Visit of Member of Family to Post**

**The grant of ISMA or VSMA on behalf of a member of family shall be suspended the day that the family member arrives at post when the stay is or will be in excess of thirty (30) consecutive days, or has exceeded or will exceed 90 days during one 12-month period. No other allowances or benefits under these regulations may be authorized for this member of family while visiting post.**

**ISMA or VSMA payments may be resumed effective the day the member of family departs en route to the SMA point, provided the family member’s stay at the post has not exceeded 90 days within one 12 month period.**

**266.2 Transfer**

**When an employee is transferred from a post at which the employee has been granted ISMA or VSMA, such grant shall terminate as of the earliest of the following dates:**

**(1) date the employee commences travel under the transfer order; or**

**(2) effective date of transfer when no travel by the employee under the transfer order is involved.**

**266.3 Separation**

**When an employee is separated (040r) while assigned to a post at which the employee has been granted ISMA or VSMA, such grant shall terminate as of the earlier of the following dates:**

**(1) last day of employment; or**

**(2) date on which the employee is reunited with member of family.**

**266.4 Transitional SMA**

**Transitional SMA shall terminate as of the earliest of the following dates:**

**(1) date the employee commences travel under transfer orders from the formerly evacuated post or date of transfer when no travel by the employee under the transfer order is involved (pertains to 262.3a, 262.3b and 262.3c only).**

**(2) date the authorized period for Transitional SMA ends.**

**(3) date the complete Household Effects (HHE) shipment is delivered to family (pertains to 262.3a and 262.3d TSMA only).**

**(4) date the family members occupy non-commercial quarters.**

**(5) date the family members occupy permanent quarters.**

**(6) three days after the last day of school (pertains to 262.3b TSMA only).**

**(7) date the family members commence travel to the employee's onward accompanied post of assignment (pertains to 262.3e TSMA only).**

**267 Payment**

**267.1 Determination of Rates**

**\*a. Voluntary/Involuntary SMA (Eff. 01/16/2022; TL:SR 1038)**

**The annual rate of the ISMA or VSMA grant to an employee is determined by the number of family members maintained elsewhere than at the post of assignment. The rates in the following table differ by type of SMA but do not vary by location of the separate household.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of  SMA | 1 Child  Only | 2 or More  Children | 1 Adult  Only | 1 Adult and  1 Additional  Family  Member | 1 Adult and  2 or 3  Additional  Family  Members | 1 Adult and  4 or More  Additional  Family  Members |
| Voluntary | $6,000 | $9,900 | $11,300 | $15,300 | $17,300 | $20,200 |
| Involuntary | $8,400 | $13,800 | $15,800 | $21,300 | $24,200 | $28,300 |

**See 261.1.c for definition of “child” and 261.1d for definition of “adult”.**

**b. Transitional SMA**

**Transitional SMA is to be paid at a daily rate, varying only by the number of family members maintained at a location other than the post of assignment. The rates in the following table are not deducted from the annual rate determined in 267.1a above and** **do not vary by either the location of post or the location of the separate household.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Per Family, Not Per Person** | **Days 1-30** | **Days 31-60** | **Days 61-90** |
| **1-2 Family Members** | **100% of Standard CONUS per diem rate daily** | **75% of Standard CONUS per diem rate daily** | **50% of Standard CONUS per diem rate daily** |
| **3 or More Family Members** | **100% of (Standard CONUS per diem rate + $20) daily** | **75% of (Standard CONUS per diem rate + $20) daily** | **50% of (Standard CONUS per diem rate + $20) daily** |

**(1) For 262.3a TSMA: If the head of an agency or authorizing official determines that an extension beyond sixty (60) calendar days is necessary, Transitional SMA may be paid at the 61st through 90th calendar day rate shown in the table above. The maximum period under 262.3a Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3a Transitional SMA, Involuntary SMA will commence. See table at 267.1a for appropriate ISMA rate.**

**(2) For 262.3b TSMA: The maximum period under 262.3b Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3b Transitional SMA, Voluntary SMA will commence [see 264.2b under EXCEPTION]. See table at 267.1a for appropriate VSMA rate.**

**(3) For 262.3c TSMA: The maximum period under 262.3c Transitional SMA shall not exceed a total of thirty (30) days. Following termination of 262.3c Transitional SMA, Voluntary SMA will commence [see 264.2b under EXCEPTION]. See table at 267.1a for appropriate VSMA rate.**

**(4) For 262.3d TSMA: The maximum period under 262.3d Transitional SMA shall not exceed a total of sixty (60) days. Following termination of 262.3d Transitional SMA, Involuntary SMA will commence. See table at 267.1a for appropriate ISMA rate.**

**(5) For 262.3e TSMA: The maximum period under 262.3e Transitional SMA shall not exceed a total of ten (10) days.**

**267.2 Payment Reduced When Government Quarters or Special Benefits Are Available to Family Members (effective 7/10/2016 with TL:SR-894)**

**Payment under a SMA grant shall be reduced for any period during which a family member on behalf of whom the allowance was granted resides in Government provided quarters or for whom special benefits are provided by the U.S. Government. In determining the amount to be deducted the following criteria shall be applied:**

**a. if the family members are provided adequately furnished quarters including necessary heat, electricity and water at U.S. Government expense, the rate will be reduced by 70%. In the event that necessary heat, electricity and water are not provided at Government expense, the grant may be increased by the utilities expenses actually incurred by the employee;**

**b. if the quarters are provided without major household effects such as basic furniture and major appliances, the reduction in the rate will be 50% with utilities consideration as in Part a if necessary;**

**[PARAGRAPH “c. in addition to the reductions…” DELETED]**

**In no instance under either Part a or Part b, above, will the total grant exceed the maximum applicable rate found at 267.1.**

**267.3 Method of Payment**

**a. Voluntary/Involuntary SMA**

**SMA shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.**

**b. Transitional SMA**

**The applicable Transitional SMA daily rate shall be computed by multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The applicable rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.**

**267.4 Travel and Transportation Costs**

**Travel and transportation costs are payable in accordance with the regulations of each agency.**

**270 EDUCATION ALLOWANCE (Last updated 08/29/2021)**

**271 Definitions**

**a. "Education allowance" means an allowance to assist an employee in meeting the extraordinary and necessary expenses incurred by an employee by reason of service in a foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for a child or children. (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**b. "Adequate school" means an elementary school (grades kindergarten and 1-8 or equivalent) or secondary school (grades 9-12 or equivalent) not requiring mandatory denominational religious instruction and providing an educational curriculum and services reasonably comparable to those normally provided without charge in public schools in the United States. The major criterion of "adequacy" is whether a child of normal ability, upon completion of a grade, or its equivalent, can enter the next higher grade in a public school in the United States.**

**The Department of State Office of Overseas Schools determines the “adequacy” of the schools at the overseas posts that are not U.S. Department of Defense Schools.**

**c. “Educational method” means: (1) “school-at-post”; or (2) “school-away-from-post”; or (3) “home study/private instruction/virtual schooling”; or (4) “special needs education allowance” as defined at DSSR 271m. (Eff. 01/03/2021 TL:SR 1011)**

**d. "School at post" means an elementary or secondary school within daily commuting distance of the employee's post of assignment.**

**e. "School away from post" means an elementary or secondary school so far beyond daily commuting distance of the employee's post as to necessitate board and room in connection with attendance.**

**f. “Home Study/Private Instruction/Virtual Schooling” (Eff. 01/03/2021 TL:SR 1011)**

**(1) “Home Study” means a complete academic core curriculum course in the home using guidelines and standards similar to or equal to those established for the greater District of Columbia, Maryland or Virginia region (referred to as the DMV).**

**(2) “Private Instruction” means instruction provided on a regular basis using a recognized and accredited program of study in a setting other than a school; and**

**(3) “Virtual Schooling” means a method of education in an accredited program of study in which instructional delivery is either synchronous or asynchronous.**

**g. "Child" means one of the children defined in Section 040m(2) and (4) and who is eligible for education at the elementary or secondary school level (grades K-12) except that such child must have attained the age of four years and must not have reached his/her 21st birthday (see section 276.24 for a special-needs exception to this upper age limit). A child with special needs under Sections 271m and 276.8 is considered to be covered by these regulations from birth (if the child would fall under the Individuals with Disabilities Education Improvement Act [IDEIA] if residing in the United States) and for grades K through 12 (if the child would be covered by Section 504 of the Rehabilitation Act of 1973 if residing in the United States). (Eff. 09/01/2019 TL:SR-976)**

**h. "School year" means the total number of calendar days involved in obtaining, by means of a specific educational facility, elementary or secondary schooling within one prescribed maximum rate in one 12 month period.**

**i. "Advanced Placement and International Baccalaureate Courses" are courses offered by The College Board (888 Seventh Avenue, New York, NY 10016) and the International Baccalaureate North America (200 Madison Avenue, New York, NY 10016), respectively. These are available to secondary school (grades 9-12) students and normally conclude with exams. A survey of exam-related IB and AP tests revealed expenses incurred are funded by U.S. public school districts, therefore, employees may claim full expenses for IB and AP fees per exam per child.**

**j. "Kindergarten", except for a special needs child under IDEIA, means a one school-year program similar to the U.S. public school program immediately preceding grade 1 and does not include the nursery school level. At posts where schools generally follow a U.S. school calendar (i.e. school year begins in August or September) the child needs to turn five on or before December 31 of that school year. At posts where schools follow another hemisphere calendar, a child needs to be at least four years and eight months old by the beginning of the school year. (See exception at 276.25) (Eff. 09/01/2019 TL:SR-976)**

**k. “Post-audit” means after approval (approbation) by post’s authorizing official and after payment has been made to the employee. All supporting documentation, originals and certified copies, are to be kept under one cover including electronically, to be available to an office which has oversight authority.**

**(Eff. 01/03/2021 TL:SR 1011)**

**l. “English as a Second Language (ESL)” - is additional assistance and/or instruction provided to a child not speaking English sufficiently well to participate fully in a school’s curriculum.**

**m. “Special Needs Education Allowance”: This allowance applies to children who, if residing in the United States, would fall under Public Law 108-446, the Individuals with Disabilities Education Improvement Act (IDEIA), or receive services or support pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504). (Eff. 09/01/2019 TL:SR-976)**

**n. “Base school at post” is usually the least expensive “adequate” school as determined by the Department of State, Office of Overseas Schools (See 271b.), or the U.S. Department of Defense School, where available to family members. (Interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**o. “Core Curriculum” means a complete academic core set of courses including English/Language Arts, Foreign Language, Math, Science, Social Studies, Art, Music, and Health/Physical Education. (Eff. 01/03/2021 TL:SR 1011)**

**272 Scope**

**272.1 Purpose**

**The education allowance is designed to assist in defraying those costs necessary to obtain educational services which are ordinarily provided without charge by the public schools in the United States, plus, in those cases where adequate schools are not available at the employee's post, the costs of room and board and periodic transportation between such posts and the nearest locality where an adequate school is available.**

**272.2 Rates of Education Allowance (Eff. 01/03/2021 TL:SR 1011)**

**Rates of education allowance are provided for “school at post”, “school away from post”, “home study/private instruction/virtual schooling”, and “special needs education allowance”.**

**Local School Deemed Adequate by Grade Levels: Where a local school is deemed adequate by grade levels by the Department of State, the “school at post” and the “school away from post” rates are identical. In this circumstance, the rate for “school away from post” does not reflect the costs of attending a boarding school but simply indicates the allowance available for an employee who desires to send his/her child away to school despite the availability of an adequate local school (see DSSR 277.2 for allowable expenses).**

**Local School Deemed Inadequate by Grade Levels: When a local school is deemed to be inadequate by grade levels, a higher allowance rate is established to assist with the costs of attending a school away from the post.**

**Separate rates are available for home study/private instruction/virtual schooling (DSSR 274.12b) and special needs education allowance (DSSR 274.12c). An employee may not receive an allowance greater than the rate provided for the educational method selected except in connection with supplementary instruction or education of a child with special needs.**

**272.3 Selection of School (Eff. 01/03/2021 TL:SR 1011))**

**An employee has freedom of choice in school selection with reimbursement up to the rate cited in DSSR 920 for allowable expenses (DSSR 277). However, there is a restriction on the “at post” education allowance. If an employee chooses a school other than the base school on which the education allowance is calculated, reimbursement for all one-time fees under DSSR 274.12e is limited to an amount not to exceed the total of all one-time fees charged by the base school. If one-time fees exceed those of the base school, additional one-time fees may be reimbursed against the DSSR 920 education allowance rate as long as that maximum rate has not been reached. In cases in which a student is required to transfer schools for reasons beyond the family’s control, the post may request a waiver of the maximum rate from the Director of the Office of Allowances who will confer with the Office of Overseas School and Office of Medical Services when appropriate.**

**Example 1: Child is in third grade at the base school (grades K-6) and one-time fees are paid which total $3,000. Child changes schools the following year and one-time fees are $2,500. The employee cannot be reimbursed under DSSR 274.12e for one-time fees since the maximum allowed of $3,000 was paid the previous year.**

**DSSR 920**

**Maximum Actual Reimbursed Available**

**Base School one-time fee(3rd) $3,000 $3,000 $3,000 $0**

**Base School one-time fee(4th) $0 $2,500 $0 $0**

**Tuition $13,000 $10,000 $10,000 $3,000**

**TOTAL $16,000 $15,500 $13,000 $3,000**

**Additional reimbursed $2,500 ($2,500)**

**TOTAL Reimbursed $15,500**

**Note for Example 1: Tuition for fourth grade at the new school is $10,000. DSSR 920 education allowance maximum for fourth grade at that post is $13,000. The employee can be reimbursed for the $2,500 one-time fees at the new school under the DSSR 920 education allowance maximum has not been reached leaving $500 of the education allowance not used.**

**Example 2: Employee has chosen a non-base school.**

**DSSR 920**

**Maximum Actual Reimbursed Available**

**Base School one-time fee $1,000 $3,000 $1,000 $0**

**Tuition $8,000 $6,000 $6,000 $2,000**

**TOTAL $9,000 $9,000 $7,000 $2,000**

**Additional reimbursed $2,000 ($2,000)**

**TOTAL Reimbursed $9,000**

**Note for Example 2: The other $2,000 of one-time fees may be reimbursed under DSSR 920 since the maximum has not been reached.**

**Example 3: Employee has chosen a non-base school.**

**DSSR 920**

**Maximum Actual Reimbursed Available**

**Base School one-time fee $4,000 $6,000 $4,000 $0**

**Tuition $18,000 $17,000 $17,000 $1,000**

**TOTAL $22,000 $23,000 $21,000 $1,000**

**Additional reimbursed $1,000 ($1,000)**

**TOTAL Reimbursed $22,000**

**Note for Example 3: The DSSR 920 maximum is $18,000 and the reimbursed amount claimed for tuition is only $17,000 the remainder of $1,000 is available to be applied to the unreimbursed one-time fees. Only $1,000 can be reimbursed to the employee, leaving the employee $1,000 out of pocket for the remaining one-time fees at the non-base school.**

**273 Application Including Estimates of Costs (Eff. 01/03/2021 TL:SR 1011)**

**After the employee, or a family member, has arrived at the post, an application may be filed on the Standard Form (SF) 1190 (DSSR 960 Education Allowance Worksheet may be used as an attachment to the SF-1190) including estimates of costs of tuition, books and supplies, required fees, room and board, and transportation for an education allowance grant on behalf of each child. (See allowable costs in DSSR 277.)**

**However, an employee is expected to submit such receipts, billings, or other acceptable documentation of actual costs as are available at the time of the application. The application for each child shall be only for the school year, or fraction thereof, for which one maximum rate is applicable.**

**Evidence of actual schooling costs for the “At Post” and “Away from Post” educational methods (DSSR 920) must be submitted before the end of each school year (DSSR 271h) or when requested by the officer designated to authorize allowances, the Department of State, or other responsible authority.**

**Evidence of actual schooling costs for the “Home Study/Private Instruction/Virtual Schooling” educational method (DSSR 274.12b) must be submitted no later than the end of the fiscal year (September 30) for schooling completed within the past 12 month period or when requested by the officer designated to authorize allowances, the Department of State, or other responsible authority.**

**Evidence of actual schooling costs for a child under the “Special Needs Education Allowance” for the “At Post”, “Away from Post” or “Home Study/Private Instruction/Virtual Schooling” educational methods (DSSR 274.12c) must be submitted no later than the end of the fiscal year (September 30) for schooling and related services within the past 12 month period or when requested by the officer designated to authorize allowances, the Department of State, or other responsible authority.**

**274 Grant of Education Allowances (See also Section 077.32b.)**

**274.1 Amount**

**274.11 Normal Grant**

**a. An employee normally may be granted for each school year, or fraction thereof, on behalf of a child in grades K-12, up to the rate indicated in DSSR 920 for his/her post, grade and educational facility selected (DSSR 271c) or in the case of home study/private instruction/virtual schooling the rates indicated in DSSR 274.12b or in the case of a child with special needs, the special needs education allowance rates indicated in DSSR 274.12c. (Eff. 01/03/2021 TL:SR 1011)**

**b. However, the officer designated to authorize allowances is required to authorize smaller amounts when it is determined that the employee's expenses for education justify such lesser amounts. Prior to the end of the grant period, satisfactory documentation of actual allowable school costs incurred by the employee, including transportation, must be presented to the authorizing officer. If the employee cannot furnish documentation to justify actual expenses for a grant year, the employee will be required to pay any overpayments in excess of $100.**

**274.12 Other Amounts**

**The authorizing officer may authorize:**

**a. Supplementary Instruction: In addition to the amount authorized under DSSR 274.11 for "school at post", an amount up to $4,100 each school year for supplementary instruction (See DSSR 276.9.)(Eff. 01/03/2021 TL:SR 1011);**

**b. Home Study/Private Instruction/Virtual Schooling (HS/PI/VS): In lieu of the "school at post" rate, a separate allowance rate of up to $10,500 each school year for home study/private instruction/virtual schooling in grades K-6 and up to $21,500 in grades 7-12; however, if the local school/grade is adequate (DSSR 271b), reimbursement is limited to the school at post rate if it is lower than the home study/private instruction/virtual schooling rate; (Eff. 01/03/2021 TL:SR 1011)**

**In lieu of the “School at post” rates (DSSR 920) that equal or exceed $10,500 (K-6) and $21,500 (7-12) each school year:**

* **HS/PI/VS rate up to $10,500 each school year in grades K-6.**
* **HS/PI/VS rate up to $21,500 each school year in grades 7-12.**

**c. Special Needs Education Allowance: For the education of a child with special needs in lieu of the "school at post" rate, a separate allowance rate each school year up to $71,500 for "school at post" plus up to $4,100 for supplementary instruction; or up to $71,500 for "home study/private instruction/virtual schooling" including tutoring; or in lieu of the “school away from post” rate up to $87,900 for "school away from post" (See DSSR 276.8.); (Eff. 01/03/2021 TL:SR 1011)**

**In lieu of the “School at post” rate (DSSR 920):**

* **School at post SNEA rate up to: $71,500 each school year and $4,100 for supplementary instruction**
* **HS/PI/VS: $71,500 each school year including tutoring**

**In lieu of the “School away from post” rate (DSSR 920):**

**School away from post SNEA rate up to: $87,900 each school year**

**d. Temporary Rate Continuance: Of the rate of the last previous post when the employee transfers and leaves his/her child in the same school (See DSSR 276.5.) (Eff. 01/03/2021 TL:SR 1011)**

**e. “School at Post” One-time Fees: In addition to the amount authorized under DSSR 274.11 for "school at post", non-refundable amounts charged by schools as one-time fees, not recurring in subsequent years of enrollment such as building fees, registration fees, matriculation fees, or admission fees, plus annual fees charged to just certain children in a family. This subsection may not be used to pay for shares of stock in the school which make either the employee or the United States Government a shareholder in the school.**

**Example:**

**An annual Development Fee of $100 is charged by a school for each of the first two children but not for the remaining children. DSSR 274.12e provides authority to pay $100 to the employee for each of the two children in addition to grants of amounts of education allowance indicated in DSSR 920 and SNEA “school at post” education allowance indicated in DSSR 274.12c.**

**The head of agency or designee, may authorize a special advance (with employee signing a repayment agreement) to pay for extraordinarily large refundable deposits when required by the school at post. An extraordinarily large refundable deposit is defined as a deposit of at least $600 per family which the employee is required to pay to the school at post and for which the school will not accept alternative payments.**

**(Eff. 01/03/2021 TL:SR 1011)**

**f. English as a Second Language: In addition to the amount authorized under DSSR 274.11 for “school at post”, fees related to English as a Second Language instruction for a child needing specialized assistance. (Eff. 01/03/2021 TL:SR 1011)**

**274.2 Termination**

**274.21 Normal Termination**

**A grant normally will terminate at the end of the school year, or fraction thereof, upon which the grant is based, when no amendment of the grant is required under Section 274.22.**

**274.22 Other Termination (See DSSR 621.1 and DSSR 621.2 for termination**

**during Authorized/Ordered Departure) (Eff. 01/03/2021 TL:SR 1011)**

**Where a grant is not terminated normally under DSSR 274.21, it will be terminated as of the following applicable date:**

**a. the date the employee transfers or is separated;**

**b. the date the post's education allowance rate is revised for the child's grade and educational method (DSSR 920, 274.12b or 274.12c);**

**c. the date the educational method (DSSR 271c) for the child is changed;**

**d. the date the child is withdrawn from school for the remainder of the school year; or**

**e. any date specified by the officer designated to authorize allowances.**

**If the authorizing officer determines that revision of the grant is necessary in connection with the above terminations, the recomputed grant should provide for recovery of payment or increased payment when applicable. An employee who is forced to withdraw a child from a "school at post" or "school away from post" as a result of transfer should not be financially penalized by reason of unavoidable educational expense.**

**f. Where proration is determined to be the appropriate method of**

**recomputation, the following formulas should be used. The lower**

**of the two prorated amounts would be the amount to be granted.**

**The 270 figure used in the formulas represents the calendar days**

**in a typical school year. If the authorizing officer is able to**

**determine the exact number of days in a particular school year,**

**this figure may be used. (Eff. 01/03/2021 TL:SR 1011)**

**1. PRORATE MAXIMUM RATE**

**Maximum school year allowance $\_\_\_\_\_\_\_\_\_ X Calendar days = $\_\_\_\_\_\_**

**rate plus amount authorized = 270 Daily school attendance**

**for supplementary instruction Rate**

**2. PRORATE EXPENSES**

**Employee's school year = $\_\_\_\_\_\_\_ X Calendar days = $\_\_\_\_\_\_\_**

**expenses 270 Daily school attendance**

**Rate**

**274.23 Additional Grants for One School Year**

**An additional grant may be authorized on behalf of a child for the remainder of a school year following termination of the preceding grant. The total amount granted for that school year, however, may not exceed the highest maximum education allowance rate prescribed for the post during that school year in the child's grade and educational method(s) selected, plus amounts, if any, for supplementary instruction authorized for “school at post” under DSSR 276.9.**

**For example, if the method of education changed from “at post” to “away from post” and the “away from post” rate is higher, the total amount reimbursed for both methods of education cannot exceed the higher “away from post” rate for the school year. Any allowable amount for supplementary instruction may be reimbursed in addition to this maximum. Exceptions are permitted in the circumstances described in DSSR 274.22a and if the employee elects temporary continuance of the rate of his/her previous post in circumstances described in DSSR 274.12d. (Eff. 01/03/2021 TL:SR 1011)**

**275 Payments**

**Education allowances may be paid in advance, either by lump sum or by installments, only as necessary for the employee to meet periodic educational expenses or when a monetary advantage, such as a discount, would accrue to the Government. If a grant payment is made by lump sum to the employee, the authorizing officer must require proof of school payment within a reasonable amount of time in order to certify that school bills were paid at the beginning of the school year.**

**The authorizing officer can also make either lump sum or installment payments of the education allowance directly to the school or transportation provider on behalf of the employee. If payment is going to be made in this manner, the following statement and name of the selected school or transportation provider should be on the current year SF-1190 for each child: “I hereby authorize the Department of State (or applicable other USG agency) to make education allowance payments on my behalf. I acknowledge that, if all or part of any payment of my education allowance that is made directly to the school or transportation provider is determined by the Department (or applicable other USG agency) to have been paid erroneously or, in the case of an advance payment, the requirements for the payment are found to have not been fulfilled, I [employee name] will be indebted to the Department (or applicable other USG agency) for that amount." (Eff. 01/03/2021 TL:SR 1011)**

**276 Additional Criteria (Eff. 01/03/2021 TL:SR 1011)**

**276.1 Posts in Evacuation (Authorized/Ordered Departure Status)**

**Refer to DSSR Chapter 600 – Payments During An Authorized/Ordered Departure**

**276.2 Special Eligibility Criteria**

**276.21 Child with Special Needs: A child with special needs under DSSR 271m and DSSR 276.8 is considered to be covered by these regulations from birth if the child would come under IDEIA if residing in the United States and for grades Kindergarten through 12 if the child would come under Section 504 if residing in the United States.**

**276.22 School Away From Post: When a child is attending a school away from post, the employee must show that, except during the period of attendance at a school away from post, the child normally resides with the employee at post. Such a showing is not required if (1) the post has the status of partially or fully unaccompanied or (2) the reason the child is not present at post is the medical clearance does not permit the child to be present at post during periods when the child is not attending a school away from post.**

**276.23 Post Where Children Are Not Allowed: When an employee is assigned to a post where children are not allowed (partially or fully unaccompanied), the employee may request the applicable “away from post” education allowance for his/her child in lieu of involuntary separate maintenance allowance (ISMA) for that child.**

**276.24 Child Reaches Age of 21: A child who has reached the age of 21 during a school year remains eligible for an education allowance only until the end of that school year, except that a child with special needs who has not yet completed grade 12 remains eligible for a Special Needs Education Allowance (SNEA) (DSSR 271m and DSSR 276.8) until the end of the school year that is in progress when he or she reaches the age of 22.**

**276.25 Minimum Age Waiver: Posts may request a waiver of the minimum age required to enter school if either a. or b. pertains. Waiver requests must be addressed to the Director, Office of Allowances, U.S. Department of State. Waivers do not apply to nursery school level programs (see DSSR 271j).**

**a. All schools at post have a standard age for admission which is less than the minimum age required for entry into Kindergarten in the U.S. public schools and admission is necessary in order to ensure admission to a school at post for compulsory education the following year.   
Waiver request: For this reason should be for employees who intend to be at post at least two more years.**

**b. Host country law requires school attendance at an age younger than is standard in the U.S. and the program is similar to a one-year kindergarten offered in U.S. public schools.**

**Waiver request: Under this condition the post does not need to request it for each individual child but rather cite the host country law provisions and the impact on personnel at post. Following consultation with the Office of Overseas Schools, if warranted the Director, Office of Allowances, will grant a waiver which will remain in effect as long as the host country has that age requirement.**

**c. Reimbursement under either a. or b. for the school year is limited to allowable “school at post” expenses (DSSR 274.11 and DSSR 277.1) not to exceed the “at post” education allowance rate listed in DSSR 920 for the post for Kindergarten or DSSR 274.12c for SNEA.**

**276.3 Child in the United States (Eff. 01/03/2021 TL:SR 1011)**

**An education allowance shall not be paid for a child in the U.S.:**

**(1) who has a natural or adoptive parent or step-parent residing in the U.S. (except where the employee establishes that the parent residing in the U.S. is divested of legal custody of the child or is mentally or physically unfit to care for the child or the step-parent is estranged from the employee); or**

**(2) on whose behalf a separate maintenance allowance is being paid; or**

**(3) for the 12-month period immediately following the child's arrival at a selected educational institution under educational travel authority (DSSR 280).**

**276.4 Child Residing in Foreign Area while on Separate Maintenance Allowance (SMA) (Eff. 01/03/2021 TL:SR 1011)**

**276.41 When the U.S. is the official separate maintenance allowance (SMA) location, but the child is residing in a foreign area, the employee is not eligible for education allowance payments on behalf of that child.**

**276.42 When a foreign post is designated as the official Involuntary SMA location, the employee may be eligible for the “at post” education allowance of the official ISMA location on behalf of a child residing at that location, unless the child has arrived at a selected educational institution under educational travel authority within the last 12 months. (DSSR 262.5 and DSSR 282)**

**276.5 Employee Transfers to a New Foreign or Non-Foreign Post But the Child Remains in Same School**

**276.51 Transfers to a New Foreign Post**

**An employee, assigned to a post in a foreign area, who is officially transferred to a new foreign post while his/her child is attending school, has a choice of allowances if the child remains in the same school. Following transfer to the new foreign post, the employee may elect to receive and be granted the rate of education allowance of the last previous post instead of the rate of the new post. If this election is made, the rate of the last previous post continues only until the end of that school year. After that, the rate of education allowance at the new post is payable for costs of any further education received. (See Section 274.23.) An employee shall furnish a copy of the last previous grant to facilitate computation.**

**276.52 Transfers to a New Non-Foreign Post**

**Where the employee, assigned to a post in a foreign area, receives official notice of transfer to a new post in a non-foreign area while the child is attending school and remains in the same school while the employee transfers, the head of agency may waive recovery of all or portions of the education allowance advanced if satisfied that such recovery would be against equity and good conscience or against the public interest.**

**Evidence weighing against recovery and meriting exercise of the waiver includes circumstances where:**

**a. the child's educational progress would be affected by the withdrawal of the child from the school before the end of the school year; or**

**b. the school would make no refund of tuition and other payments even if the child were to be withdrawn from the school before the end of the school year.**

**Any waiver granted under this section shall be reported promptly to the Secretary of State, citing these regulations and describing the circumstances.**

**276.6 Employee Delayed En Route to Post of Assignment**

**Where an employee who is delayed by temporary duty prior to arrival at a foreign post incurs educational expense on behalf of a child, any education allowance grant for such child may cover the period of temporary duty. The grant is not to be made until the employee or a family member arrives at the post of assignment.**

**276.7 Transfers or Initial Assignment from U.S. to Foreign Post**

**When an employee commences a tour of duty after the beginning of a school year for an official assignment from the U.S. or other non-foreign area to a foreign post with inadequate schools and a higher "away from post" education allowance, an education allowance may be granted for a certain period prior to departure from the U.S. The grant may include costs incurred while employed by the U.S. Government in accordance with the following criteria:**

**276.71 payment under this section may include up to one school semester of tuition, fees, room/board, for the school year in progress at the time of employee's departure for post;**

**276.72 reimbursement may not be received prior to employee's arrival at a foreign post and may not exceed the maximum allowance for the foreign post; and**

**276.73 the child's attendance at the beginning of the school term must be fairly attributable to the pending assignment of the employee with documentation showing that the assignment was official or, in cases requiring Congressional approval, nomination was put forward by the agency prior to commencement of the semester being reimbursed.**

**276.8 Child with Special Needs (Eff. 01/03/2021 TL:SR 1011)**

**An employee with a child with special needs requiring additional education and related services may be granted an education allowance for that child by the authorizing officer in lieu of the school-at-post, home study/private instruction/virtual schooling, or school-away-from-post rate (DSSR 274.12c). This benefit is available from birth to the 21st birthday for children that would fall under IDEIA if residing in the United States (see exception to upper age limitation for circumstances described in DSSR 276.24) and for grades Kindergarten through 12 for children that would fall under Section 504 if residing in the United States. Attendance may be Away From Post when the necessary services required for the child's education are not available at post.**

**When the child is attending school at the foreign post of assignment, the authorizing officer may grant a Special Needs Education Allowance for the purpose of an evaluation for the possibility of a disability when presented with supporting documentation from a school, medical professional, or other professional trained and experienced in work with disabled children. (Eff. 09/01/2019 TL:SR-976)**

**a. Maximum Allowable Rate: The authorizing officer may authorize reimbursement for allowable expenses up to the maximum rate provided in DSSR 274.12c for the method chosen (currently $71,500 for "school at post" plus $4,100 for supplementary instruction or $71,500 for "home study/private instruction/virtual schooling" including tutoring; and $87,900 for "school away from post" including, when necessary, educational consultant fees expended after assignment and prior to arrival at the foreign post of assignment, as well as after arrival at the foreign post of assignment). Reimbursement for educational consultant fees are limited to locating an adequate school away from post and not for planning a child’s educational program.**

**Documentation required:**

**(1) Based on consultation with the agency's Medical Office, the employee must provide the authorizing official written evidence that the child is eligible for a Special Needs Education Allowance (SNEA) under DSSR 271m; and**

**(2) There must be an Individual Learning Plan (ILP) - or equivalent prepared by a qualified medical or educational professional which delineates the educational services required to provide for the child's special needs. Reimbursement may only be for those services provided for in the ILP, which are normally provided free of charge in U.S. public schools. For a child under age three, reimbursement is limited to those services provided for in the Individual Family Service Plan (IFSP) which are normally provided free of charge in U.S. public schools. (Eff. 09/01/2019 TL:SR-976)**

**b. Allowable Testing, Counseling and Travel**

**Allowable Testing: Educational diagnostic testing as required by a school or medical/education authority is allowed. The costs of medical, including psychiatric and psychological treatment for the child's condition are not to be included in such grants.**

**Counseling: Psychological and counseling services performed by properly trained, qualified personnel such as a psychologist, licensed clinical counselor, licensed clinical social worker, and school psychologist may be authorized for students with disabilities who have chronic severe behavioral, emotional, or social difficulties and additional school supports are required to help the student achieve annual goals, when such services are related to the child’s disability and are included in the ILP document.**

**Travel: Travel of a family member (see DSSR 040m) to accompany a child between the foreign post and the school or to accompany for the required diagnostic testing from the post to the most reasonable point where it can be performed and return may be included within the allowance when deemed necessary by the authorizing officer. Travel from a foreign post may also be authorized for an interview prior to enrollment when such interview is absolutely required for the child's admittance into the school. Travel for the interview purpose is restricted to one round trip while the employee/parent is assigned to a foreign post. (Travel for exploratory or familiarization purposes is not authorized.)**

**c. Additional Allowable Expenses (these are also listed on the DSSR 960 Education Allowance Worksheet):**

* **Expenses itemized in DSSR 277 based on selected method of education**
* **Rental of equipment (e.g., amplification and auditory devices) necessary for services required by the ILP or IFSP when not reasonably available at the school**
* **Purchase of software may be authorized when it is necessary for required course work and has no application beyond that course. (Note: Purchase of any equipment and/or software that has broader use than for the required educational services is not allowable, such as computer hardware.)**
* **Extended School Year expenses are allowable only when actually required**

**for the child's special need according to the ILP or IFSP.**

* **Private individual tutoring in conjunction with attendance at post**

**school may be authorized only when a service is educationally required and not available at the school attended.**

* **Services and support both outside of school hours and/or in**

**noneducational settings when included in the ILP and normally free of**

**charge in U.S. public schools.**

**d. Responsibility for documentation rests with the employee. Authorizing officials are not permitted to authorize payment when documentation of allowable items is not clear.**

**276.81 Costs of Services Exceed Maximum (Eff. 01/03/2021 TL:SR 1011)**

**In exceptional circumstances, when costs of services provided for in the ILP or IFSP exceed the maximum rate established in DSSR 274.12c, the head of agency or authorizing official at post may authorize not to exceed an additional 50% reimbursement for allowable items on a post-audit (DSSR 271k) basis.**

**For example: Additional reimbursement, would not exceed $35,750 for "school at post" if the allowance were $71,500 and would not exceed $43,950 for "school away from post" if the allowance were $87,900.**

**After this authority is exercised, the following must be held on file at post subject potentially to post-audit review: listing of all items found to be allowable by the authorizing official and reimbursed, evidence the expenses were actually incurred, statement by the authorizing official that the child meets the special needs definition and the reimbursed services are in accordance with the child's ILP or IFSP. Reimbursement is not to be made for projected or likely expenses. Requests for reimbursement for allowable expenses above the additional 50% maximum must be submitted to the Director, Office of Allowances, U.S. Department of State.**

**276.9 “School at post” Supplementary Instruction (Eff. 01/03/2021 TL:SR 1011)**

**In addition to the amount authorized for the "school at post" (DSSR 920 and 274.12c) education allowance, supplementary instruction may be reimbursed up to the maximum shown in DSSR 274.12a for only the following reason(s).**

**NOTE: Concerning third-party expenses: An educational provider receiving payment for this “school at post” supplementary instruction must be providing the course teaching and evaluations directly to the student. Indirect or third-party service provider fees, such as umbrella school/cover schools not providing direct instruction are not reimbursable fees. However, an employee/parent can elect to pay them as a personal expense.**

**a. the child’s school at post does not provide instruction in academic subjects generally offered by public schools in the United States, such as United States history, civics, computers, American literature, English grammar, Advanced Placement or International Baccalaureate Courses;**

**b. the child’s school at post offers its curriculum in a foreign language which the child does not know well enough for progress in the curriculum;**

**c. the child’s school at post requires additional instruction to enable the child to (1) enter a grade, remain in the same grade, or complete a grade in the school; or (2) successfully complete an academic course in order to progress to the next level in the sequence of courses;**

**d. the child’s school at post documents that a child returning to post following authorized/ordered departure/evacuation requires additional instruction to successfully complete the current school year;**

**e. the child’s school at post does not offer a Gifted and Talented (GT), or equivalent, program. The employee must show one of the following in order to use Supplementary Instruction funds for a GT academics-only (English/Language Arts, Math, Science, Foreign Language, and Social Studies, however, not Physical Education/Health, Music or Art) program:**

**(1) a letter from the child’s previous school that the child qualified for and participated in a GT program;**

**(2) a letter from the child’s current school which endorses that the child’s performance qualifies for a GT program which the school cannot provide; or**

**(3) the results of a standardized GT test(s) which show the child eligible to participate in a GT program.**

**276.10 Upon Death of Employee**

**When at the time of an employee's death, that employee had a child enrolled in a school and was eligible for an education allowance under these regulations, a grant may be made to allow completion of the current school year at that school.**

**277 Allowable Expenses**

**Except as otherwise provided in DSSR 276, costs of items listed below may be granted by the authorizing officer to the extent that they are not refundable to the employee by the school. Reduced rates for tuition or related costs or transportation resulting from the attendance of more than one child in the school shall be reflected in the employee's application for each child.**

**Where costs are in local currency, United States dollar estimates shall be based on the most favorable rate of exchange available to the employee on the date of application. The application shall show the exchange rate used (box 18 of the SF-1190 or on DSSR 960 Education Allowance Worksheet if used as attachment to SF-1190). A new SF-1190 is required for each school year or when changing educational methods in the course of any school year. If an educational method was selected by an employee on behalf of a child in the previous school year then it should be noted on the SF-1190 in box 18 Remarks.**

**277.1 "School at Post" (See DSSR 271d.) (Eff. 05/09/2021 TL:SR 1020)**

**a. Basic tuition: for required courses;**

**b. Necessary elective courses: offered by the school which would be required by public schools in the United States;**

**c. Books and supplies: required by the school but normally provided free of charge in public schools in the United States (see DSSR 960 Education Allowance Worksheet page 2 for non-allowable supplies);**

**d. Required annual fees: such as laboratory, library, registration, matriculation, building or development, information technology fee or fee for rental of computer equipment, testing required by the local school, medical (routine), sports (group classes), and required "donations".**

**e. Supplementary instruction: as described in DSSR 274.12a and DSSR 276.9;**

**f. Local transportation: used on school days between the school and the employee's home based on one round trip per day between school and home. Where school-, commercially-, or USG-provided transportation is not available a private car or car/vanpool may be used.**

1. **School: a transportation service provided or contracted by the school.**

**Reimbursement: based on a receipt/invoice itemizing the amount paid per home/school trip.**

**(2) USG-provided: a transportation service provided or contracted by the USG.**

**Reimbursement: based on a receipt/invoice itemizing the amount paid per home/school trip.**

**(3) Public transit: transportation accessible for use by the general**

**public, typically managed on a schedule, operated on established routes, and that charge a posted fee for each trip. Examples include: city buses, trolleybuses, trams, rapid transit (metro/subway/underground), and ferries.**

**Reimbursement: based on a receipt itemizing the amount paid per home/school trip or discounted monthly rate for students.**

**(4) Taxi/Taxi company: A vehicle for hire with a driver. Examples include: Uber, Lyft, other local taxi companies.**

**Reimbursement: based on a receipt/invoice itemizing the amount paid per home/school trip. Depending on the common practice in the host country commercial rates on receipts can be provided by miles driven, time to drive from home to school, or flat daily or monthly rate.**

**Note: Routes of travel to/from home to school are based on traffic, construction, demonstrations, etc. An employee may request reimbursement with several receipts with different varying rates for a home to school trip. Thus, the employee should note on the reimbursement claim if varying routes were taken. If there are two students and the total taxi cost is $25 one-way from home to school, then the cost would be divided between the two students accordingly. [Note: change eff. 05/09/2021 TL:SR 1020 is to correct numbering from (5)]**

**(5) Privately owned car: a vehicle privately owned solely for personal use.**

**Reimbursement: equivalent to the current GSA-approved mileage rate for the use of a privately owned vehicle (POV) for official business. [Note: change eff. 05/09/2021 TL:SR 1020 is to correct numbering from (6)]**

**(6) Rented/Leased car: a vehicle rented for a short period of time.**

**Reimbursement: equivalent to the current GSA-approved mileage rate for**

**the use of a privately owned vehicle (POV) for official business. [Note: change eff. 05/09/2021 TL:SR 1020 is to correct numbering from (7)]**

**g. Non-Allowable Expenses:**

**(1) Purchase of broader use items: which have use that is broader than the courses being studied (such as the purchase of personal computer equipment and computer accessories)**

**(2) Meals: lunches;**

**(3) Uniforms: daily attire or physical education;**

**(4) Field trips: that are overnight;**

**(5) Elective courses: for dancing, horseback riding, sports, or other specialized instruction;**

**(6) Personal fees: for laundry, locker usage, and towel fees;**

**(7) Other expenses: personal communication services (telephone,**

**internet, satellite, cable); admissions to school events;**

**yearbooks; graduation expenses; personal expenses; parent-school**

**organization fees; and other items not ordinarily provided free of charge by public schools in the United States.**

**277.2 "School Away from Post" (See DSSR 271e.) (Eff. 08/29/2021 TL:SR 1028)**

**a. Items listed in DSSR 277.1a through d; and 277.1g;**

**b. Room and Board at School Dormitory or Private Boarding Facility: subject to accountability restrictions in DSSR 273, these costs are limited to $900 per month for up to 10 months when a child does not reside in a school dormitory but uses private boarding facilities instead.**

**This provision does not allow room and board payment to a natural or adoptive parent or step-parent when the child lives with that parent outside the U.S., except where the employee establishes that the non-employee parent is divested of legal custody of the child or is mentally or physically unfit to care for the child or the step-parent is estranged from the employee;**

**c. (1) Periodic Transportation of Child Between Post and School: not to exceed trips indicated by the school's vacation closing calendar or necessary weekend trips if boarding is on a 5 day basis. However, when travel from the school to the post is infeasible, as determined by the authorizing officer, travel may be allowed between the school attended and the home of a designated relative or family friend or to join a parent at any location with the allowable travel expense not to exceed the cost of travel between the school and the post.**

**Should travel to an alternate destination cost more than the Government costs between school and post, the employee must pay the difference (cost construct). Actual expenses for the child's transportation, and travel per diem within prescribed maximum rates may be included in reimbursement for travel between school and post. Travel must be performed and reimbursed in accordance with the Federal Travel Regulation and implementing regulations of the responsible government agency. Student transportation rates, if available and cost advantageous to the U.S.G., may be authorized;**

**(2) Non-Dormitory Boarding and Local Transportation: Where a private residential or non-dormitory facility is used for boarding, and local school transportation (school bus, public, or POV) is needed between the private residential or non-dormitory facility and the school on school days, in individual cases as deemed necessary by the authorizing officer, such transportation expense may be reimbursed. Allowable expenses for local school transportation cost may be those charged by the school or the public transportation fares, or the equivalent rate to the current GSA-approved rate for use of a privately owned vehicle (POV) for official business. Reimbursement is limited to one round trip per day for daily commuting purposes on school days;**

**(3) Expenses for Transportation of Unaccompanied Air Baggage (UAB): to/from school/post during the official break between school years. Allowable UAB shipments can also be made on a cost constructed basis to/from school to an alternate location (see DSSR 277.2c(1) above), but any required customs clearance/fees are the employee's personal responsibility. No items such as household effects, automobiles, nor foodstuffs may be shipped to or from any school at Government expense.**

**At the election of the employee, in lieu of the transportation of the child’s UAB from the child's school, the costs incurred to store the baggage at or in the vicinity of the school during the child's annual trip between the school and the employee's duty station during the break between school years may be paid or reimbursed to the employee, except that the amount of the payment or reimbursement may not exceed the cost that the Government would incur to transport the UAB in connection with the trip.**

**Any other travel expense not specifically detailed in this section is not allowable.**

**277.3 Home Study/Private Instruction/Virtual Schooling (HS/PI/VS) (DSSR 271f**

**and DSSR 274.12b) (Eff. 01/03/2021 TL:SR 1011)**

**a. Allowable expenses**

1. **Core curriculum (DSSR 271 o): that is age/grade appropriate and includes English/Language Arts, Foreign Language, Math, Science, Social Studies, Art, Music, and Health/Physical Education. The curriculum should be similar to or equivalent to the guidelines and standards established in the District of Columbia or one of the adjacent counties in Maryland or Virginia (referred to as the DMV). The Department of State’s** [**Family Liaison Office (FLO)**](https://www.state.gov/family-liaison-office/education-and-youth/homeschooling-and-online-education/) **has a list of recognized home study and virtual schooling programs located on its website.**
2. **Course materials: textbooks and supplemental course-related materials which do not have a broader use than the course being studied and are normally provided free in the DMV.**

**(3) Expendable supplies: which are normally provided free of charge in the DMV (see DSSR 960 Education Allowance Worksheet page 2 for non-allowable expendable supplies);**

**(4) Private Instruction [DSSR 271 f(2)]: costs to ensure that a child receives age/grade-appropriate instruction or when a child needs additional instruction for a core curriculum course;**

**(5) Access Fees: charged by libraries, recreation facilities and schools, which provide resources for HS/PI/VS students.**

**a. libraries (both online and at post) to conduct**

**research for projects and other coursework;**

**b. recreation facilities for group physical education;**

**c. post schools that allow students not enrolled in the**

**school to participate in education-related**

**curriculum activities, school athletic or**

**extracurricular teams, school group music**

**activities, school group physical education**

**activities or debate team activities which are**

**normally free of charge in the DMV.**

**(6) Access to digital learning resources: for a recognized and accredited program of study, an accredited virtual schooling program or other authorized program. The term "digital learning" refers to "any instructional practice that effectively uses technology to strengthen a student's learning experience and encompasses a wide spectrum of tools and practices". This includes:**

**a. interactive learning resources, digital learning content, video conferencing, software, or simulations, that engage students in academic content;**

**b. access to online databases, other primary source documents, and eBooks for core curriculum courses;**

**c. the use of data and information to personalize learning and provide targeted supplementary instruction;**

**d. online and computer-based assessments;**

**e. hybrid or blended learning, which occurs under direct instructor supervision away from home and, at least in part, through online delivery of instruction with some element of student control over time, place, path, or pace; and**

**f. access to online course opportunities for students in rural or remote areas.**

**(7) Electronic device and other rentals: of a computer, laptop, and/or other electronic device of curriculum-related equipment; and other items such as microscopes and band instruments (such as the Sousaphone) which would normally be provided in the DMV;**

**(8) Required testing materials: by either the home study program, accredited program of study under private instruction the accredited virtual schooling program or other authorized program;**

**(9) Fees for additional online assistance: associated with the accredited home study program or accredited virtual schooling program the child is enrolled in;**

**(10)Tuition and fees: charges and other fees associated with the accredited home study program, accredited virtual schooling program, or other authorized program.**

**(11)Compliance testing and service fees: are reimbursable subject to the home study/private instruction/virtual schooling allowance rate maximum.**

**b. Non-Allowable Expenses**

**(1) Purchase of broader use items: which have use that is broader than the courses being studied (such as computer accessories, furniture, and furnishings and other items not ordinarily provided free of charge in the DMV);**

**(2) Parental training: in home study/private instruction/virtual schooling;**

**(3) Any form of compensation to the parent: for nanny, childcare, or supervisory costs;**

**(4) Travel and transportation costs: for at post or away from post;**

**(5) Personal communication services: to include telephone, internet, satellite, cable, or other not directly associated with the accredited home study program, accredited virtual schooling program, or other authorized program;**

**(6) Entrance fees: for museums, cultural events, or performances that would normally be paid by parents of children in the DMV**

**(7)** **Third-party expenses: An educational provider receiving payment must be providing the course teaching and evaluations directly to the student. The course of study provided by the educational provider may be online, by correspondence, or through other appropriate materials. Indirect or third-party service provider fees, such as umbrella schools/cover schools not providing direct instruction, course, or accredited virtual education, are not reimbursable fees or recognized as advisory fees. However, an employee/parent can elect to pay them as a personal expense. Third-party service providers may not receive an advance payment as they are not the direct educational service provider. The educational service provider must document that the child is enrolled and list out itemized goods/services/fee costs paid by the third-party service provider or directly by the employee/parent, and confirm that the fees paid are no higher than had the employee/parent enrolled the student directly with the educational provider.**

**c. Required Documentation for Home Study/Private Instruction/Virtual schooling**

**(1) While the law does not discuss home study/private instruction/ virtual schooling specifically, it is in the best interest of the U.S. Government to ensure students in a home study/private instruction/virtual schooling course in a foreign area are able to reintegrate into a public education system when and if they return to the United States.**

**(2) Post must ensure that an education allowance is being granted for an adequate education by obtaining the following from the employee/parent.**

1. **For Home Study - Proof that the child is following the core curriculum of a home study program similar to or equivalent to guidelines and standards in the District of Columbia or one of the adjacent counties in Maryland or Virginia (referred to as the DMV).**

**For Private Instruction – Proof that the child is being instructed using a recognized and accredited program of study.**

**For Virtual Schooling – Proof that the child is in a recognized and accredited virtual schooling program.**

1. **Academic requirements for Home Study/Private Instruction/Virtual Schooling should be met each year to include:**

* **Annual Plan;**
* **Ability to Monitor Progress;**
* **Ability to Assess End-of-Year Outcomes; and**
* **Graduation Requirements (grades 7-12)**

**(3) A new SF-1190 is required for each school year or when changing educational methods (DSSR 271c). If the employee used an educational method on behalf of a child in the previous school year then it should be noted on the SF-1190, Box 18 Remarks.**

**280 EDUCATIONAL TRAVEL (last updated 6/6/2010)**

**281 Definitions (interim eff. 6/6/2010 TL:SR-735; final eff. 7/4/2010 TL:SR-737)**

**For purposes of this subchapter:**

**a. "Educational travel" under authority of 5 USC 5924 means travel to and from a school offering a full-time course of secondary (in lieu of an education allowance) or post-secondary education. (interim eff. 6/6/2010 TL:SR-735; final eff. 7/4/2010 TL:SR-737)**

**b. "Secondary education" means attendance at a public or private school offering instruction at grade levels 9-12, or equivalent. (interim eff. 6/6/2010 TL:SR-735; final eff. 7/4/2010 TL:SR-737)**

**c. "Post-secondary education" is a full-time program at an accredited (1) university or college, including 2-year junior or community college, which offers academic courses leading to a degree, or (2) nursing, performing arts, technical, or vocational institution, leading to a degree, certification, or license.**

**d. "Child" means one of the children defined in Section 040m(2) and (4) and who is eligible for secondary or post-secondary education, except that the 21-year age limit is revised for educational travel in Section 284, Column III. (interim eff. 6/6/2010 TL:SR-735; final eff. 7/4/2010 TL:SR-737)**

**e. "Annual trip" means one round trip between the post and the school completed within a 12-month period. The round trip may be taken at any time in each 12-month period. Round trips or portions of round trips not taken in each 12-month period cannot be carried forward to a subsequent period. (Please see 283.4 for other travel situations.)**

**282 Scope**

**Educational travel permits payment of a child’s travel expenses between school and the employee's post once each way annually for secondary or post-secondary education, except as otherwise provided in Section 284. Under certain conditions prescribed in Section 284 such travel is authorized in addition to any other travel authorized for the child in connection with travel authorized for the employee. No education allowance may be granted during the 12-month period following the arrival of the child at a selected educational institution using educational travel. (See Section 276.3.)**

**283 Standards For Authorization**

**Subject to the conditions in Section 284, the head of agency may authorize payment or reimbursement to the employee for expenses for a child’s travel between the child’s school and the employee's foreign post for one round trip annually. Educational travel may originate from either the school or the post.**

**283.1 Anniversary Date for Travel**

**a. Subsequent round trips may be authorized twelve months after the first leg of the first educational travel round trip. After the anniversary date is established upon initial travel, it remains the same for subsequent trips. Since schools have widely varying opening and closing dates, especially at the post-secondary level, a 30-day period prior to the anniversary date may be allowed on an individual case-by-case basis to be reimbursed when the child actually becomes eligible. (The intent is to help ease scheduling problems and not to provide a benefit greater than that provided by law nor to allow earlier travel unrelated to education.)**

**b. When an employee transfers from one foreign post to another without a break in service, the anniversary date remains the same. However, if an employee is assigned to the U.S. for more than a twelve month period, a new anniversary date is established.**

**283.2 Travel Before Eligibility**

**Except for the 30 day period provided in Section 283.1a, a child may not travel on educational travel orders and the employee may not be reimbursed for travel performed on such orders before the date the child is eligible to travel.**

**283.3 NOT CURRENTLY IN USE**

**283.4 Cost Construction of Travel in Other Situations (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. Reimbursement for any leg of educational travel may never exceed the cost of travel between the post and the school.**

**b. As determined by the authorizing officer, when travel to post is prohibited or otherwise impractical, travel may be allowed to/from an alternate location to meet the employee/parent who resides at post. Restrictions on annual round trip eligibility and cost constructive reimbursement apply (see DSSR 283.1 and 283.4a, respectively).**

**284 Conditions of Educational Travel**

**Travel From Post to School:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **I**  **Type of Education** | **II**  **Trips**  **Authorized** | **III**  **Age Limit of Child**  **(See Section 281.d)** |  | **IV**  **Special Rule** |
| A. | Secondary Education  (See Section 281b.) | One one-way trip annually from foreign post to high school. | Age 20 (before 21st birthday) |  | (No special rules for travel from post to school) |
| B. | **or** Post Secondary Education  (See Section 281c) | One one-way trip annually from foreign post to a post secondary school | Age 22 (before 23rd birthday), except that when the child's education is delayed by military service, the age 22 limitation is extended by one additional year for each year or fractional year of military service, when the child resides with employee at post. |  |  |

**Travel From School to Post:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | I  Type of Education | II  Trips  Authorized | III  Age Limit of Child  (See Section 281.d) |  | IV  Special Rule |
| C. | Secondary Education  (See Section 281b) | One one-way trip annually from  school to employee's post in foreign area (See Special Rule, Column IV) | Age 20 (before 21st birthday), except when the child's education is delayed by military service, the age 20 limitation is extended by one additional year for each year or fractional year of military service (See Special Rule, Column IV) |  | Educational travel to an employee's post shall not be authorized for the child when the responsible Government agency anticipates the employee's transfer to the U.S. or his/her travel for home leave within 30 days of the scheduled date of the child's departure for post. |
| D. | **or** Post Secondary Education  (See Section 281c) | One one-way trip annually from school to employee's post in foreign area (See Special Rule, Column IV) | Age 22 (before 23rd birthday), provided (1) the child commences final travel within three months from the date the child finishes post-secondary education, BUT (2) when the child's education is delayed by military service, the age 22 limitation is extended by one additional year for each year or fractional year of military service when the child resides with the employee at post (See Special Rule, Column IV) |  |

**285 Payment**

**285.1 Allowable Expenses**

**Actual expenses for the child's transportation, travel per diem within prescribed maximum rates when authorized by law, and expenses for transportation of unaccompanied personal baggage (UAB) may be included in payment or reimbursement for educational travel. Student transportation rates, if available, must be authorized. If student rates are not available, but other transportation is available at lower than first class fares, these lower rates must be authorized. Travel to or from an alternate location may be authorized if cost-constructed so as not to exceed the contract fares (if available) between school and post. (Section 283.4b). Should travel to an alternate destination cost more than the constructive Government costs between school and post, the employee must pay the difference. Allowable UAB shipments can also be made on a cost constructed basis to the alternate location, but any required customs clearance/fees are the employee's personal responsibility. No items such as household effects, automobiles, nor foodstuffs may be shipped to or from any school at Government expense. At the election of the employee, in lieu of the transportation of the child's UAB from the child's school, the costs incurred to store the baggage at or in the vicinity of the school during the child's annual trip between the school and the employee's duty station may be paid or reimbursed to the employee, except that the amount of the payment or reimbursement may not exceed the cost that the Government would incur to transport the unaccompanied personal baggage in connection with the trip.**

**285.2 Other Regulations Governing Payment**

**Educational travel authorized under this subchapter shall be paid or reimbursed in accordance with the Federal Travel Regulation and implementing regulations of the responsible Government agency, within the limitations of this subchapter.**

**285.3 Maximum Amount**

**Payment or reimbursement of educational travel expenses shall not exceed the amount of such allowable expenses as would accrue from direct travel between the employee's current foreign post and the school.**

**The authorizing officer shall assure through employee certification, review of previous educational travel grants or correspondence with posts that dependents are not scheduled in excess of one round trip for educational travel in a 12-month period. (See Section 281e.)**

**REPRESENTATION ALLOWANCES (Last Updated 3/28/2010)**

**310 GENERAL**

**311 Definition**

**"Representation allowances" are allowances granted pursuant to Section 905 of the Foreign Service Act of 1980, or other acts providing allowances equal or similar to representation allowances provided for the Foreign Service under that section. The allowances are for the purpose of furthering abroad the interests of the United States.**

**312 Scope**

**Representation allowances are intended to cover allowable items of expenditure by employees, including foreign national employees, whose official positions entail responsibility for establishing and maintaining relationships of value to the United States in foreign countries and by adult family members acting with or on behalf of these employees. Upon submission of vouchers, reimbursement may be effected or payment may be made on behalf of such employees for allowable items of expenditure. To the maximum extent practicable, use shall be made of American products, including American wine.**

**320 ALLOWABLE ITEMS OF EXPENDITURE (eff. 10/29/06 TL:SR-670)**

**Expenditures for items of the following kinds incurred in the foreign country or area of assignment or detail by employees and adult family members acting with or on their behalf described in Section 312, may be approved for reimbursement or payment:**

**a. entertainment of a protocol nature, such as that normally offered by the principal and high-ranking subordinate officers of the Foreign Service at posts abroad on such occasions as national holidays and on such other important occasions as visits of noted personages or of public vessels or aircraft. However, reimbursement for entertainment solely for employees of the Executive Branch of the United States Government and their families is prohibited. (See Section 330d);**

**b. entertainment undertaken by employees to promote personal relationships necessary to the performance of their official duties;**

**c. gratuities (in addition to those related to entertainment) to persons not employed by the United States, where such gratuities are used primarily to extend courtesies or to conform to social or diplomatic custom and subject to the limitations of Section 320d; (eff. 10/29/06 TL:SR-670)**

**d. purchase of flowers, wreaths and similar tokens for presentation in accordance with local custom on appropriate occasions such as weddings, births or deaths of important personages. The cost of items purchased under this subsection may not exceed the lesser of the limits established under 22 USC 2694 for gifts of minimal value (as defined in 41 CFR 102-42) or an agency’s implementing regulations; (eff. 10/29/06 TL:SR-670)**

**e. entertainment of members and employees of the Legislative and/or Judicial Branches of the United States Government, or other American citizens who are not employees of the Federal Government, including State and local officials and business persons;**

**f. hiring extra waiters, busboys or other temporary help to serve at official functions, and overtime for ORE staff serving at official representation events; (eff. 10/29/06 TL:SR-670)**

**g. rental costs incurred for ceremonial dress required of staff accompanying an Ambassador in presenting his/her credentials to the head of state; rental costs incurred by Ambassadors, Deputy Chiefs of Mission and officers serving as Charge D’Affaires for formal morning dress required by host country protocol for official ceremonial occasions. Reimbursement for rental costs of formal wear for all other occasions is prohibited. Where economical to the U.S. Government and authorized by agency regulation, agencies may permit the purchase of formal morning dress for the purposes listed above so long as such attire is only used for official purposes (eff. 10/29/06 TL:SR-670);**

**h. printing, engraving or purchase of invitations to official functions, seasonal greeting cards, or other printing and engraving related to representation functions, where there exists agency authority for such printing and engraving (e.g. Department of State authority under 22 U.S.C. 2669(a)) (eff. 10/29/06 TL:SR-670); and**

**i. other representational expenses which the head of agency may authorize or approve as being of a type to promote the interests of the United States.**

**330 PROHIBITIONS (eff. 10/29/06 TL:SR-670)**

**Representation allowances shall not be used for the following or similar purposes:**

**a. hire, purchase, operation or repair of any passenger-carrying vehicle, including aircraft (31 U.S.C. 1343 and 1344);**

**b. membership fees or dues in any society, club, or association (5 U.S.C. 5946);**

**c. compensation for cost of living, residence expenses, or for assignment under difficult environmental conditions (5 U.S.C. 5536);**

**d. expenses of recreation and entertainment solely for employees of the Executive Branch of the United States Government and their families (5 U.S.C. 5536);**

**e. rental of formal wear for any occasion except as provided in Section 320g; and**

**f. expenses incurred within the United States. (eff. 10/29/06 TL:SR-670)**

**340 PAYMENT**

**341 Vouchers (eff. 3/28/2010 TL:SR 730)**

**Representation allowances may be reimbursed to an employee (including foreign national employees), to adult family members or they may be paid directly to a vendor upon presentation of appropriate vouchers for allowable expenditures (Section 320).**

**342 Direct Payment to Suppliers (eff. 3/28/2010 TL:SR 730)**

**Posts are authorized to directly reimburse suppliers who provide goods and services for representational events. Upon submission of appropriate Representational vouchers, signed by the official hosting the event, payment may be made directly to the vendor. Prior to using direct reimbursement for representational events, it is the responsibility of posts to establish a specific policy clearly indicating the requirements for direct reimbursement procurements for representational events. In addition, post policy should include a list of those employees authorized to hold a representational event in which “direct billing” may be used, as well as of those employees authorized to approve such events. The event holder (or appropriate official) must ensure that sufficient representational funds are available prior to incurring a direct expense with a vendor. The policy may also include a dollar threshold for events that may take advantage of direct billing orders with vendors. In cases of direct reimbursement, the use of procurement orders, such as blanket purchase agreements, with local vendors is encouraged.**

**343 Certification of Vouchers (eff. 3/28/2010 TL:SR 730)**

**Before certifying a voucher for payment, the authorized certifying officer shall determine that no prohibited items are included therein (Section 330) and that the voucher contains an explanation of the expenditures by employees and adult family members acting with or on their behalf as listed below:**

**a. Vouchers for Entertainment**

**(1) type, purpose and location of function;**

**(2) names and titles of American and foreign guests of honor; and**

**(3) a brief description of the official business conducted when all guests are U.S. citizens as authorized in Section 320e above.**

**b. Vouchers for Representation other than Entertainment**

**(1) occasion;**

**(2) name and title of recipient or recipients; and**

**(3) reason for expenditure.**

**344 Receipts for Reimbursement to Employee (eff. 3/28/2010 TL:SR 730)**

**Evidence of expenditure will be supplied for each expenditure of $75 or more for any single occasion. Expenditures must be supported by receipt, copy of canceled check, credit card charges, admission ticket stub or other similar physical means. For each expenditure of less than $75 the employee's certification will be sufficient when it is impracticable to obtain a receipt.**

**OFFICIAL RESIDENCE EXPENSES (Last updated 7/22/2007)**

**410 DESCRIPTION**

**411 Definitions**

**a. "Principal representative" means a senior official of the United States Government serving in a foreign country who has been designated by the Secretary of State as occupying a position of such importance that the Government should defray the unusual expenses incident to the operation and maintenance of his/her official residence.**

**b. "Official residence" means the residence designated by the head of agency for occupancy by a principal representative of an agency. The term "official residence" includes the building and grounds:**

**(1) purchased or leased by the Government and assigned to a principal representative; or**

**(2) leased or owned by a principal representative, or by a member of his/her family, and occupied by the principal representative as his/her residence.**

**c. "Official residence expenses" means those unusual expenses that a principal representative is obliged to incur in the operation and maintenance of a suitable official residence. These expenses must be in excess of the usual expenses incident to the operation and maintenance of the residence he/she would occupy if he/she were serving at the post in any other capacity.**

**d. "Household staff" means a person employed to perform household duties at the official residence.**

**e. "Staff’s maintenance" means the board, lodging, clothing, local transportation, medical and dental care, social security and other assessments, gratuities, burial expenses, and so forth, which are required in accordance with local law or custom to be provided by the principal representative in addition to wages. Transportation costs and necessary training described in Section 451 also are considered to be a part of staff’s maintenance.**

**412 Scope**

**The defraying of official residence expenses is intended to make possible the operation and maintenance of official residences in which principal representatives can properly represent the United States abroad by extending official (as distinct from personal) hospitality to foreign dignitaries and important visitors, by receiving official deputations and callers, and by holding requisite and appropriate ceremonies smoothly and with dignity. Also, payment of official residence expenses is intended to keep the official residences staffed and in operation to the extent necessary, even during intervals between the departure of an officer because of recall, transfer, or some other reason and his/her return or the arrival of his/her successor. Payment of official residence expenses should not be considered to be a gratuity, allowance, or other emolument.**

**420 DESIGNATIONS**

**421 Designation of Principal Representatives**

**The Secretary of State will designate the positions whose incumbents shall be considered principal representatives for the purpose of this chapter.**

**422 Designation of Official Residences**

**The head of agency shall determine which residences at a post shall be considered as official residences for occupancy by principal representatives. When a principal representative is expected to be absent from his/her post for a period in excess of 30 consecutive calendar days, the head of agency may, in addition, designate as a temporary official residence the residence of the employee acting for the principal representative.**

**430 OFFICIAL RESIDENCE EXPENSES DURING ABSENCE OF PRINCIPAL REPRESENTATIVE**

**Unusual expenses defined in Section 411c which are incurred in the following circumstances may be charged as official residence expenses in accordance with provisions of Sections 440 and 450 when pertinent:**

**a. when an employee is authorized by the head of agency to occupy the official residence during the absence from the post of the principal representative; (If the head of agency determines it to be necessary for such an employee to maintain and operate another residence at the post while occupying the official residence, the "usual" and "unusual" expenses (see Sections 411c and 440) of maintaining and operating the official residence may be charged as official residence expenses.);**

**b. during periods when no principal representative is assigned to an official residence. Periods of time when a principal representative is temporarily absent, including annual and home leave, do not relieve him/her from the requirements of Section 440 for the periods of the absence;**

**c. when the residence of another employee who is acting for the principal representative is temporarily designated as an official residence. (See Section 422.)**

**440 AMOUNT OF USUAL HOUSEHOLD EXPENSES**

**The amount of annual usual household expenses (accounted for on an annual per calendar year basis) that must be borne personally by a principal representative regardless of rank or grade is three and one-half percent of salary. The amount of annual usual household expenses that must be borne personally by an employee serving as Chief of Mission (officer temporarily in charge of the operations of an agency at a post, or in some other similar capacity) is three and one-half percent of his/her salary plus any additional compensation that he/she may be authorized to receive while serving in such capacity. All allowances, differentials, or other additional compensation are excluded. (See definition of salary in Section 040(l).)**

**Usual household expenses less than three and one-half percent**

**Should the total annual household and maintenance expenses (including any expenses identified in Sections 451-453 not paid through other funding sources such as described in Section 450, e.g., contracts for gardening services) total less than three and one-half percent of salary, the principal representative may pay only the cost of such expenses and may not seek any reimbursement under ORE.**

**If the principal representative chooses not to contribute the three and one-half percent of his/her salary when ORE costs are less than the contribution, then he/she must make this option upon arrival at the post. The option “not to contribute” the three and one-half percent of salary and “not seek reimbursement” under ORE must remain in effect through the current calendar year ending December 31 and prorated for arrival and departure dates.**

**445 Limitation on Household Staff**

**The head of agency is required to place a limitation on the total number of household staff that may be employed at Government expense in the official residence of a principal representative of that agency consistent with the needs of such representative.**

**450 ALLOWABLE EXPENDITURES**

**Within allotted funds, and subject to the provisions of Section 445, an official residence allotment may be charged, or reimbursement made therefrom to principal representatives, for the official residence expenses (Section 411c) described in Sections 451, 452, and 453 that exceed on an annual basis the applicable amount of usual household expenses specified in Section 440.**

**Where applicable, individual agency appropriations should be used to provide alternative methods of funding for some or all of the expenses identified in Sections 451, 452 and 453 (e.g., household furnishings provided by the Overseas Building Operations program). Routine maintenance and repair funds can be used for Government-owned or long-term lease properties and S&E/DCP funds for short-term lease properties (6 FAM 773.3-2b or equivalent agency regulations). Under these circumstances such expenditures will not be considered in calculating the cost of ORE.**

**451 Household Staff**

**a. wages and maintenance of household staff;**

**b. transportation of household staff between the post and alternate seat of government;**

**c. transportation of household staff between the residence post and another post of assignment if the principal representative is designated as a principal representative at both posts concurrently;**

**d. protocol and/or English language training when such training is reasonable and necessary.**

**452 Household Operation and Maintenance**

**a. The rent, installation, repair, upkeep and removal of furnishings, equipment, and appliances;**

**b. the purchase of services such as those required to renovate and redecorate the premises for use as an official residence;**

**c. general house cleaning, dry cleaning, laundry, trash removal, and window washing;**

**d. telephone, internet, satellite, cable or other available communication services.**

**453 Expendable Household Supplies and Small Items**

**a. Purchases should be limited to no more than six months operating requirements for supplies which are normally consumed in use or lose their identity such as cleaning supplies, paper, light bulbs, linen, nails, and wire;**

**b. Supplies which are of insufficient value (less than $250) to justify maintenance of property accountability records, such as electrical equipment, kitchenware, plumbing supplies, and tools. Posts are encouraged to directly procure items for use by the official residence when feasible in order to maximize purchasing power. All items acquired with U.S. Government funds become property of the U.S. Government.**

**454 Prohibitions**

**Expenses such as the following may not be reimbursed from or charged to the official residence expenses account:**

**a. Expenditures which are properly borne by representation allowance funds (such as staff overtime and extra waiters for official functions or other allowable items under Section 320);**

**b. Expenditures properly borne by any other appropriations as specified by acts of Congress or by internal agency regulations;**

**c. Expenditures prohibited by law;**

**d. Wages and maintenance of household staff who provide a personalized service or are commonly employed by most employees at post who do not have official residence responsibilities (such as a chauffeur, personal maid, personal secretary, nursemaid,** **or governess);**

**e. Transportation of staff for purposes other than delineated in Section 451, unless transportation is incorporated into the wage contract due to lack of available qualified personnel at the post and approved by head of the agency.**

**455 Payment**

**Official residence expenses authorized under this chapter must be accounted for on an annual calendar year basis and paid or reimbursed based on the annual amount calculated. Each agency should establish policies and procedures in order to ensure employee pays appropriate amount.**

**456 Advance of Funds for Official Residence Expenses (eff. 7/22/07 TL:SR 679)**

**An agency may provide an advance of funds for official residence expenses to principal representatives eligible to receive reimbursements for such expenses.**

**457 Condition Requiring Repayment (eff. 7/22/07 TL:SR 679)**

**An advance of funds not substantiated by a receipt or other proof of payment shall be repaid by the employee to the agency.**

**POST HARDSHIP DIFFERENTIAL (Last Updated Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**510 GENERAL**

**511 Definitions**

**For the purpose of this chapter:**

**a. "Post hardship differential" means the additional compensation of 5, 10, 15, 20, 25, 30, or 35 percent over basic compensation granted pursuant to Title II, Part D of the Overseas Differentials and Allowances Act (P.L. 86-707) and provisions of this chapter to employees (Sections 031.3 and 040i) at differential posts. (eff. 03/05/06, TL:SR 661)**

**b. "Differential post" means:**

**(1) a place listed individually in Section 920 for which a post hardship differential rate other than zero is shown in column 6; or (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**(2) a place which is not listed individually in Section 920, but which is located in a country or area for which a post hardship differential rate other than zero is shown in column 6 of Section 920. (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**c. "Detail" means detail as defined in Section 040p for a minimum of 24 consecutive hours, counted from the time of arrival at a place other than the employee’s post (Section 040h) including also all periods of leave while serving at the place of detail.**

**d. "Day" means each midnight, including the midnight of the 24-hour period required by "c" above, occurring while the employee is on detail at a differential post.**

**512 Scope**

**Post hardship differential is designed to provide additional compensation to employees for service at places in foreign areas where conditions of environment differ substantially from conditions of environment in the continental United States and warrant additional compensation as a recruitment and retention incentive. (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**513 Basis for Post Hardship Differential (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**513.1 Classification**

**A post hardship differential is established for any place when, and only when, the place involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination. (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**513.2 Periodic Review**

**Conditions at differential posts are reviewed periodically, but at least biennially, to insure that the payment of post hardship differential shall continue only during the continuance of conditions justifying such payment. As periodic reviews indicate changes in living conditions, rates of differential may increase or decrease. Gradual improvements at a post which are noted during these reviews may be insufficient to justify an immediate decrease but may accumulate to form the basis for a decrease at a later time. Such a decrease may take effect while an employee is en route to his/her post or shortly after his/her arrival. Conversely, worsening conditions at a post may result in an increase in the post hardship differential which would benefit an employee even though he/she had just arrived. (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**520 POST HARDSHIP DIFFERENTIAL GRANTS**

**Employees (Sections 031.3 and 040i) are hereby granted post hardship differentials in accordance with the provisions of this chapter. (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**530 POST HARDSHIP DIFFERENTIAL APPLICABLE TO FOREIGN POST OF ASSIGNMENT (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**531 Commencement**

**531.1 Newly Appointed or Transferred Employees**

**The post hardship differential prescribed for an employee's post shall commence as of the latest of the following dates: (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**a. date of employee's arrival at a new post;**

**b. date of entrance on duty, if the employee was recruited locally (Section 031.3);**

**c. effective date of assignment, if employee is already at the new post on detail or leave;**

**d. the effective date on which a post is classified for differential at a rate higher than zero.**

**531.2 Upon Return to Post**

**The post hardship differential to an employee whose post hardship differential was terminated during a period of absence shall commence as of the date of his/her return to his/her differential post.**

**532 Termination (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**The post hardship differential shall terminate as of the earliest of the following:**

**a. close of business on the thirtieth consecutive calendar day the employee is temporarily absent from the post of his/her assignment on travel orders or personal travel.**

**b. close of business on the thirtieth consecutive calendar day the employee is absent from his/her detailed post on travel orders or personal travel.**

**c. close of business on the day the employee departs post for transfer (including Home Leave, Home Leave/Return to Post, or Renewal Agreement Travel).**

**d. close of business on the date the employee separates (DSSR 040r).**

**533 Continuation of Post Hardship Differential During Absence from Employee’s Post of Assignment (Interim eff. 06/28/2021; 08-01-2021 Final TL:SR 1026)**

**From Foreign Post of Assignment with or without a Post Hardship Differential**

**a. The post hardship differential for an employee on detail to another differential post may continue at the rate prescribed for his/her foreign post of assignment (including a post with a zero post hardship differential) for the first 30 consecutive calendar days of his/her temporary absence from his/her foreign post of assignment except as otherwise provided in DSSR 552.**

**b. Beginning on the31st day the employee on detail away from his/her foreign post of assignment shall commence receiving the post hardship differential prescribed for the post where he/she is detailed. If the employee has been detailed to a footnote “n” post for 30 consecutive days, s/he may be paid the difference between the post hardship differential of his/her foreign post of assignment and the detailed footnote “n” post(s) for those 30 consecutive days at the footnote “n” post(s). See DSSR 541.3 for explanation of a footnote “n” post.**

**c. An employee who has established eligibility at the detail post may continue to receive the post hardship differential for the detail post for up to 30 consecutive calendar days of leave. Leave of more than 30 days will cause the post hardship differential to terminate effective the 31st day of leave, consistent with 532c.**

**d. If the post hardship differential has been terminated for an employee on detail or temporary duty as stated in 533c the employee must reestablish eligibility (30 days at one or more differential posts).**

**540 POST HARDSHIP DIFFERENTIAL FOR AN EMPLOYEE ON DETAIL FROM A US OR NON-FOREIGN POST (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**541 Eligibility Requirement**

**541.1 To become eligible for post hardship differential when an employee is on detail from a post of assignment in the United States (DSSR 040a) or non-foreign area, he/she must have served, during any one period of absence from his/her post of assignment, 30 cumulative and not necessarily consecutive days (Section 511d) on detail at one or more foreign posts with a differential rate of five percent or higher or places designated for non-foreign area hardship differential by the Office of Personnel Management in Part 591 of Title 5 of the Code of Federal Regulations.**

**541.2 Once the initial eligibility period of 30 consecutive or cumulative days has been acquired, the post hardship differential prescribed for the post may commence beginning on the31st day and not include the first 30 days unless qualifying at a footnote “n” post described below.**

**541.3 Detail at one or more Footnote “n” posts for 30 consecutive days or longer**

**These are posts listed in DSSR 920 and indicated by footnote “n” and are referred to as footnote “n” posts. Footnote “n” posts are indicated as such where (1) the Secretary of State has determined that a significant number of U.S. military personnel in country are or have been involved in hostilities; and (2) a danger pay designation exists. An employee who first serves for a period of 30 consecutive calendar days (not cumulative days) or more on detail at one or more footnote “n” posts may be granted the post hardship differential at the prescribed rate for the number of days served, beginning from the first day of detail.**

**541.4 The post hardship differential eligibility shall continue during periods of leave and other absences from the detailed post, including travel to the U.S for 30 days or less. Leave of 30 days or less will not interrupt the post hardship differential for either eligibility or payment purposes.**

**An employee on leave away from a detailed post for more than 30 days will be required to meet the 30-day eligibility requirement on return to a hardship differential post.**

**542 Applicable Rates**

**After acquiring eligibility as described in Section 541, the post hardship differential for subsequent days of detail at differential posts during the period of detail from the employee’s US or non-foreign post of assignment shall be granted at the rate prescribed for each such differential post. This section shall also apply to an employee who has no post. Note: The Post Hardship Differential is paid as a percentage above basic compensation and therefore is paid only on days when an employee is paid basic compensation. (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**550 PAYMENTS**

**551 Full Time and Temporary Employees**

**Payments of post hardship differential to full time employees and employees appointed for temporary periods (Sections 031.3 and 031.4) shall be at the percentage of basic compensation prescribed in Section 920. (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**552 Ceiling on Payments**

**These regulations do not impose any ceiling on the payment of post hardship differentials. Agencies should note that post hardship differential plus salary plus other benefits are subject to statutory pay caps, such as the aggregate pay cap. (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**553 Payment After Absence**

**Payment of post hardship differential following a period of absence from the post may be made after the employee's return to post or arrival at a new post. The head of agency may require the employee to submit a certified statement showing the dates and time of arrival at, and departure from, each place on his/her itinerary. (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**560 EXCLUSION OF POST HARDSHIP DIFERENTIAL FOR STEP PAY INCREASES**

**Payment of post hardship differential shall not be construed as an equivalent increase in compensation for purposes of within-grade step increases in basic compensation. (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

**PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE (Last updated 01/03/2021)**

**DEPARTMENTAL REGULATIONS**

**(These regulations are prescribed by the Secretary of State for adoption by departments in the Executive Branch of the Federal Government. See Section 640.)**

**600 GENERAL**

**610 Definitions (Eff. 01/03/2021 TL:SR 1011)**

**As used in these regulations:**

**a. "Adult dependent" for the purposes of this chapter includes the employee's spouse or domestic partner and any members of the employee's family as defined in Section 040m who are 21 years of age or older.**

**b. "Advance payment" means the monetary amount payable to an employee ordered/authorized to depart or his/her designated representative in advance of the date on which the employee would otherwise be entitled to be paid.**

**c. "Day" means calendar day except when otherwise specified.**

**d. "Department" means any department of the Government of the United States of America, any agency or independent establishment in the executive branch of the Government, and any corporation in the executive branch wholly owned or controlled by the Government.**

**e. "Dependent" means a member of the employee's family as defined in DSSR 040m. Special factors include:**

**(1) neither employee member of an assigned career or probationary career married couple or domestic partnership should be forced to be evacuated in dependent status. However, a career or probationary career employee in leave without pay status (LWOP) may be ordered/authorized to depart as a dependent;**

**(2) locally hired dependent employees should be evacuated or authorized to depart as dependents unless the Chief of Mission decides the position is essential, and the Department of State concurs in the decision;**

**(3) newborn or adopted children while the employee/parent is in evacuation status.**

**f. "Designated representative" means a person 18 years of age or over who is named by an employee for the purpose of caring for, escorting, or receiving monetary payments on behalf of a dependent.**

**g. "Evacuation" means the authorized or ordered departure from post of an employee or dependent(s), or any of the circumstances outlined in Section 610j herein. The terms "evacuated" and "ordered/authorized to depart" are used interchangeably in these regulations.**

**h. "Evacuation order" means either an oral or written communication which authorizes or orders the departure from the post of assignment.**

**i. "Evacuation payment" or "evacuation/departure payment" means a monetary amount payable to an employee, his/her dependents, or designated representative during a period of ordered evacuation or authorized departure.**

**j. "Evacuee" means an employee or dependent who, because of military or other reasons in the national interest and/or which create imminent danger to the life of the employee or dependents;**

**(1) has departed post of assignment under authorized or ordered departure status; or**

**(2) is ordered or authorized to depart post but cannot leave the post because of reasons beyond the control of the employee; and, in the case of an employee, is prevented by circumstances beyond the control of the employee and beyond the control of the Government from performing position duties; or**

**(3) is prevented from returning to the post while temporarily absent from post but otherwise intended to do so.**

**Note: “First Evacuee” means either employee or dependent for special allowance calculations (See DSSR 632.1(a)).**

**k. “Monetary amount" is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax, and others, when applicable.**

**l. "Safehaven" as used in this chapter means: (1) a location or place officially designated by the Secretary of State to which an employee and/or dependents will be ordered or authorized to depart; or (2) an alternate safehaven approved by the Secretary of State on a case-by-case basis when in the interests of the U.S. Government.**

**An official safehaven may be either a foreign safehaven or a U.S. safehaven, as determined by the Secretary of State to meet the exigencies of the situation. For purposes of DSSR 600, “U.S. safehaven” shall refer to a safehaven in the fifty United States, District of Columbia or non-foreign areas (U.S. territories, possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands). An evacuation order issued by the Secretary may designate both a foreign safehaven and a U.S. safehaven, as circumstances dictate.**

**Evacuees at a foreign safehaven are not entitled to diplomatic courtesies, immunities, services and privileges accorded to the official American diplomatic community assigned to the foreign safehaven. (Also see Section 631a(1).)**

**m. Subsistence expense allowance (SEA) means the daily monetary amount payable to assist in offsetting direct added subsistence expenses of evacuees.**

**n. Special allowance means an additional allowance to offset the direct added expenses incident to an ordered/authorized departure.**

**611 Description**

**611.1 Purpose**

**These regulations govern the authority and procedures for paying employees who are evacuated from assigned posts of duty, and for paying their dependents who are evacuated, for military or other reasons which create imminent danger to the life of the employees or their dependents or which otherwise are in the national interest.**

**611.2 Authority**

**These regulations are issued under the authority contained in 5 U.S.C. 5521-5527 (The Act of September 26, 1961 (P.L. 87-304, 75 Stat. 662)) as amended by the Foreign Service Act of 1980 (P.L. 96-495) and Executive Order 10982 issued December 25, 1961.**

**611.3 Scope**

**These regulations cover the authority for an advance of pay following an ordered/authorized departure, continuation of salary and allowance payments during the period of ordered/authorized departure, and special allowances to partially offset certain direct added expenses incurred as a result.**

**612 Coverage**

**612.1 Employees Covered**

**These regulations apply to: (1) civilian employees of the United States Government who are United States citizens or are United States nationals, except as provided in Section 612.3, and (2) when and to the extent determined by the Secretary of State, third country nationals, i.e., civilian employees who are not citizens or nationals of the United States and who are not citizens or nationals of the country in which the evacuated post is located. Third country national employees and/or dependents may be considered for evacuation travel to their country of origin, point of hire, or designated foreign or U.S. safehaven if this is in the interest of the U.S. Government.**

**612.2 Locations**

**These regulations apply to evacuations from, or within, any area situated outside: (1) the United States; (2) the Commonwealths of Puerto Rico and the Northern Mariana Islands, and (3) any territory or possession of the United States.**

**612.3 Locally Employed American Citizens Not Covered**

**These regulations do not apply to: (1) local United States citizens who do not have official U.S. Government employment, including but not limited to Americans with private business or organizations, teachers recruited by local American-supported schools, Fulbright grantees, and individuals with contracts to work for the foreign host government; or (2) locally hired American citizens who work for the U.S. Government but who do not have an agreement for return transportation to the United States at Government expense.**

**613 Entitlement**

**a. Employees and their dependents shall be entitled to be paid only if they meet the requirements of these regulations. Entitlement to payment shall cease on the date when the employee is determined to be covered by the Missing Persons Act (50 App U.S.C. 1001 et seq.), unless payment is earlier terminated under these regulations or unless determined otherwise by the Secretary of State.**

**b. Benefits for Uniformed Service Members and dependents are covered in the DOD Joint Travel Regulations (**[**JTR**](https://www.defensetravel.dod.mil/site/travelreg.cfm)**), Chapter 6. (Eff. 01/03/2021 TL:SR 1011)**

**614 Designation of Official Safehaven; Alternate Safehaven (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**a. An official safehaven—foreign, U.S., or both (610l)—will be designated by the Secretary of State as far in advance of any actual or possible evacuation as practicable. Employees and/or their dependents are expected to travel to an official safehaven if an evacuation is approved. (See Sections 631-633 for commencement and payment of special allowances.)**

**b. When there is insufficient time for a written evacuation order due to the nature of the danger, the Secretary of State must be notified as soon as possible of the conditions that warrant the order so that an appropriate safehaven may be authorized and payment of special allowances approved.**

**c. An alternate safehaven may be approved by the Secretary of State under individual circumstances when in the interests of the U.S. Government and shall be effective no earlier than the date of request for an alternate safehaven.**

**615 ADVANCE PAYMENTS**

**616 Eligibility**

**An employee may be paid in advance of the normal pay day when, in the opinion of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation of an employee and/or dependents.**

**617 Amount of Advance Payment**

**The advance payment shall be based on the rate of compensation including any allowances or post differential to which an employee was entitled immediately prior to the issuance of the evacuation order. The amount of the advance payment is the monetary amount covering a period not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.**

**617.1 Computation of Advance Payment**

**(a) For full time and regular part time employees, the amount of advance payment shall be computed on the basis of the number of regularly scheduled workdays that will occur during the period as determined under Section 617.**

**(b) For intermittent employees, the amount of advance payment shall be computed on the basis of the number of days on which the employee would be expected to work during the period as determined under Section 617. The number of days shall be determined whenever possible by approximating the number of days per week normally worked by the employee during an average six-week period.**

**617.2 Payment (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**(a) The advance payment may be made to the employee or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safehaven post, or appropriate management office, of an allotment or assignment of pay form, immediately following departure of dependents. If the employee is evacuated or authorized to depart, the employee shall submit the written authorization upon arrival at the safehaven post.**

**(b) The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected.**

**617.3 Payment Procedures**

**Payment of an advance payment and any required adjustment thereof will be made in accordance with procedures approved by the head of agency.**

**618 Recovery**

**618.1 General Requirements**

**After an employee's account is reviewed as required by Section 638 of these regulations, and if it is found that the employee is indebted for any part of an advance payment made, recovery of the indebtedness will be effected by the payroll office having jurisdiction over the employee's account unless a waiver of recovery has been approved. Repayment of the indebtedness shall be made either in full or in partial payments as agreed upon by the payroll officer and the employee.**

**618.2 Waiver of Recovery**

**Recovery of indebtedness for an advance payment shall not be required when it is determined by the head of agency that the recovery would be against equity and good conscience or against the public interest in accordance with agency procedures.**

**619 Not currently used**

**620 CONTINUATION OF SALARY AND ALLOWANCE PAYMENTS (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**621 Computation**

**621.1 Family Ordered/Authorized to Depart - Employee Remains at Post**

**(a) Post Allowance**

**After departure of all members of an employee's family from the post, pursuant to an evacuation order, the post allowance shall be reduced to the "employee without family" rate.**

**(b) Temporary Quarters Subsistence Allowance**

**If early return of the employee's family to the post is anticipated, the temporary quarters subsistence allowance may be continued at the rate prescribed in Sections 120 and 925 of the Standardized Regulations (Government Civilians, Foreign Areas).**

**(c) Living Quarters Allowance**

**The living quarters allowance may be continued at the "with family" rate for a period not to exceed six months.**

**(d) Education Allowance**

**(1) "School at post" education allowances shall be terminated (see Exception below) without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22) However, if there is an internet classroom set up with the school at post, expenses incurred by the employee/parent at the safehaven location associated with the internet classroom the child is participating in may be reimbursed under the current year “school at post” education allowance maximum. These expenses may include what the school at post may charge for this service and connectivity charges in the U.S. for internet classroom-related activities the child is participating in. (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**Exception: The “school at post” education allowance may continue through the end of the current school year for a child of an employee assigned to a border post in Mexico or Canada when the child remains in the same school s/he had been attending in the United States prior to the ordered/authorized departure. (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**(2) "School away from Post" education allowance may continue until the end of the school year for children attending "school away from post" outside the U.S.**

**(3) "School at safehaven", see Section 633 for special education allowance.**

**(e) Educational Travel**

**For a dependent departing from school under educational travel authority (Section 280), the official safehaven location displaces post as the travel destination. (See Section 633.4.) (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**621.2 Employee and Family Ordered/Authorized To Depart**

**(a) Post Allowance**

**The post allowance shall be terminated as of the close of business of the day of departure from the post.**

**(b) Temporary Quarters Subsistence Allowance**

**The temporary quarters subsistence allowance shall be terminated as of the close of business of the day of departure from the post.**

**(c) Living Quarters Allowance**

**Payment of the living quarters allowance shall be terminated as of the close of business of the day of the employee's departure from the post, unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.**

**(d) Education Allowance**

**(1) "School at post" education allowances shall terminate (see Exception below) without financial penalty to the employee in accordance with appropriate provisions governing education allowances in the Standardized Regulations (Government Civilians, Foreign Areas). (See Section 274.22.) However, if there is an internet classroom set up with the school at post, expenses incurred by the employee/parent at the safehaven location associated with the internet classroom the child is participating in may be reimbursed under the current year “school at post” education allowance maximum. These expenses may include what the school at post may charge for this service and connectivity charges in the U.S. for internet classroom-related activities the child is participating in.**

**Exception: The “school at post” education allowance may continue through the end of the current school year for a child of an employee assigned to a border post in Mexico or Canada when the child remains in the same school s/he had been attending in the United States prior to the ordered/authorized departure.**

**(2) "School away from post" education allowances. (See Section 633.)**

**(3) "School at safehaven", see Section 633 for special education allowance.**

**(e) Educational Travel**

**For a dependent departing from school under educational travel authority (Section 280), the official safehaven location displaces post as the travel destination. (See Section 633.4.)**

**(f) Post Differential and Danger Pay**

**When the employee departs post pursuant to ordered or authorized departure, payment of post differential and danger pay shall terminate in accordance with applicable provisions of the Standardized Regulations (Government Civilians, Foreign Areas) (see Section 532 and Section 654.2 respectively). Subsequent eligibility for these benefits to an evacuated employee at the safehaven post or other temporary duty stations shall be governed by the provisions of the Standardized Regulations (Government Civilians, Foreign Areas) dealing with payment of these benefits on detail. (See Sections 540 and 655.)**

**622 Payment (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**Insofar as practicable, payments shall be made on the employee's regular pay days, computed as follows: (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**a. For full time and regular part time employees, the amount of the payment shall be computed on the basis of the employee's regularly scheduled workweek.**

**b. For intermittent employees, the amount of the payment shall be computed, whenever possible, by approximating the number of days per week normally worked by the employee during an average six-week period.**

**c. Payment and any required adjustment will be made in accordance with procedures approved by the head of agency. Payments may be made to the employee, an adult dependent, or a designated representative. Payments to anyone other than the employee should be made only pursuant to prior written authorization by the employee, wherever possible. Where circumstances do not permit prior written authorization, the payment may be made and the employee should then confirm such payment by preparation and submission to the safehaven post of an allotment or assignment of pay form, immediately following departure of dependents or, if the employee is also evacuated, upon arrival at the safehaven post. (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**d. When an advance payment has been made under Section 615, no part of the advance will be offset against salary and allowance payments (Section 620) so long as the evacuation order remains in effect. (See Sections 618 and 638 for reconciling employee accounts.)**

**623 Termination**

**The authority for allowance payments under Section 620 shall cease as of the earliest of the following dates:**

**a. the date the evacuated/departed employee commences travel under an assignment order to another duty station outside the evacuation area;**

**b. the effective date of transfer when the employee is already at the post to which transferred;**

**c. the date of separation;**

**d. the date specified by the head of agency;**

**e. the date specified by the Secretary of State;**

**f. 180 days after the evacuation order is issued; or**

**g. the date the evacuee commences return travel to post.**

**624 Agency Report Requirements**

**When an evacuation is ordered or authorized, a report will immediately be submitted to the head of agency who will forward a copy to the Department of State. The report will contain the following information:**

**a. names of evacuated employees;**

**b. names of evacuated dependents (indicating, where appropriate, designated representatives);**

**c. feasibility of officially reassigning evacuated employees to other positions;**

**d. number and kinds of evacuated employees needed to reactivate the post; and**

**e. any other facts or circumstances which may aid in determining whether evacuation payments are necessary beyond the first 60 days of the period of evacuation.**

**A similar report will be made after the expiration of 45 days of evacuation. Upon receipt of this report, a determination will be made as to the number of evacuated employees who will be required to be retained as the civilian staff available for the performance of duty and for whom evacuation payments may be continued beyond the first 60 days of the period of evacuation. As soon as this determination is made, the post will be instructed as to the number of evacuated employees who may continue to receive evacuation payments and the duration of the period for which such payments will continue. When the extension thus granted is less than 120 additional days, and the evacuation lasts beyond the approved period for continuation of the evacuation payments, approval for continuation of evacuation payments up to the full 120 additional days must be secured from the head of agency.**

**625 Work Assignments for Evacuated Employees**

**625.1 Evacuated employees at safehaven posts may be assigned to perform any work considered as necessary or required to be performed during the period of the evacuation without regard to the grades or titles of the employees.**

**625.2 Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments and/or taking disciplinary action.**

**625.3 When part time employees, either regular or intermittent, are given assigned work at the safehaven post, records of the number of hours worked will be maintained so that payment may be made for any hours of work which are greater than the number of hours on which payments under Section 620 are made.**

**630 SPECIAL ALLOWANCES (Interim eff. 04/10/2020; Final eff. 05/24/2020 TL:SR 995)**

**To help offset direct added expenses which are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, subsistence, and special education expenses. The allowances are not intended to fully reimburse the employee for the direct added expense incurred. The employee continues to be responsible for normal family living expenses. Only one departure is permitted an evacuee during any one evacuation period, except for certain employees in unusual circumstances as determined by the Secretary of State. In determining the direct added expenses which may be payable as special allowances under these regulations, an agency determination shall be made for the evacuation considering the following items as the maximum amounts allowable:**

**631 Travel Expense Allowances**

**The travel reimbursement for evacuees shall be determined in accordance with the rates of per diem for travel in foreign areas contained in the Standardized Regulations (Government Civilians, Foreign Areas), the Federal Travel Regulation or other pertinent agency travel regulations. Travel per diem is authorized for dependents of an employee ordered/authorized to depart at a rate which is equal to the rate payable to the employee (except that the rate for dependents under 12 years of age shall be one-half this rate). Travel per diem for the employee and dependents will be payable from the date of departure from the evacuated post through the date of arrival at the safehaven, including any periods of delay en route beyond the evacuee’s control which may result from travel arrangements.**

**a. Special Safehaven Travel Considerations**

**(1) From Post to Family Safehaven Locations**

**When approved by the Secretary of State, and the official safehaven is a U.S. safehaven, ordered/authorized departure travel of all evacuated dependents may be permitted to any place in the fifty United States, District of Columbia or non-foreign areas (U.S. territories, possessions, the Commonwealth of Puerto Rico and the Commonwealth of the Northern Mariana Islands) even though the employee is authorized travel only to a specific duty station in the United States or non-foreign area. Dependents earlier ordered or authorized to depart to the United States or non-foreign area or to an alternate foreign safehaven (see Sections 610l and 614) at Government expense, may be permitted to rejoin an employee subsequently ordered or authorized to depart to a duty station in the United States or non-foreign area. However, expenses of travel to and from an approved alternate foreign safehaven may be reimbursed only on a cost-constructive basis calculated from the evacuated post to the U.S. or non-foreign area duty station. (Interim eff. 04/10/2020; Final eff. 05/24/2020 TL:SR 995)**

**(2) From Outside Point to Safehaven**

**When an evacuee is away from a post on official travel (home leave orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time of an evacuation order, travel expenses may be paid to the safehaven location from the employee/dependent’s location.**

**When an employee and/or dependents are away from a post on personal travel when an evacuation order is issued, travel to the safehaven location is on a cost-constructive basis, not to exceed cost of travel from the evacuated post to the safehaven location. (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**Upon arrival at the safehaven location, SEA payments under Section 632 are applicable.**

**(3) Air Freight Allowance and Air Freight Replacement Allowance (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**An air freight allowance for unaccompanied air baggage (UAB) may be authorized for both ordered/authorized departure from and return to post trips (in accordance with pertinent agency travel regulations). In lieu of an air freight allowance from post, an air freight replacement allowance may be granted to help defray costs of items normally part of the authorized air freight shipment which must be purchased. The flat amounts are as follow: First evacuee without family: $250; First evacuee with one family member: $450; or First evacuee with two or more family members: $600. No receipts are required for this allowance. Note: Even when the air freight replacement allowance is granted from post, evacuees will still be eligible for an air freight allowance when/if they return to post. If evacuees are at two safehavens (U.S.; foreign; or approved alternate), there can be a first evacuee at two safehavens when calculating the air freight replacement allowance.**

**Example 1: Employee is at the foreign safehaven and three family members are at the U.S. safehaven. The allowable amount would be $250 for the employee at the foreign safehaven and $600 for the three family members at the U.S. safehaven.**

**Example 2: Employee is at the U.S. safehaven and three family members are at an authorized alternate safehaven. The allowable amount would be $250 for the employee at the U.S. safehaven and $600 for the three family members at the authorized alternate safehaven.**

**Example 3: Employee is at the U.S. safehaven (and physically located in Washington, D.C.) and three family members are at the U.S. safehaven (and physically located in Iowa). The allowable amount would be $600 because the employee and family members are all at the U.S. safehaven even though they are in separate U.S. locations.**

**(4) Third Country Nationals**

**On a case by case basis, as determined by the head of agency, third country national employees and/or their dependents may be considered for evacuation travel to their country of origin or point of hire rather than to other designated foreign or U.S. safehavens, if this is in the interest of the U.S. Government and approved by the Secretary of State.**

**b. Household Effects, Privately Owned Vehicle (POV) and Transportation Allowance (Eff. 01/03/2021 TL:SR 1011)**

**Access to, delivery and return to storage of household effects for evacuees is at personal expense, not Government expense. Shipment of POV is not authorized at U.S. Government expense. In the absence of a POV at a safehaven, a transportation allowance to assist with unexpected local transportation costs may be paid in the amount of $25 per day, regardless of family size. The transportation allowance may be paid from the first day following arrival at the safehaven. LIMITATION: The transportation allowance may not exceed $25 per day per family and may be paid at only one safehaven even if evacuees from the same family are at two different safehavens. Each member of a tandem is eligible for the $25 per day for the transportation allowance. Receipts are not required.**

**632 Subsistence Expense Allowance (SEA) (Eff. 01/03/2021 TL:SR 1011)**

**Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an evacuee shall be determined and paid in accordance with the provisions herein. Payment shall commence as of the date following arrival of the evacuee at a safehaven (see DSSR 610l and DSSR 614a. and DSSR 614c.), and may continue on that evacuation order for not more than 180 days or when terminated under these regulations, whichever occurs first. If determined by the Secretary of State, a subsequent order issued after the 180th day will constitute a separate order, will start a separate 180-day period, and will apply only to evacuees under that order. See DSSR 631 for Air Freight Replacement Allowance and Transportation Allowance. See DSSR 960 for the Evacuation Payments Worksheet.**

**The SEA payments authorized under this provision are payments consistent with 5 U.S.C. 5522(a)(1) and 5 U.S.C. 5522(a)(2).**

**632.1 Daily Amounts at U.S. Safehaven**

**(a) From the day following arrival at the safehaven location the first evacuee and additional family members will be reimbursed according to either a commercial or non-commercial rate. The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment. The non-commercial rate will apply to days for which a receipt for a commercial establishment is not received. On the 31st day at the safehaven location the rate of reimbursement will be reduced to the 31st through 180th day calculation listed for the rate (commercial or non-commercial) the family chooses for each of the remaining days in evacuation status. The employee may always be treated as the “first evacuee” if evacuated, even if evacuated subsequently to the other family member(s). There can only be one “first evacuee” per family at an official safehaven at any given time, except as provided under Section 632.4(b) (“Tandem Couples”).**

**Per diem rates may be accessed on the internet at the following locations:**

**For the Conterminous/Continental U.S. (CONUS): 48 contiguous states and the District of Columbia:** [**http://www.gsa.gov/portal/category/21287**](http://www.gsa.gov/portal/category/21287)

**For non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States):** [**http://www.defensetravel.dod.mil/site/perdiem.cfm**](http://www.defensetravel.dod.mil/site/perdiem.cfm)

**For foreign areas:** [**http://aoprals.state.gov/web920/per\_diem.asp**](http://aoprals.state.gov/web920/per_diem.asp)

**(b) Commercial rate**

**(1) The per-day amounts allowed for days 1 through 30 following arrival at the safehaven location are:**

**For the first evacuee:**

**Up to 100 percent (or up to 150 percent for special family compositions listed below) of the lodging portion of the safehaven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see non-foreign-area list at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.**

**Special Family Compositions**

**(a) First Evacuee plus one (non-spouse or non-domestic partner family member, age 18 and older)**

**(b) First Evacuee plus one (non-spouse/non-domestic partner family member of opposite gender, age 12 and over)**

**(c) First Evacuee plus two (one non-spouse/non-domestic partner family member, age 18 and older; or one non-spouse/non-domestic partner family member, opposite gender, age 12 and over)**

**(d) First Evacuee plus three (one non-spouse/non-domestic partner family member, age 12 and over)**

**(e)First Evacuee plus four or more family members**

Note: The Director of the Office of Allowances may consider requests for consideration of special family compositions not addressed by (a) through (e) above. Please submit such requests through appropriate agency channels to the Director, Office of Allowances (A/OPR/ALS), U. S. Department of State, Washington, D.C. 20522-0103.

**For each additional evacuee age 18 and over:**

**A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee under age 18:**

**A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**Example 1: Commercial Rate**

**Per-day amounts for days 1 through 30 commencing from the day following arrival at safehaven.**

**Safehaven Per Diem = $ 200 (Lodging Portion $150; M&IE $50). Family consists of Employee, Spouse or Domestic Partner, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.**

**First Evacuee: Lodging up to $225; M&IE $50**

**Spouse or Domestic Partner: $50**

**Children 6 & 12: $25; $25**

**Child 18: $50**

**Lodging reimbursed for actual expenses up to maximum of $225. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts for a U.S. or non-foreign safehaven; however, they may not be reimbursed in addition to these amounts for a foreign safehaven.**

**(2) The per-day amounts allowed from the 31st day following arrival at the safehaven location through the end of the evacuation are:**

**For the first evacuee:**

**Up to 100 percent (or up to 150 percent for special family compositions listed above) of the lodging portion of the safehaven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate. If the first evacuee cannot get an exemption from paying the tax on commercial lodging in the continental U.S. or non-foreign area (see non-foreign-area list at 632.1a), he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.**

**For each additional evacuee age 18 and over:**

**A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee under age 18:**

**A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**Example 2: Commercial Rate**

**Per-day amounts for days 31 through end of evacuation.**

**Safehaven Per Diem = $ 200 (Lodging Portion $150; M&IE $50). Family consists of Employee, Spouse or Domestic Partner, Children ages 6, 12 and 18. Note: Special Family Composition (e) applies.**

**First Evacuee: Lodging up to $225; M&IE $40.00**

**Spouse or Domestic Partner: $40.00**

**Children 6 & 12: $20.00; $20.00**

**Child 18: $40.00**

**Lodging reimbursed for actual expenses up to maximum of $225 per day. Commercial lodging receipt required. M&IE portions are flat amounts and receipts are not required. Lodging taxes may be reimbursed in addition to these amounts for a U.S. or non-foreign safehaven; however, they may not be reimbursed in addition to these amounts for a foreign safehaven.**

**(3) For lease coverage see Section 632.4(c).**

**(c) Non-Commercial Rate**

**(1) The per-day amounts allowed for days 1 through 30 commencing from the day following arrival at the safehaven location are:**

**For the first evacuee:**

**A flat amount of 10 percent of the lodging portion of the safehaven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee age 18 and over:**

**A flat amount equal to 100 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee under age 18:**

**A flat amount equal to 50 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**Example 1: Non-Commercial Rate**

**Per-day amounts for days 1 through 30 commencing from the day following arrival at safehaven.**

**Safehaven Per Diem = $200 (Lodging Portion $150; M&IE $50). Family consists of married couple employees or domestic partnership employees (both employees eligible for “first evacuee” rates) with two children ages 3 and 13.**

**First Evacuee: Flat amount $15; M&IE $50**

**First Evacuee: Flat amount $15; M&IE $50**

**Children 3 and 13: $25; $25**

**Receipts are not required for any of these amounts.**

**(2) The per-day amounts allowed from the 31st day following arrival at the safehaven location through the end of the evacuation are:**

**For the first evacuee:**

**A flat amount (no receipts required) equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee age 18 and over:**

**A flat amount equal to 80 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**For each additional evacuee under age 18:**

**A flat amount equal to 40 percent of the meal and incidental expense (M&IE) portion of the safehaven per diem rate.**

**Example 2: Non-Commercial Rate**

**Per-day amounts for days 31 through end of evacuation.**

Safehaven Per Diem = $200 (Lodging Portion $150; M&IE $50). Family consists of married couple employees or domestic partnership employees (both employees eligible for “first evacuee” rates) with two children ages 3 and 13.

**First evacuee: M&IE $40.00**

**First evacuee: M&IE $40.00**

**Children 3 and 13: $20.00; $20.00**

**Receipts are not required for any of these amounts.**

**632.2 Foreign or Alternate Safehaven (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**(a) For a foreign safehaven, the subsistence expense allowance will be based on the per diem rate of the designated foreign area under the payment guidelines of Section 632.1.**

**(b) When an evacuee goes to an approved alternate safehaven the subsistence expense allowance will be based on the lowest of the following per diem rates using the payment guidelines in Section 632.1: (1) the locality to which evacuated, (2) the rate applicable to the official safehaven (whether U.S. or foreign) or (3) the standard CONUS rate. Restriction: If there is a first evacuee at either a U.S. or foreign safehaven there cannot also be a first evacuee at the alternate safehaven. The subsistence expense allowance in this case would be based on the guidelines in Section 632.1 and calculated using the formula for “each additional evacuee” using the lowest of the above per diem rates.**

**632.3 Actual Payment**

**The daily rate of the subsistence expense allowance actually paid shall be either the maximum rate as determined above, or a lower rate if, in the judgment of the authorizing officer, such lower rate would be more in keeping with necessary living expenses.**

**632.4 Special Rules for Subsistence Expense Allowance**

**(a) During Annual Leave, Sick Leave, Parental Leave, Home Leave (not associated**

**With Permanent Change of Station (PCS), Leave Without Pay**

**(Eff. 01/03/2021 TL:SR 1011)**

Upon completion of authorized leave, an employee who is away from post on annual leave (including R&R) or home leave when an evacuation is approved should immediately notify post of an intention to return to work status in order to become eligible for the SEA at the designated U.S. or foreign safehaven. The employee then returns to post immediately or receives authorization to report to the U.S. or foreign safehaven or to a temporary duty station. Dependents become eligible for SEA upon their arrival at their authorized U.S., foreign, or alternate safehaven following the employee's commencement of official travel to the duty station. SEA is not paid to any evacuee authorized travel per diem (see DSSR 634).

Neither an employee nor dependent in R&R or home leave status is eligible for SEA. SEA payments continue for dependents previously ordered/authorized to depart who are joined by an employee on R&R or home leave, but no additional travel for the dependents is authorized at U.S. Government expense.

SEA shall continue to evacuees otherwise eligible while an employee in ordered/authorized departure status takes annual, sick or parental leave.

An employee in leave without pay (LWOP) status on a workday for one-half day or less is eligible for SEA. An employee in LWOP status may receive SEA if evacuated as a dependent.

**(b) Married Couple Employees or Domestic Partnership Employees**

Married couple employees or domestic partnership employees should each receive up to the first evacuee rate of subsistence expense. (See Section 610e(1).)

**(c) Lease Coverage**

**If an employee or designee signs a lease for lodging at the safehaven and is ordered to return to post, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at not to exceed the lodging portion of the safehaven per diem rate [plus applicable tax if an exemption cannot be obtained on commercial lodging in the continental U.S. or non-foreign area (see non-foreign-area list at 632.1a)].**

**633 Special Education Allowance (Interim eff. 4/5/2013; final eff. 6/2/2013 with TL:SR 813)**

**Unless otherwise directed by the Secretary of State, a special education allowance may be paid on behalf of children evacuated to the U.S. or foreign safehaven as follows:**

**633.1 Foreign Safehaven**

**(a) at the annual rate of the "school at post" education allowance indicated for the foreign safehaven post;**

**(b) at the "school away from post" rate either of the evacuated post or of the foreign safehaven post, at the discretion of the authorizing officer, if children are sent away from the foreign safehaven post to schools necessitating boarding. In this case the subsistence expense allowance ceases for that child until the end of the grant year. Subsistence expense is payable for such students only during the school break between grant years. The foreign safehaven location displaces the evacuated post as the travel destination.**

**633.2 U.S. Safehaven**

Normally education allowances are not payable on behalf of children evacuated from a post in a foreign area to a U.S. safehaven if accompanied by a parent, as public schools are available to all residents in the United States. However, if prior to evacuation, a child was attending school in the United States under the “at post” or "away from post" education allowance, the rate authorized for the evacuated post may continue for the remainder of the school year. Children under an “at post” education allowance are entitled to subsistence expense allowance if the “Exception” at Section 621.1(d)(1) and 621.2(d)(1) applies. There is no entitlement to subsistence expense allowance for children at school under an "away from post" education allowance. Subsistence expense is payable for such students only during the school break between grant years. See Section 621.1(d)(1) and 621.2(d)(1) for reimbursement under "school at post" education allowance for internet classroom expenses associated with school at post incurred at the safehaven.

**633.3 Alternate Approved Safehaven**

No special education allowance is authorized for dependents at an alternate safehaven.

**633.4 Child Eligible for Educational Travel at the Time of Evacuation**

Educational travel eligibility rules continue to apply as provided in Section 280, except that the official safehaven displaces the post as the travel destination from school. While the child is temporarily at the safehaven location, SEA payments may be made consistent with Section 632. While the child is at the school there are no SEA payments.

**633.5 Child Eligible for Special Needs Education Allowance at the Time of Evacuation**

If a child already qualifies for and is receiving the special needs education allowance at the foreign post of assignment and that child has no valid, legal Individual Education Plan (IEP) acceptable to U.S. public schools at the U.S. safehaven location for receipt of special education services, then the special needs education allowance may continue to be paid during the evacuation until such time as the U.S. public school begins to provide special services. See 271m, 276.2, and 276.8. These expenses may be reimbursed under the current year “school at post” and “special needs” education allowance maximum and may include those items listed in 276.8c.

**634 Suspension of SEA Payments**

**Payment of the subsistence expense allowance provided under Section 632 shall be suspended in the applicable per-person amount for any period during which the employee or dependents are authorized the travel expense allowance under Section 631, travel per diem, or educational travel under Section 280. If SEA payments are temporarily suspended for the first evacuee, one family member also receiving SEA becomes the first evacuee and thus receives the higher SEA payment.**

**635 Termination**

**Entitlement to special allowance payments during an evacuation shall cease as of the earliest of the following dates (an appropriate grace period necessary to arrange return to post may be authorized, normally not to exceed ten days, provided it is justified on the employee's travel voucher and provided the 180 day limit is not exceeded):**

**(a) the date the evacuated employee commences travel under an assignment order to another duty station outside the evacuation area;**

**(b) the effective date of transfer when the employee is already at the post to which transferred;**

**(c) the date of separation;**

**(d) the date specified by the head of agency;**

**(e) the date specified by the Secretary of State;**

**(f) 180 days after the evacuation order is issued; or**

**(g) the date the evacuee commences return travel to post.**

**636 Return to Assignment (Interim eff. 7/17/2020; Final eff. 8/30/2020 TL:SR 1002)**

**Not later than 180 days after the evacuation order is issued, an evacuated employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post, unless a determination is made by the head of agency or designee due to exigent circumstances to allow the evacuated employee to remain in the current assignment without returning to post, provided the post remains under the evacuation order. The head of agency or designee shall determine when circumstances no longer necessitate such action. These actions must be taken in accordance with prescribed agency regulations.**

**637 Not currently used**

**638 Review - Employee Accounts (See also Section 618.)**

**638.1 The payroll office having jurisdiction over the employee's accounts shall review his/her account at the earliest possible date after the evacuation is terminated, or earlier if the circumstances justify, or after the employee returns to his/her assigned post of duty, or when the employee is officially reassigned to another post.**

**638.2 For the period or periods covered by any payments under these regulations, the employee shall be considered as though active Federal service had been rendered in a regular position without a break in service. Compensation shall be adjusted on the basis of the rates of compensation including any allowances or post differentials to which the employee would otherwise be entitled under all applicable statutes other than this act (P.L. 87-304, 75 Stat. 662), as codified in 5 U.S.C. 5521-5527, as reflected in Sections 621.1 and 621.2. Any adjustments shall also reflect payments made to the employee as authorized by Sections 617 through 618 of these regulations.**

**639 Employees/Dependents Assigned But Not Arrived at Post**

**Employees/dependents who have not yet arrived at the post at the time of the evacuation/departure order are not covered by Chapter 600. However, under the limited circumstances outlined in Section 245, employees and dependents precluded from proceeding to post may be eligible for payments equivalent to those provided under Chapter 600 of the Standardized Regulations. Otherwise, when the criteria of Section 245 are not met, dependents who normally would accompany an employee to post will be eligible for involuntary separate maintenance allowance (Section 260) effective the date the employee begins official travel under assignment orders.**

**640 APPROVAL OF AGENCY REGULATIONS**

**641 Prior Approval**

**Executive Order 10982 requires prior approval by the Secretary of State of an agency's regulations which implement Chapter 600 of the Standardized Regulations (GC,FA). No agency shall make any payment under 5 U.S.C. 5521-5527 until approval has been received.**

**642 Approval Procedures**

**The head of an agency may adopt these regulations without change, but the Secretary of State must be so notified before the requirement for prior approval is satisfied. When an agency proposes to implement regulations that deviate from those provided in this Chapter, prior approval must be obtained from the Secretary of State before implementation.**

**643 Supplements to Agency Regulations**

**An agency may issue supplemental instructions so long as they are not inconsistent with approved regulations and prior approval of the Secretary of State has been obtained before implementation.**

**644 Reimbursement to Other Agencies**

**If a payment is made to an employee or designated representative by an agency other than his/her own, the amount and date of payment will be immediately reported to the employee's agency and prompt reimbursement will be made.**

**645 Agencies with Approved Regulations (Eff. 09/27/2020; TL:SR 1004)**

**Agencies which have regulations approved by the Secretary of State:**

**Agency for International Development**

**Agriculture, Department of**

**American Battle Monuments Commission**

**Commerce, Department of**

**Defense, Department of**

**Education, Department of**

**Energy, Department of**

**General Accounting Office**

**General Services Administration**

**Health and Human Services, Department of**

**Homeland Security, Department of**

**Interior, Department of the**

**Justice, Department of**

**Labor, Department of**

**National Aeronautics and Space Administration**

**National Science Foundation**

**Peace Corps**

**State, Department of**

**Transportation, Department of**

**Treasury, Department of the**

**Veterans Affairs, Department of**

**CHAPTER 650 DANGER PAY ALLOWANCE (Last updated 12/13/2015)**

**651 Definitions**

**For the purpose of this chapter:**

**a. "Danger Pay Allowance" means the additional compensation of up to 35 percent over basic compensation granted to employees (Section 031 and 040i) for service at designated danger pay posts, pursuant to Section 5928, Title 5, United States Code (Section 2311, Foreign Service Act of 1980) and the provisions of this chapter. (eff. 03/05/06 TL:SR 661)**

**b. "Danger Pay Post" means:**

**1. a place listed individually in Section 920 which has been so designated by the Secretary of State;**

**2. a place which is not listed individually in Section 920 but which is located in a country or area which has been so designated by the Secretary of State.**

**c. “Detail” means detail as defined by Section 040p, for a minimum of four (4) cumulative hours in one day, at a place designated a danger pay area . All periods of leave while present at such place of detail may be included to meet the four hour requirement, but days of absence away from the designated post or country/area may not be included. Employees transiting a post who are inadvertently detained thereat for four (4) hours or more shall be considered on detail.**

**d. "Day" When an employee is detailed to a danger pay post or area four hours or more, he/she may receive the danger pay allowance for the full day.**

**652 Scope**

**a. The danger pay allowance is designed to provide additional compensation above basic compensation to all U.S. Government civilian employees, including Chiefs of Mission, for service at places in foreign areas where there exist conditions of civil insurrection, civil war, terrorism or wartime conditions which threaten physical harm or imminent danger to the health or well-being of an employee. These conditions do not include acts characterized chiefly as economic crime.**

**b. The danger pay allowance may be granted separately from any grant of post differential in Chapter 500 and may be granted at foreign posts or country/areas which have no post differential.**

**c. The danger pay allowance, if prescribed, is in lieu of any difficult to staff incentive differential authorized at post, which may have been in effect at the post at the time of designation as a danger pay post to the extent that combined payments may not exceed 35 percent of basic compensation. (eff. 03/05/06 TL:SR 661)**

**d. The danger pay allowance is in lieu of that part of the hardship post differential rate (Chapter 500) at a post which is attributable to political violence and terrorism. Consequently, the rate of post differential may be reduced while danger pay allowance is in effect to avoid dual crediting for political violence and terrorism. However, combined danger pay, post hardship differential, and difficult-to-staff incentive differential for each employee will be at least five percent of basic compensation above the previous combined post hardship differential and difficult-to-staff incentive differential in effect at the post. (eff. 10/4/2015 TL:SR 874)**

**e. The amount of the danger pay cannot exceed 35 percent of basic compensation. (eff. 03/05/06 TL:SR 661)**

**f. The amount of danger pay allowance shall be at the rates of 15, 25, or 35 percent, based on the determined level of danger and the presence of non-essential personnel and dependents at post. Except in the case of danger pay granted pursuant to subsection "g" of this section, the amount of danger pay allowance shall be at the rates prescribed in this subsection. (eff. 12/13/15 TL:SR 879)**

**g. Under circumstances defined by the Secretary of State, a danger pay allowance may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense as eligible for imminent danger pay. The Secretary of State will define the area of application for civilian employees and the amount of danger pay shall be the same flat rate amount paid to uniformed military personnel as imminent danger pay. Danger pay authorized under this subparagraph will not be paid for periods of time that the employee either receives danger pay authorized under subparagraph "f" or post differential that would duplicate political violence credit.**

**653 Basis for Danger Pay Allowance**

**653.1 Designation**

**A danger pay allowance is established by the Secretary of State when, and only when, civil insurrection, civil war, terrorism or wartime conditions threaten physical harm or imminent danger to the health or well-being of a majority of employees officially stationed or detailed at a post or country/area in a foreign area. To determine whether the situation meets the danger pay criteria, the Department of State (Office of Allowances) will conduct a regular review. The Director of the Office of Allowances will chair a working group which will make a recommendation to the Assistant Secretary of State for Administration concerning a danger pay designation. (eff. 12/13/15 TL:SR 879)**

**653.2 Criterion**

**In general, the conditions described under Section 652a and 653.1 must be such that there must exist a continuing threat of physical harm or imminent danger to health or well- being of employees at the post.**

**653.3 Periodic Review**

**Posts designated for danger pay will undergo a review of conditions on an annual basis, or more frequently when necessary. The danger pay working group will use Government security reports to review conditions at danger pay allowance posts to ensure that the allowance continues only during the existence of conditions justifying such payment. As a result of such reviews, the danger pay allowance for a particular post may be modified or removed at any time. (eff. 12/13/15 TL:SR 879)**

**654 Danger Pay Allowance Applicable to Post (Section 040h)**

**654.1 Commencement**

**Danger pay allowance commences on the date of designation by the Secretary of State for employees present at the post on assignment or detail, and on the date of arrival at post for subsequently assigned or detailed employees or for employees returning to post after temporary absence.**

**654.2 Termination**

**The danger pay allowance terminates as of the close of business on the day the designation is removed by the Secretary of State, or the day the employee departs the post for any reason for a post or country/area not designated for the danger pay allowance.**

**655 Danger Pay Allowance on Detail**

**Employees on detail at a danger pay post may be granted the danger pay allowance at the prescribed rate for all days of detail at such post except for days of absence from the post in a post or area not designated for the danger pay allowance. Note: Danger Pay is paid only for hours for which basic compensation is paid.**

**656 Payments**

**656.1 Full-time, Temporary and Intermittent Employees**

**The danger pay allowance for full-time employees and employees appointed for temporary periods (section 031.3 and 031.4) shall be at the percentage of basic compensation established for the post. For part-time regularly scheduled employees and intermittent employees the danger pay allowance shall be computed at the prescribed percentage of basic compensation earned during the applicable pay period.**

**656.2 No Ceiling on Payments**

**The danger pay allowance is not subject to any ceiling which would provide a payment less than the full percentage rate prescribed for the post.**

**657 Exclusion of Danger Pay Allowance from Step Pay Increase Computations**

**Payment of the danger pay allowance shall not be construed as part of basic compensation for computing within-grade, step, merit pay increases and Senior Executive Service or Senior Foreign Service bonuses.**

**DEFENSE DEPARTMENT TEACHERS (Last Updated 1/14/2001)**

**710 GENERAL**

**Under the general provisions of Chapter 000 and the modifying provisions of this chapter, a teacher (Section 040n) who is assigned to a teaching position at a post (Section 040h) may be granted quarters allowances in accordance with Chapter 100, cost-of-living allowances in accordance with Chapter 200, be paid a post differential in accordance with Chapter 500, and may be paid a difficult to staff incentive differential in accordance with Chapter 1000.**

**720 ALLOWANCES - SPECIAL RULES**

**721 Commencement of Grant After Early Arrival**

**Where a teacher who is not entitled to a living quarters allowance under Section 723.1 for personal convenience arrives at the post in advance of the date normally scheduled by the agency, the date of arrival for commencement of any quarters allowance grant shall be considered to be the date after actual arrival on which he/she enters into pay status in a teaching position.**

**722 Termination of Grant**

**An allowance grant (except a quarters allowance grant provided for under Section 723), not otherwise terminated under applicable sections of these regulations, shall terminate at the end of the teacher's required work status in a teaching position at the post, including any period of authorized annual leave with pay immediately following such status.**

**723 Quarters Allowances**

**723.1 Continuation During Recess Period**

**The living quarters allowance grant authorized under Section 130 shall be continued during the recess period immediately preceding the next school year for a teacher who is in a teaching position at the close of a school year and who agrees in writing to serve as a teacher for the next school year. If, however, a teacher who has agreed in writing to serve as a teacher for the next school year does not report for service at the beginning of that school year, he/she shall, except for reasons beyond his/her control and acceptable to the Department of Defense, be obligated to the United States in an amount equal to any quarters allowance which he/she may have received during the recess period, or in an amount equal to the reasonable value of any Government quarters which he/she occupied, or the storage which he/she was furnished during that period, or both, as the case may be in accordance with Section 7 of the Defense Department Overseas Teachers Pay and Personnel Practices Act (P.L. 86-91), as amended by P.L. 87-172.**

**723.2 Continuation While Awaiting Authorized Transportation**

**The living quarters allowance grant may be continued through the date of departure from the post for a teacher who, at any time and regardless of pay status, is required to await authorized transportation. As an alternative, a temporary lodging allowance (Section 120) may be paid for a period not in excess of one month prior to final departure from the post.**

**723.3 Limitation During Recess Period**

**The Government quarters or storage furnished, in accordance with the law cited in Section 723.1, or quarters allowance granted, to a teacher shall be in lieu of any quarters or quarters allowances to which he/she otherwise might be entitled by reason of employment in another position during any recess period between two school years.**

**724 Cost-of-Living Allowances**

**724.1 Annual Salary Computation**

**The annual basic compensation of a summer school teacher shall be computed by multiplying his/her daily rate of pay by 260.**

**724.2 Basis for Cost-of-Living Allowances During Recess Period**

**If a teacher is employed in another Government position during any recess period between two school years, any post allowance for which he/she is otherwise eligible under these regulations shall be based upon the salary of the position in which he/she is employed during such recess period.**

**724.3 Post Allowance**

**In computing post allowance for teachers paid on a school year basis, divide the total annual amount of post allowance payable from the appropriate table in Section 229.1 by the number of calendar days in the school year to obtain a daily rate. Multiply the daily rate by the number of calendar days in the pay period (normally 14).**

**COMPENSATORY TIME OFF AT CERTAIN POSTS IN FOREIGN AREAS (Last Updated 3/4/1984)**

**810 GENERAL**

**811 Definitions**

**a. "Compensatory time off" in this chapter means compensatory time granted pursuant to authority in 5 U.S.C. 5926 (notwithstanding subchapter V of Chapter 55 of Title 5, United States Code, or any other law). It is time off from a regular scheduled tour of duty, without charge to leave, for an equal amount of time spent in overtime work.**

**b. "Overtime work" as used in this chapter is all officially ordered or approved work performed by an employee in excess of 40 hours in an administrative workweek, or 8 hours in a day, whichever is the greater number of hours. It includes regularly scheduled overtime work, which must be authorized by headquarters or its designee.**

**c. "Employee" in this chapter is as defined in Section 040i except that he/she need not be eligible for quarters allowance under Section 031. Employee may be in temporary duty status or may be working part-time regardless of the prohibition in Section 031.5.**

**812 Scope**

**Compensatory time off is intended to provide employees at isolated posts who so elect and who work regularly scheduled overtime with time off equal to the overtime worked; or at posts customarily observing irregular work hours or having other special considerations with time off during the same pay period equal to the overtime worked. There is no carry cover to a new post of such compensatory time not used.**

**820 CIRCUMSTANCES WHERE APPLICABLE**

**The head of agency may, on request of an employee serving in a foreign area:**

**a. at an isolated post performing functions required to be maintained on a substantially continuous basis, grant the employee compensatory time off for an amount of time spent equal to that spent in regularly scheduled overtime work; or**

**b. at a post in a locality that customarily observes irregular hours of work, or where other special conditions are present, in order to cope with such conditions, grant the employee compensatory time off for an amount of time equal to that spent in regularly scheduled overtime work for use during the pay period in which it is earned.**

**830 PROHIBITIONS**

**a. Credit for compensatory time off earned under Section 820b shall not form the basis for any additional compensation.**

**b. Compensatory time off earned under Section 820 a and b shall be for use only while the employee is assigned to the post where it is earned. Such compensatory time not used at the time the employee is reassigned to another post shall be forfeited.**

**840 GRANTING COMPENSATORY TIME OFF**

**Compensatory time off as described in this chapter may be granted in accordance with implementing regulations of the responsible Government agency, subject to provisions of this chapter.**

**850 ADVANCES OF PAY (Last Updated 5/20/2001)**

**851 Scope**

**851.1 Purpose**

**These regulations are to provide authority necessary for agencies to administer Section 5927 of Title 5, United States Code, as amended.**

**851.2 Applicability**

**The provisions of this chapter apply to all agencies defined in Section 040d of these regulations and to certain civilian employees of the United States Government as defined in this chapter and in Sections 040i and 040j.**

**851.3 Definition**

**"Pay" is the amount of basic compensation (Section 040k) paid an employee without taking into consideration other additional compensation or allowances or differentials.**

**852 Advance Payments**

**a. The head of an agency or designee may provide for the advance payment of up to three months’ pay:**

**(1) to or for the account of a United States citizen employee as defined in Section 040i proceeding or upon his or her arrival at a post of assignment in a foreign area;**

**(2) to or for the account of a United States citizen employee as defined in Section 040i when the employee or an eligible family member residing in the foreign area suffers a medical emergency as defined by the head of agency or designee; and**

**(3) to or for the account of an employee as defined in Section 040j when the employee is located outside the country of employment pursuant to United States Government authorization and suffers a medical emergency.**

**b. Subject to adjustment of the account of the employee under Section 853b, the advance of pay is at the rate of pay currently authorized for the employee on the date the advance payment is made under agency procedure governing advance payments.**

**c. An advance of pay under Section 852a is recoverable by the United States Government from the employee or his/her estate by:**

**(1) setoff against accrued pay, amount of retirement credit, or other amount due to the employee from the United States Government; and**

**(2)such other method as is provided by law.**

**The head of agency may waive in whole or in part a right of recovery of an advance of pay under Section 852a, if it is shown that the recovery would be against equity and good conscience or against the public interest.**

**853 Review of Accounts**

**The head of each agency shall provide for:**

**a. the review of the account of each employee of the agency in receipt of payments under this chapter; and**

**b. the recovery of the amount of pay advanced or waiver thereof.**

**854 Allotment and Assignment of Advanced Pay**

**The head of each agency may establish procedures under which an employee is permitted to make allotments and assignments of amounts out of the advanced pay for such purpose as the head of agency considers appropriate.**

**855 Funds Available on Reimbursable Basis**

**Funds available to an agency for payment of pay to or for the accounts of employees of the agency are available on a reimbursable basis for payment of pay to or for the accounts of employees of another agency under this chapter.**

**POST CLASSIFICATION AND PAYMENT TABLES (Last Updated 09/27/2020; TL:SR 1004)**

**910 EXPLANATIONS AND INSTRUCTIONS**

**911 Section 920 - Post Classifications**

**Section 920 of these regulations provides listings of the allowances, post differential, danger pay rates and allowance reporting requirements for all foreign localities where employees may be assigned. Footnotes included in the table are explained at the end of Section 920.**

**911.1 Changes in the Post Classification Table (eff. 5/1/05 TL:SR 650)**

**Allowance, post differential and danger pay rates are reviewed on a regular basis throughout the year and revised as indicated by completed survey reports, currency exchange rate changes or the assignment of employees to new duty stations. (eff. 5/01/05 TL:SR 650)**

**911.2 Post Classification and Payment Tables**

**The electronic Section 920 lists the individual post, country, or area of assignment for allowance, post differential and danger pay purposes under the heading of "Location." Where a town, city, or other post of assignment is not covered by the locality listing, the rates established for "Other" areas of the country are applicable pending a determination that separate allowance, differential or danger pay rates are warranted. (eff. 5/01/05 TL:SR 650)**

**The following brief summaries of the allowances, post differential and danger pay listings in Section 920 are provided to assist the user in understanding the allowance tables. These descriptions should be used along with the more detailed references cited.**

**Post Allowance - This is commonly known as the "cost-of-living" allowance. It is paid where foreign living costs are higher than those in the Washington, D.C. area. The figures listed under the column heading of "Cost of Living Allowance" show the "post class", with classes indicating living costs from 5% to 100% above Washington's (e.g. class 5 indicates that living costs are approximately 5% higher than in the Washington, D.C. area). It is paid as a percentage of spendable income and is not taxable. (See Section 220 and Section 960, Omnibus Exhibit.) (Eff. 09/27/2020; TL:SR 1004)**

**Post (Hardship) Differential - This is a premium payment for service in locations having extraordinarily difficult or notably unhealthful living conditions, or excessive physical hardships. The differential is paid as a percentage of the employee's base salary and is taxable as income for U.S. Government employees. (See Section 500 and Section 960, Omnibus Exhibit.) (eff. 5/01/05 TL:SR 650)**

**Transfer Zone - Employees transferred between zones 1 and 3 may be eligible for the wardrobe portion of the transfer allowance. (See Section 240 and 250 and Section 960 FTA and HSTA Worksheets.) (eff. 5/01/05 TL:SR 650)**

**Danger Pay - (footnote p, u or v) is additional pay for service at places where insurrection, terrorism, or war conditions threaten physical harm or imminent danger to employees. Danger pay under footnotes p and u is paid as a percent of the employee's base salary. Danger pay under footnote v is paid as a flat monthly amount. All danger pay is taxable. (See Section 650, Section 920 footnotes and Section 960, Omnibus Exhibit.) (eff. 5/01/05 TL:SR 650)**

**Education - The education allowance levels listed are maximum amounts established for the reimbursement of school costs for school-age children. When local schools are not adequate for American children, the "away from post" allowance is established at a higher level to cover tuition, transportation, and room and board costs at a boarding school. The symbol "K" refers to the kindergarten grade level. (See Section 270 and Section 960 Education Worksheet.) (eff. 5/01/05 TL:SR 650)**

**Living Quarters Allowance - This allowance is a maximum amount to cover actual costs of rent and utilities for employees privately leasing their quarters. Employees with one dependent residing with them at post receive up to the "With Family" rate as indicated by the abbreviation (WF); the employees without dependents residing with them at post receive up to the "Without Family" (WOF) rate. Additional allowances for larger families are provided as explained in Section 135.4. (See Section 130 and Section 960 LQA Worksheet.) (eff. 5/01/05 TL:SR 650)**

**911.4 Reports**

**The Reporting Requirements section specifies which agency is required to submit reports and the months/years in which the respective reports are due. If a report is due on a biennial basis, Section 920 will indicate whether it is to be submitted in odd or even years. A dash in any column means that the report is not required. (Eff. 09/27/2020; TL:SR 1004)**

**The Reporting Requirements section also identifies which Federal agency has been designated to furnish reports for the listed post. (Exception: Education Allowance Questionnaires are not required from the Departments of the Army, Navy, or Air Force.) Where diplomatic or consular establishments are located, the designated agency is the Department of State. At other posts it is generally the agency reported to have the majority of employees assigned to the post who are eligible for allowances. Reports of individual quarters expenses on Section 960 LQA Worksheets or DS-7604 are required of all agencies (see Sections 072.11 and 072.12 for specifics.) (eff. 5/01/05 TL:SR 650)**

**911.5 Reporting Agency (eff. 5/01/05 TL:SR 650)**

**a. Agency Identification**

**The initials below identify the Federal agencies as shown:**

**ABMC American Battle Monuments Commission**

**AF Air Force, Department of the**

**Agr Agriculture, Department of**

**AID Agency for International Development**

**AIT American Institute in Taiwan**

**Ar Army, Department of the**

**Com Commerce, Department of**

**DHS Homeland Security, Department of**

**DOD Defense, Department of**

**DOT Transportation, Department of**

**FBIS Foreign Broadcasting Information Service**

**GSA General Services Administration**

**HHS Health and Human Services, Department of**

**Int Interior, Department of the**

**Jus Justice, Department of**

**Lab Labor, Department of**

**NASA National Aeronautics and Space Administration**

**Nav Navy, Department of the**

**OSD Office of the Secretary of Defense**

**PC Peace Corps**

**St State, Department of**

**Tr Treasury, Department of the**

**920 ALPHABETICAL LIST OF POSTS IN SECTION 920 (Deleted Eff. 09/27/2020; TL:SR 1004)**

**LIST OF COUNTRIES AND POSTS CLASSIFIED FOR ALLOWANCES AND DIFFERENTIALS**

**(Including Reporting Requirements) SEE ALLOWANCES BY LOCATION AT** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**SECTION 960**

**WORKSHEETS/EXHIBITS**

**Standard Form 1190**

**Foreign Allowances Application, Grant and Report**

**See Separate Document**

**TQSA**

**Temporary Quarters Subsistence Allowance Worksheet**

**(DSSR 120)**

**LQA**

**Living Quarters Allowance Annual/Interim Expenditures Worksheet**

**(DSSR 130)**

**EQA**

**Extraordinary Quarters Allowance Worksheet**

**(DSSR 138)**

**FTA**

**Foreign Transfer Allowance Worksheet**

**(DSSR 240)**

**HSTA**

**Home Service Transfer Allowance Worksheet**

**(DSSR 250)**

**EDA**

**Education Allowance Worksheet**

**(DSSR 270)**

**EPW**

**Evacuation Payments Worksheet**

**(DSSR 600)**

**OMNIBUS EXHIBIT**

**PA - Post Allowance (DSSR 220)**

**SMA - Separate Maintenance Allowance (DSSR 260)**

**EDT - Educational Travel (DSSR 280)**

**PD - Post Differential (DSSR 500)**

**DP - Danger Pay (DSSR 650)**

**TQSA - Temporary Quarters Subsistence Allowance Worksheet (DSSR 120)**

Employees should refer to their agency-specific regulations in addition to DSSR section 120 to compute the TQSA which should be claimed on Standard Form (SF) 1190 (“Foreign Allowances Application, Grant and Report”). This worksheet includes information necessary to process the claim for TQSA and is reproducible locally.

|  |  |  |
| --- | --- | --- |
| 1. **Employee name (Last, First, Middle initial)** | | **2. Agency** |
| 3. **Current post/Country of assignment/Locality code** | | 4**. Date of arrival** |
| **5. Next post of assignment if TQSA precedes final departure from current post** | | |
| **6. TQSA Commencement date** | **7. TQSA termination date** | |

**To calculate amounts, use per diem rate for foreign post of assignment found in DSSR Section 925 (“Per Diem Supplement”) in effect during the month of the claim. Per diem rates may change monthly.**

|  |
| --- |
| 8. Use the following table to calculate maximum daily rate allowed for days 1 through 30 upon **first arrival** at post. This table should also be used for days 1 through 30 upon **final departure** from post. If excessive lodging costs pertain, refer to DSSR Sections 123.36 and 124.34 for possible continued use of this table. If no-cost quarters are occupied, maximum daily family rates shall not exceed 50% of maximums. Agencies may have further restrictive policies if no-cost quarters include cooking and  laundry facilities (see DSSR 122.3). |

**Per Diem Rate in effect during this claim period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupant(s) x Percentage allowed = Maximum Allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 75% of **Per Diem** | $ |
| Family members 12 & over |  | 50% of **Per Diem** | $ |
| Family members under 12 |  | 40% of **Per Diem** | $ |
|  | | Maximum daily family rate for this period | $ |

|  |
| --- |
| 9. Use the following table for days 31 through 60 upon **first arrival** at post and, with agency approval for days 31 through 60 upon **final departure** from post. |

**Per Diem Rate in effect during this claim period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupant(s) x Percentage allowed = Maximum allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 65% of **Per Diem** | $ |
| Family members 12 & over |  | 45% of **Per Diem** | $ |
| Family members under 12 |  | 35% of **Per Diem** | $ |
|  | | Maximum daily family rate for this period | $ |

|  |
| --- |
| 10. Use the following table for days 61 through 90 upon **first arrival** and, with agency approval, days 91 through 150.This table should also be used, with agency approval, for days 61 through 90 upon **final departure** from post. |

**Per Diem Rate in effect during this claim period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupant(s) x Percentage allowed = Maximum allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 55% of **Per Diem** | $ |
| Family members 12 & over |  | 40% of **Per Diem** | $ |
| Family members under 12 |  | 30% of **Per Diem** | $ |
|  | | Maximum daily family rate for this period | $ |

DSSR Section 960 - Worksheets (TL:SR 711 7/5/2009) TQSA - page 1 of 2

**TQSA Actual Expense Worksheet (DSSR 120)**

This worksheet may be used to record information used to claim this allowance on the SF-1190. Employees must submit lodging receipts. They must also submit a certified statement of daily meal laundry and dry cleaning expenses. Submit separate claims for each 30 day period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 11. **Employee Name (Last, First, Middle Initial)** | | | | | |
| 12. **List foreign currency (indicated by “fc”) or U.S. Dollar amount paid. List exchange rate used under “Remarks”** | | | | | | |
| Date | | (A)  Lodging | (B)  Per Day Meal/Laundry/Dry Cleaning Statement | **(C)**  **Total per day**  **(A+B)** | **(D)**  **Maximum daily family rate (page 1)** | **(E)**  **Maximum daily allowable (Lesser of C or D)** |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
|  | |  |  |  |  |  |
| Total allowable expenses claimed this period | | | | | | $ |

|  |
| --- |
| 13. **Remarks** |

**TQSA SHALL NOT BE PAID WITH POST ALLOWANCE AND MAY BE PAID WITH LQA IN LIMITED CIRCUMSTANCES (DSSR 124.1A). REIMBURSEMENTS ARE LIMITED TO ACTUAL EXPENSES INCURRED UP TO THE MAXIMUMS.**

|  |
| --- |
| 14. **Employee Statement:** I am attaching receipts for lodging expenses claimed above. I certify that the meal and laundry/dry cleaning expenses are accurate.  Employee’s signature Date |

DSSR Section 960 - Worksheets (TL:SR 711 7/5/2009) TQSA - page 2 of 2

**LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)**

Allowable expenses under the Living Quarters Allowance are reported here to process a claim on the SF-1190. This worksheet is reproducible locally.

|  |  |
| --- | --- |
| 1. **Employee name (Last, First, Middle initial)** | 2. **Agency** |
| 3. **Pay plan/Series/Grade/Annual salary** | 4. **Date of arrival** |
| 5. **Current post/Country of assignment/Locality code** | |

6. **If spouse or domestic partner is employed by the U.S. Government:**

|  |  |
| --- | --- |
| Spouse’s or Domestic Partner's Name: | Quarters allowance received: |

7. **Family domiciled at post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of family member | Relationship | DOB except spouse or domestic partner  (mm/dd/yy) | Percentage of support | Date of arrival at post | Residence  address |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

8. **Family domiciled away from post**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of family member | Relationship | DOB except spouse or domestic partner  (mm/dd/yy) | Percentage of support | Date of departure  from post | Residence  address |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

9. **Description of quarters occupied by the employee**

|  |  |  |
| --- | --- | --- |
| **Date quarters occupied:** \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_(mm/dd/yy)  **Type of quarters:** House [\_\_\_\_\_] Apartment [\_\_\_\_\_]  Furnished [\_\_\_\_\_] Unfurnished [\_\_\_\_\_\_] Privately Leased [\_\_\_\_\_\_]  Government owned or leased [\_\_\_\_\_] Personally Owned [\_\_\_\_\_] | | **Quarters size:** (Total rooms should include dining room, living room,  kitchen, bedrooms, den, and bathrooms)  Total rooms \_\_\_\_\_\_\_\_\_\_  Total useable square footage\_\_\_\_\_\_\_\_\_\_\_\_\_ *or* square meters\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10. **If employee shares quarters, give name of person(s) with whom sharing and employing firm or agency** | |
| 11. **If employee rents quarters from another U. S. Government employee, give name of that employee and employing agency** | |
| 12. **If employee lets or sublets portion of his owned or leased quarters:**  **(a) Name of sublessee and employing agency or firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(b) Amount received from sublessee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(c) Has amount received from sublessee been deducted from expenses claimed under block 16? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(d) Date let or sublet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |

DSSR Section 960 - Worksheets (TL:SR 711 7/5/09) LQA - page 1 of 2

**LQA - Living Quarters Allowance Annual/Interim Expenditures Worksheet (DSSR 130)**

|  |  |
| --- | --- |
| 13. **Employee name (Last, First, Middle initial)** | 14. **Check one: [\_\_\_\_\_] Estimated *or* [*\_\_\_\_\_*]Actual.**  **LQA expenses for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** |
| 15. **FOR OFFICIAL USE ONLY**  **Foreign currency rate used to compute expenses listed under item 16: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For Personally Owned Quarters (POQ): date of original**  **purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; exchange rate at time of original purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and number of years already claimed for rent**  **portion of LQA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16. The following expenses were actually incurred or are estimated for the period claimed in block 14. Expenses should be supported by lease or rental agreement, receipts or canceled checks. If unobtainable, explain why under block 17, Remarks. | (A)  Foreign Currency  Expenses | (B)  U.S. Dollar  Expenses | **(C)**  **For official use only** | **(D)**  **For official use only** |
| **Items (a) through (j) are rent and rent-related expenses** |  |  |  |  |
| (a) Rent, if leased; or  10% of original purchase price, if owned (claim limit: 10 years) |  |  |  |  |
| (b) Garage rental (not to exceed 25% of maximum LQA rate) |  |  |  |  |
| (c) Furniture rental (not to exceed 25% of maximum LQA rate) |  |  |  |  |
| (d) Insurance on rented property and/or furnishings required by local law to be paid by lessee |  |  |  |  |
| (e) Taxes levied by the local government and required by law or custom to be paid by lessee |  |  |  |  |
| (f) Land rent, if required by local law or custom (applies only to POQ) |  |  |  |  |
| (g) Agent’s fee if mandatory by law or custom and is condition of obtaining lease. |  |  |  |  |
| (h) Apartment/condominium fees  (Excluding single family dwelling and POQ) |  |  |  |  |
| (i) Interest on a loan from American institution to finance “key money” paid to landlord. |  |  |  |  |
| (j) Appreciation fee paid directly to landlord. Must appear on lease or rental agreement. |  |  |  |  |
| **Items (k) through (o) are utilities and utility related expenses** |  |  |  |  |
| (k) Heat - gas, fuel |  |  |  |  |
| (l) Electricity |  |  |  |  |
| (m) Other heat, fuel (Specify) |  |  |  |  |
| (n) Water |  |  |  |  |
| (o) Garbage and trash disposal |  |  |  |  |
| **Total expenses claimed for this period:** |  |  |  |  |

|  |
| --- |
| 17. **Remarks** |

|  |
| --- |
| 18. **For official use only (DSSR 135 and 136)** |
| Quarters allowance group: \_\_\_\_\_\_\_\_\_ WF (“With Family”) \_\_\_\_\_\_\_\_ WOF (“Without Family”)  Maximum Annual LQA rate (DSSR 920, column 2, plus 10%, 20% or 30% for additional family members) = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Daily LQA rate = Annual LQA rate divided by number of days in calendar year. Biweekly rate = daily rate times 14. Any other period = daily rate times number of days claimed.  Beg. date claimed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date claimed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of days claimed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LQA this period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| 19. **Employee Statement:** I certify that the amounts claimed above were incurred for the period claimed or are estimated to the best of my knowledge for future costs.  Employee’s signature Date |

DSSR Section 960 - Worksheets (TL:SR 711 7/5/09) LQA - page 2 of 2

**EQA – Extraordinary Quarters Allowance Worksheet (DSSR 138)**

Allowable expenses under the Extraordinary Quarters Allowance are calculated here to process a claim on the SF-1190. This worksheet may be reproduced locally.

An Extraordinary Quarters Allowance (EQA) may be paid when the employee and/or family members must vacate permanent residence quarters and occupy temporary quarters for no more than 90 days due to U.S. Government renovations/repairs or other unhealthy or dangerous conditions. The two portions of the EQA are: (1) a lodging portion for actual expenses up to a maximum and (2) a flat meal amount intended to help defray costs in excess of meals normally consumed in the permanent residence. Agencies may have a policy in place to appropriately reduce the amounts if no cost quarters and/or military/USG dining facilities are available. Agencies may also pay only the meal portion of this allowance when U.S. Government renovations/repairs do not require vacating the permanent residence but kitchen facilities are not accessible/usable.

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for vacating permanent residence quarters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date permanent residence quarters: Vacated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reoccupied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Calculation of the Lodging Portion.** This is a maximum based on the post of assignment lodging portion of the per diem rate in effect on the date permanent residence quarters are vacated. The employee may be reimbursed for actual expenses up to this maximum. Receipts are required.

Lodging portion of post of assignment per diem rate on date permanent residence quarters were

vacated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*See: DSSR Section 925 Maximum Travel Per Diem Rates*)

Number of Percentage of lodging Maximum lodging

occupants x portion allowed = portion allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial Occupant | 1 | 100% |  |
| Family Member 12 & over |  | 75% |  |
| Family Member under 12 |  | 50% |  |
| Maximum daily family lodging rate | | |  |

**2. Calculation of the Meal Portion.** This is a flat amount per person/per day intended to help defray costs in excess of meals normally consumed in the permanent residence. Receipts are not required. Post allowance continues while receiving the EQA.

a. On the date the permanent residence quarters were vacated:

Maximum per diem rate for post of assignment (DSSR 925): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Allowance (DSSR 920, column 2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. From the table on page 2 of this worksheet, locate the box where the maximum per diem rate and post allowance intersect (two examples below table). This will be the per person/per day meal portion of the EQA.

c. Per person/per day meal amount from table: \_\_\_\_\_\_\_\_\_\_\_ x family members \_\_\_\_\_\_

= Per family/per day meal amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. A sample worksheet is provided on page 2 for recording EQA expenses.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSSR Section 960 – Worksheets (TL:SR-1011 Eff. 01/03/2021) EQA – 1 of 2

**EQA – Extraordinary Quarters Allowance Worksheet (DSSR 138)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Per Diem Rate for**  **Post of Assignment**  **(DSSR 925)** | | **Post Allowance (for post of assignment from DSSR 920)** | | | | |
| **From** | **To** | **Zero** | **5% to 15%** | **20% to 30%** | **35% to 50%** | **60% and Above** |
| **$50 or Less** |  | **$0** | **$0** | **$0** | **$0** | **$0** |
| **$51** | **$100** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **$101** | **$150** | **$3** | **$2** | **$0** | **$0** | **$0** |
| **$151** | **$200** | **$9** | **$8** | **$6** | **$4** | **$1** |
| **$201** | **$250** | **$14** | **$13** | **$11** | **$9** | **$6** |
| **$251** | **$300** | **$20** | **$19** | **$17** | **$15** | **$12** |
| **$301** | **$350** | **$25** | **$24** | **$22** | **$20** | **$17** |
| **$351** | **$400** | **$30** | **$29** | **$27** | **$25** | **$22** |
| **$401** | **$450** | **$36** | **$35** | **$33** | **$31** | **$28** |
| **$451** | **$500** | **$41** | **$40** | **$38** | **$36** | **$33** |
| **$501** | **$550** | **$46** | **$45** | **$43** | **$41** | **$38** |
| **$551** | **$600** | **$52** | **$51** | **$49** | **$47** | **$44** |
| **$601** | **$650** | **$57** | **$56** | **$54** | **$52** | **$49** |
| **$651** | **$700** | **$63** | **$62** | **$60** | **$58** | **$55** |
| **$701** | **$750** | **$68** | **$67** | **$65** | **$63** | **$60** |

**(Eff. 01/03/2021 TL:SR 1011)**

Example 1: If the maximum per diem for the foreign post of assignment is $220 and the

post allowance is 35% then the per person/per day meal amount is $9.

Example 2: If the maximum per diem for the foreign post of assignment is $135 and the

post allowance is zero then the per person/per day meal amount is $3.

**SAMPLE WORKSHEET FOR EXTRAORDINARY QUARTERS ALLOWANCE CLAIM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | (A)  Actual Daily Lodging Amount | (B)  Maximum Daily Family Lodging Rate | (C)  Maximum Daily Lodging Allowable (lesser of A or B) | (D)  Per family/  per day meal amount | (E)  Maximum daily EQA  (C + D) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total allowable expenses claimed | | | | |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DSSR Section 960 – Worksheets (TL:SR-1011 eff. 01/03/2021) EQA - 2 of 2

**FTA - Foreign Transfer Allowance Worksheet (DSSR 240)**

Allowable expenses under the Foreign Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

|  |  |
| --- | --- |
| 1. **Employee name (Last, First, MI)** | 2. **Agency** |
| 3. **Miscellaneous expense portion**  \_\_\_\_\_\_ **Flat rate (no receipts required)** *or* \_\_\_\_\_\_ **Itemize (DSSR 241.2a, receipts required)**  \_\_\_\_\_\_Without family $750 \_\_\_\_\_\_Without family: lesser of one week’s salary or GS-13, step 10  \_\_\_\_\_\_With family $1,500 \_\_\_\_\_\_With family: lesser of two weeks’ salary or GS-13, step 10 | | |
|  | | | |
| 4. **Wardrobe expense portion** Previous or next post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee w/o Family \_\_\_\_\_\_\_\_ Employee with one family member \_\_\_\_\_\_\_\_ Employee with two or more family members \_\_\_\_\_\_\_\_\_ | | |

5. **Predeparture subsistence expense portion [The following table is set up to accommodate the “total actual subsistence method” (DSSR 242.3b). For “partial flat rate method” see DSSR 242.3a.] Taxes on lodging may be reimbursed in addition to maximums.**

**Per Diem rate for U.S. post of assignment used for this calculation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupant(s) x Percentage Allowed = Maximum allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 100% of **Per Diem** | $ |
| Family members 12 & over |  | 75% of **Per Diem** | $ |
| Family members under 12 |  | 50% of **Per Diem** | $ |
| **Maximum daily family rate** | | | $ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | |
| Date | (A)  Lodging | (B)  Per Day Meal/Laundry/Dry Cleaning Statement | **(C)**  **Total per day**  **(A+B)** | **(D)**  **Maximum daily family rate** | **(E)**  **Maximum daily allowable**  **(lesser of C or D)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total allowable expenses claimed | | | | |  |

|  |
| --- |
| 6. **Lease penalty expense portion**  **Lesser of :** penalty per terms of lease \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***or*** three months’ rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Authorizing official certifies the following:** (a) the employee’s transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee’s transfer to a foreign post of assignment.  Authorizing official’s signature  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date |
| 7. **Remarks** |

|  |
| --- |
| 8. **Employee statement:** I certify that the amounts claimed are actual costs incurred or those for which I am eligible.  Employee’s signature Date |

DSSR Section 960 - Worksheets (TL:SR 979 10/13/2019)FTA - page 1 of 2

**FTA - Foreign Transfer Allowance Worksheet (DSSR 240)**

|  |
| --- |
| **9. Guidelines for the Foreign Transfer Allowance:**   1. See special definition for “United States” for this Chapter (DSSR 241.1c) 2. Consists of four parts: (a) Miscellaneous expense portion   (b) Wardrobe expense portion  (c) Predeparture subsistence expense portion  (d) Lease penalty expense portion |

\_\_\_\_\_\_ **Miscellaneous expense portion:**

1. Two ways to claim: (1) Flat rate or (2) Itemization
2. Flat rate: No receipts required; $750 without family; $1,500 with family
3. Itemization: Receipts required; limits are based on salary (DSSR 242.1); allowable expenses listed in DSSR 241.2a
4. May be paid between U.S. and foreign location or between two foreign locations

\_\_\_\_\_\_ **Wardrobe allowance:**

1. Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
2. May be paid between two foreign locations or between certain non-foreign areas outside conterminous U.S. and foreign locations
3. Never paid from conterminous US (48 contiguous states + the District of Columbia) which is zone 2
4. Zones for foreign areas found in DSSR 920, column 4
5. Zones for non-foreign areas found in DSSR 242.2b
6. Paid as a Flat rate - no receipts required
7. Amount depends on family size (see DSSR 242.2b for current rates)

\_\_\_\_\_\_ **Predeparture subsistence expense portion:**

1. Paid **only** when transferring from post in United States (DSSR 241.1c) to post in foreign area
2. Based on per diem for post of assignment in U.S. regardless of where days are spent
3. Paid up to ten days before final departure to foreign post
4. Ten days may be spent anywhere in U.S., however, final departure **must** be from U.S. post of assignment
5. Total Actual Subsistence Method: receipts required for lodging; plus certified meal/laundry/dry cleaning statement (no receipts required)
6. Partial Flat Rate Method: receipts required for only lodging

\_\_\_\_\_\_ **Lease penalty expense portion:**

* May be paid from either a post in the U.S. to a foreign area or between posts in foreign areas
* Authorizing official must certify in writing to five statements in DSSR 242.4 (statement also on page 1 of FTA worksheet)

1. Amount allowed limited to terms of lease or three months’ rent, whichever is less

DSSR Section 960 - Worksheets (TL:SR 979 10/13/2019) FTA - page 2 of 2**HSTA - Home Service Transfer Allowance Worksheet (DSSR 250)**

Allowable expenses under the Home Service Transfer Allowance are calculated here to process a claim on the SF-1190. This worksheet is reproducible locally. See guidelines on the reverse side of this page.

|  |  |
| --- | --- |
| 1. **Employee name (Last, First, MI)** | 2. **Agency** |

|  |
| --- |
| 3. **Miscellaneous expense portion**  \_\_\_\_\_\_ **Flat rate (no receipts required)** *or* \_\_\_\_\_ **Itemize (DSSR 251.2a, receipts required)**  \_\_\_\_\_\_Without family $750 \_\_\_\_\_\_Without family: lesser of one week’s salary or GS-13, step 10  \_\_\_\_\_\_With family $1,500 \_\_\_\_\_\_With family: lesser of two weeks’ salary or GS-13, step 10 |
|  | |
| 4. **Wardrobe expense portion** Previous/next post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current post & transfer zone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee w/o family \_\_\_ Employee with one family member \_\_\_ Employee with two or more family members\_\_\_ |

|  |
| --- |
| 5. **Subsistence expense portion**  a. Under Fixed-Amount Reimbursement Method, use per diem rate for U.S. post of assignment ­­­­\_\_\_\_\_\_\_  b. Under Actual-Expense Reimbursement Method – Agency Method #1 or Partial-Flat-Rate Reimbursement Method – Agency Method #2, use CONUS per diem rate if transferring to within the 48 contiguous United States or District of Columbia. If transferring to non-foreign, outside CONUS location (DSSR 251.1c), use per diem for that non-foreign location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Fixed-Amount Reimbursement Method**: Limit of 30 days with no extensions, agency may limit to fewer days. No supporting documentation need be submitted. Agency should verify occupancy of temporary quarters and may require employee to keep receipts. Daily amount (percentage of U.S. post of assignment per diem): Initial occupant 75%; each additional occupant 25%. Lodging tax in not reimbursed in addition to daily amounts.
2. **Actual-Expense Reimbursement Method – Agency Method #1**:

Days 1 through 30: Occupant(s) x Percentage allowed = Maximum allowed

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 100% of Per Diem | $ |
| Family members 12 & over |  | 75% of Per Diem | $ |
| Family members under 12 |  | 50% of Per Diem | $ |
|  | | **Maximum daily family rate** | $ |

Days 31 through 60 (and days 61 through 120 with agency approval): 75%; 50% & 40% of applicable Per Diem Rate. Under Agency Method #1, certified daily expense report is required in 30 day increments. Lodging Tax may be reimbursed in addition to Agency Method #1 calculations. Lodging receipts are required.

1. **Partial-Flat-Rate Reimbursement Method – Agency Method #2**:

Days 1 through 30: Occupant(s) x Percentage allowed = Maximum allowed for Lodging

|  |  |  |  |
| --- | --- | --- | --- |
| Initial occupant | 1 | 100% of Lodging Portion | $ |
| Family members 12 & over |  | 75% of Lodging Portion | $ |
| Family members under 12 |  | 50% of Lodging Portion | $ |
|  | | **Max daily family lodging rate** | $ |

**Days 31 through 60 (and days 61 through 120 with agency approval): 75%; 50% & 40% of Lodging Portion of Applicable Per Diem Rate. Under Agency Method #2, the Partial-Flat-Rate applies to the percentages of the M&IE portion of the applicable per diem rate: Days 1 through 30: 100%; 75%; and 50%. Days 31 through 60 (and days 61 through 120 with agency approval): 75%; 50% and 40%. No M&IE itemization or certification necessary. Lodging tax may be reimbursed in addition to Agency Method #2 calculations. Lodging receipts are required.**

|  |  |
| --- | --- |
| 6. **Lease penalty expense portion**  **Lesser of:** penalty per terms of lease ***or*** three months’ rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Authorizing official certifies the following:** (a) the employee’s transfer to the United States was due solely to actions by the employing agency and to unusual conditions fully beyond the control of the employee; and (b) the termination of the lease and departure of the employee did not result from any specific actions by the employee to seek a curtailment of the assignment for transfer or promotion; and (c) the employee was not negligent in promptly notifying the landlord of the intent to terminate the lease after receiving an official notice of transfer; and (d) all reasonable steps were taken by the employee to dispose of the quarters by sublease or assignment to others; and (e) both the employee and employing agency made reasonable efforts to avoid the full lease penalty by delaying the employee’s transfer to the United States.  Authorizing official’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date | |
| 7. **Remarks** |
| 8. **Employee Certification Statement (see exception at DSSR 251.1b):** In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area, unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance.  Employee’s signature Date | |

DSSR Section 960 - Worksheets (TL:SR 986 01/19/2020)HSTA - page 1 of 2

**HSTA - Home Service Transfer Allowance Worksheet (DSSR 250)**

|  |
| --- |
| 9. **Guidelines for the Home Service Transfer Allowance:**   1. See special definition for “United States” for this Chapter (DSSR 251.1c) 2. Employee must sign agreement to work twelve additional months for the Federal Government (252.5b-see exception at DSSR 251.1b) 3. Consists of four parts:(a) Miscellaneous Expense Portion   (b) Wardrobe Expense Portion  (c) Subsistence Expense Portion  (d) Lease Penalty Expense Portion |

\_\_\_\_\_\_\_**Miscellaneous Expense Portion:**

1. Two ways to claim: (1) Flat rate or (2) Itemization
2. Flat rate: No receipts required $750 without family; $1,500 with family
3. Itemization: Receipts required. Limits are based on salary (DSSR 252.1). Allowable expenses listed in DSSR 251.2a
4. May be paid between foreign location and U.S.

\_\_\_\_\_\_\_**Wardrobe Expense Portion:**

1. Paid only when transferring across two transfer zones (1 to 3 or 3 to 1)
2. May be paid between foreign location and certain non-foreign areas outside conterminous U.S.
3. Never paid to conterminous U.S. (48 contiguous states + the District of Columbia) which is zone 2
4. Zones for foreign areas found in DSSR 920, column 4
5. Zones for non-foreign areas found in DSSR 252.2
6. Paid as flat rate depending on family size, no receipts required (see DSSR 252.2 for current amounts)

\_\_\_\_\_\_\_**Subsistence Expense Portion:**

1. Paid only when transferring from foreign post to the United States (DSSR 251.1c).

Paid by either Actual-Expense Reimbursement Method – Agency Method #1 or Partial-Flat-Rate Reimbursement Method – Agency Method #2 (Agency chooses either Method #1 or Method #2 but not both.) An additional Fixed-Amount Reimbursement Method is available, if an Agency chooses to offer it to employees.

If Agency offers Agency Method #1 or Agency Method #2 (not both) plus the Fixed-Amount Reimbursement Method, then the employee chooses method of reimbursement **prior to** commencement of HSTA.

If Agency does not offer the Fixed-Amount Reimbursement Method in addition to either Agency Method #1 or Agency Method #2, then only the Agency’s chosen method (#1 or #2) is available to employees.

Actual-Expense Reimbursement Method – Agency Method #1: Paid up to 60 days with an additional 60 days allowed with agency approval; receipts required for lodging; certified meal/groceries/laundry/dry cleaning statement required.

Partial-Flat-Rate Reimbursement Method – Agency Method #2: Paid up to 60 days with an additional 60 days allowed with agency approval; receipts required for lodging. No itemization or certification of M&IE required.

1. Fixed-Amount Reimbursement Method: No receipts required, limited to 30 days

\_\_\_\_\_\_\_**Lease Penalty Expense Portion:**

1. Paid from post in foreign area to United States
2. Authorizing official must certify in writing to five statements in DSSR 252.4
3. Amount allowed limited to terms of lease or three months’ rent, whichever is less.

DSSR Section 960 - Worksheets (TL:SR 986 01/19/2020)

**DSSR 960 EDA - Education Allowance Worksheet (DSSR 270) (Eff. 01/03/2021 TL:SR 1011)**

Allowable expenses under the Education Allowance may be computed here to process a SF-1190 claim. This worksheet is reproducible locally. See reverse of this page for additional information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee’s Name (Last, First, MI)** | **Agency** | **Date** | | **SNEA Cable No. (If applicable)** | | **Grant Number** | |
| **Student’s Name /Date of Birth (mm/dd/yy)** | **School Name and Address** | **U.S. Grade**  **Equiv.** | **At Post** | **Away**  **From**  **Post** | **HS/**  **PI/VS** | **Date Student**  **Enters School** | **Date Student**  **Leaves School** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Education Method** | **Expense Type** | **Date** | **USD Amount Paid** | **Voucher Number** | **ROE** | **LC**  **Amount Paid** | **Remarks** |
| **At-Post Expenses**  **DSSR 277.1.**   * **Education Allowance**   **Rate at DSSR 920;**   * **For SNEA see DSSR 274.12(c)** | a. Basic tuition |  |  |  |  |  |  |
| b. Necessary electives (not specialized) |  |  |  |  |  |  |
| c. Books & supplies (normally free in the U.S. public schools) |  |  |  |  |  |  |
| d. Required annual fees |  |  |  |  |  |  |
| f. Local transportation |  |  |  |  |  |  |
| **At-Post Additional Allowable Expenses**   * **For SNEA see DSSR 276.8** | One-time fees (274.12e) |  |  |  |  |  |  |
| AP/IB Exam Fees (271i) |  |  |  |  |  |  |
| English as a second language (271 l) |  |  |  |  |  |  |
| Supplementary Instruction (274.12a) |  |  |  |  |  |  |
| **Away-from-Post Expenses**  **DSSR 277.2**   * **Education Allowance Rate at DSSR 920;** * **For SNEA see DSSR 274.12c, 276.8, and 277.1a through d.; and 277.1g** | Basic tuition  (277.1a & 277.2a) |  |  |  |  |  |  |
| Necessary electives  (277.1b & 277.2a) |  |  |  |  |  |  |
| Books & supplies  (277.1c & 277.2a) |  |  |  |  |  |  |
| Required annual fees  (277.1d & 277.2a) |  |  |  |  |  |  |
| Room & board  (277.2b) |  |  |  |  |  |  |
| Transportation between school and post (277.2c) |  |  |  |  |  |  |
| **Home Study (HS)/**  **Private Instruction (PI)/ Virtual Schooling (VS)**  **DSSR 277.3**   * **Rates at DSSR 274.12b;** * **For SNEA at 274.12c and 276.8;** * **Required attachments: Grade Level Core Curriculum (English/ Language Arts; Foreign Language; Math; Science; Social Studies; Art; Music; and Health/PE);** * **Accredited Program for Private Instruction and Virtual Schooling;** * **Annual Plan; Ability to Monitor Progress; Ability to Assess End-of-Year Outcomes** * **Graduation Requirements (Grades 7-12)** | Core Curriculum  Textbooks |  |  |  |  |  |  |
| Standard Curriculum Instructional Materials |  |  |  |  |  |  |
| Tuition Charges for Accredited Home Study Program (for Private Instruction) or Virtual Schooling Program |  |  |  |  |  |  |
| Rental of curriculum-related equipment |  |  |  |  |  |  |
| Required testing materials |  |  |  |  |  |  |
| Charge for group PE/general music at school at post |  |  |  |  |  |  |



DSSR 960 Education Allowance Worksheet (Eff. 01/03/2021 TL:SR 1011) Page 2 of 2

**EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)**

(Page 1 of 2)

Safehaven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify safehaven location. Note: There can be only one First Evacuee at each Official Safehaven (see reverse of this page for details).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City County (U.S. only) U.S. State or Country

Safehaven Lodging **(“L”)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals & Incidental Expenses **(“M&IE”)** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safehaven Advance Received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

|  |  |  |
| --- | --- | --- |
|  | **Commercial Rate**  Days 1 through 30 | **Commercial Rate**  Days 31 through 180 |
| First Evacuee (may be either employee or family member) | 100% x L = \_\_\_\_\_\_\_\_\_\_\_\_\_  100% x M&IE = \_\_\_\_\_\_\_\_\_ | 100% x L = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  80% x M&IE = \_\_\_\_\_\_\_\_\_\_\_\_ |
| Each additional evacuee 18 & over | 100% x M&IE = \_\_\_\_\_\_\_\_\_ | 80% x M&IE = \_\_\_\_\_\_\_\_\_\_\_\_ |
| Each additional evacuee under 18 | 50% x M&IE = \_\_\_\_\_\_\_\_\_\_ | 40% x M&IE = \_\_\_\_\_\_\_\_\_\_\_\_ |
| **SPECIAL FAMILY COMPOSITION CONSIDERATION**  **(Check Only One)**  \_\_\_\_\_\_\_\_First Evacuee plus one (non-spouse/non-domestic partner family member, age 18 and older).  \_\_\_\_\_\_\_\_First Evacuee plus one (non-spouse/non-domestic partner family member of opposite gender, age 12 and over).  \_\_\_\_\_\_\_\_First Evacuee plus two (one non-spouse/non-domestic partner family member, age 18 and older; or one non-spouse family member, opposite gender, age 12 and older)  \_\_\_\_\_\_\_\_First Evacuee plus three (one non-spouse/non-domestic partner family member, age 12 and over).  \_\_\_\_\_\_\_\_First Evacuee plus four or more family members.  \_\_\_\_\_\_\_\_NOTE: For special family composition consideration not addressed above, submit request through agency to the Director, Office of Allowances (A/OPR/ALS), U.S. Department of State, Washington, D.C. 20522-0103.  See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies. | | |
|
|

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

|  |  |  |
| --- | --- | --- |
|  | **Non-Commercial**  Days 1 through 30 | **Non-Commercial**  Days 31 through 180 |
| First Evacuee (may be either employee or family member) | 10% x L = \_\_\_\_\_\_\_\_\_\_\_  100% x M&IE = \_\_\_\_\_\_\_\_ | No lodging amount paid  80% x M&IE = \_\_\_\_\_\_\_\_\_\_\_ |
| Each additional evacuee 18 and over | 100% x M&IE = \_\_\_\_\_\_\_\_\_\_\_\_ | 80% x M&IE = \_\_\_\_\_\_\_\_\_\_\_ |
| Each additional evacuee under 18 | 50% x M&IE = \_\_\_\_\_\_\_\_\_ | 40% x M&IE = \_\_\_\_\_\_\_\_\_\_\_ |

DSSR Section 960 Worksheets (TL:SR 813 6/2/13) Evacuation Payments - Page 1 of 2

**EPW - EVACUATION PAYMENTS WORKSHEET (DSSR 600)**

(Page 2 of 2)

**Additional Evacuation Payments**

* In addition to SEA payments, a transportation allowance may be paid as follows: $25 per day, regardless of family size. LIMITATION: The transportation allowance may not exceed $25 per day per family and may be paid at only one safehaven even if evacuees from the same family are at two different safehavens.
* An air freight replacement allowance may be paid if air freight was not shipped **FROM** post. Employees and evacuated family members will still be eligible to ship air freight **BACK TO** post. Amounts are: $250 for first evacuee only; $450 for first evacuee and one family member; $600 for first evacuee and two or more evacuated family members. If evacuees are at two safehavens, there can be a first evacuee at each safehaven when calculating the air freight replacement allowance [see examples at DSSR 631a(3).]

**Internet Sources for All Per Diem Rates**

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be standard CONUS rate) <http://www.gsa.gov/portal/category/21287>

--Non-Foreign, outside continental US = DOD [http://www.defensetravel.dod.mil/site/perdiem. cfm](http://www.defensetravel.dod.mil/site/perdiem.%20cfm)

**--**All Foreign Locations = STATE <http://aoprals.state.gov/web920/per_diem.asp>

**Basic rules for determining SEA payments**

Safehavens are designated by the Secretary of State and may include (1) U.S. and/or foreign safehavens (DSSR 614a) as well as (2) alternate safehavens (DSSR 614c). It may be necessary to designate more than one official (U.S. and/or foreign) safehaven (DSSR (610l). If you are at your U.S. or foreign safehaven, SEA is calculated using the per diem rate for your safehaven. There can be only one first evacuee at each U.S. or foreign safehaven (except married couple employees or domestic partnership employees may each be calculated as first evacuee). The official safehaven of the first evacuee is used to determine payments for all evacuated family members at that safehaven. Example: Employee (designated as first evacuee) is at the U.S. safehaven (and physically located in Washington, D.C.) and family members are at the U.S. safehaven (and physically located in Iowa), payments for employee and family members would be calculated based on the per diem rate for Washington, D.C. (location of the first evacuee). If family members are at an alternate safehaven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official (U.S. or foreign) safehaven; (b) alternate safehaven; or (c) Continental US (CONUS) [as of 10-01-12, that is $123 ($77 for lodging; $46 for M&IE)]. Restriction: If there is a first evacuee at either a U.S. or foreign safehaven there cannot also be a first evacuee at the alternate safehaven for SEA payments. The SEA in this case would be calculated using the formula for “each additional evacuee” using the lowest of the above per diem rates.

**Commercial Rate**

Commercial Rate is based on first evacuee’s safehaven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safehaven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safehaven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee’s safehaven location (see restriction above for evacuees at an alternate safehaven)..

First evacuee may be reimbursed for actual expenses up to 50 percent above this lodging maximum due to special family composition (check appropriate situation under “Special Family Composition Consideration”). Receipts are required. Reimbursement is based on first evacuee’s safehaven lodging rate and special consideration counts only evacuated family members residing at first evacuee’s safehaven location. Examples of maximum reimbursement when applying 50 percent above maximum: (1) If first evacuee’s safehaven lodging rate is $150, maximum reimbursement for family lodging will be $225 per day. (2) If first evacuee’s safehaven lodging rate is $100, maximum reimbursement for family lodging will be $150 per day

**Non-Commercial Rate**

Non-commercial rate is based on first evacuee’s safehaven location. Lodging and M&IE components are flat amounts. Receipts are not required.

DSSR Section 960 Worksheets (TL:SR 813 eff. 6/2/13) Evacuation Payments - Page 2 of 2

**OMNIBUS EXHIBIT (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

The following is general information based on the applicable DSSR chapters. Agency implementing regulations should also be referenced.

**PA - Post Allowance (DSSR 220)**

1. The post allowance is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C.
2. The amount of the allowance is a percentage of **“spendable income”** - that is, the portion of basic compensation available after deductions for taxes, gifts and contributions, savings (including insurance and retirement) and U.S. shelter and household utility expenses. Post allowance is not taxable.
3. Post allowance cannot be paid at the same time as Temporary Quarters Subsistence Allowance (TQSA)
4. Steps in calculating a post allowance:

(a) DSSR 920, Locate Post (Cost of Living Allowance) Class for post of assignment.

(b) DSSR 229.1 Post Allowance Payment Table (ranging from one person to six or more persons in family). Determine appropriate table by number of persons in family **residing** at post)

(c) DSSR 229.1, locate employee’s annual salary on appropriate payment table

(d) DSSR 229.1, locate annual post allowance rate (on appropriate payment table, the amount at the intersection of the employee’s annual salary and post class percentage).

(e) Daily post allowance rate = annual post allowance rate (“d” above) divided by days in calendar year. (Note: For teachers paid on a school year basis, see DSSR 724.3.)

(f) Bi-Weekly post allowance rate = daily rate determined in (“e”) above times 14

(g) Post allowance rate for any other period = daily rate determined in (“e”) times number of days

**SMA - Separate Maintenance Allowance (DSSR 260) (eff. 8/30/2009 TL:SR 715)**

1. Three types of SMA: Voluntary (“convenience of employee”) ("VSMA"); Involuntary (“convenience of the government”)("ISMA"); and Transitional (following termination of an evacuation or in connection with commencement/termination of an unaccompanied tour)("TSMA")
2. Unless designated otherwise by head of agency, family members on SMA are considered to be officially residing in the U.S.
3. If a foreign area is officially designated for involuntary SMA, a child may be eligible for education allowance at the foreign location (DSSR 262.3b).
4. VSMA/ISMA: Initial election for each family member at time of assignment to foreign location: (a) put family member(s) on orders and take them to post or (b) put family member(s) on SMA. Note: under voluntary SMA the employee can make one change after the initial election ONLY ONCE DURING A TOUR OF DUTY (see exception at DSSR 264.2(b) for situation following termination of authorized/ordered departure - evacuation). Check agency definition of tour of duty.
5. DSSR 263 lists circumstances not warranting SMA
6. Except for reasons stated in DSSR 262.4a, cannot make change of election in first or last 90 days at a post
7. Voluntary SMA age for child is limited to under 18 unless in secondary school; Involuntary SMA age for child is limited to under 21
8. Voluntary SMA: family members cannot reside within same country as employee or within 300 miles (one-way road mileage) of the employee. Note: This rule does not apply to Involuntary SMA.
9. For SMA, a special definition of “member of family” applies to parents, brothers and sisters of the employee, spouse or domestic partner. They must have resided with the employee for a period of at least 12 months immediately prior to the date of application (agencies may waive the 12-month co-residency requirement if the employee's immediate previous posting was unaccompanied or employee's onward posting is unaccompanied).
10. Annual SMA rates for Voluntary and Involuntary SMA are listed under DSSR 267.1. Reductions when government quarters or special benefits are available to family members are listed under DSSR 267.2.
11. When an employee is transferred from a post where SMA has been granted, he or she must re-apply for SMA for next foreign post (DSSR 266.2).

**EDT - Educational Travel (DSSR 280)**

1. Educational Travel may be used for a child in secondary school (grades 9-12) or in a full-time post-secondary (academic, technical or vocational) school program.
2. Only one round trip is allowed in a twelve- month period. The first leg of educational travel may start from either the post or school.
3. An anniversary date is established when child first travels from post or school under educational travel (“first leg”). When the child returns to post or school depending on the first leg, this (“second leg”) completes one annual round trip. The child cannot travel under educational travel until the anniversary date is again reached (however, there is a 30-day window for travel prior to the anniversary date to allow for varying school opening and closing dates). Employee would be reimbursed for such travel after the anniversary date has passed.
4. Both “legs” of travel must be used between anniversary dates. That is, “legs” cannot be carried forward if not used during the 12-month period between anniversary dates.
5. Anniversary date remains unchanged if employee transfers from one foreign post to another without a break in service or if employee is transferred to the U.S. for less than a year. If employee is assigned to U.S. for more than one year, anniversary date is then reestablished once employee goes to next foreign post.
6. Child cannot travel to post under educational travel if employee will be transferred to U.S. or commencing home leave within 30 days of child’s travel to foreign post.
7. Educational travel is available to a child who “normally resides” with the employee except for being at school and may extend through age 22 (prior to age 23). If child's education is delayed by military service, the period of eligibility may be extended beyond age 22 (see section 284).
8. Note: If a child on employee’s orders goes directly to school and the employee goes to a foreign post, child may later travel from school to post on those orders (cost-constructive basis) if travel on orders commences prior to the child's 21st birthday. This is not use of educational travel.

**PD - Post Hardship Differential (DSSR 500) (Interim eff. 06/28/2021; 08/01/2021 Final TL:SR 1026)**

1. Post hardship differential rates are listed in DSSR Section 920, under heading of Post (Hardship) Differential. The “lead agency” (see DSSR 920 reporting requirements link) should coordinate with all agencies at post to submit a well-rounded Post Hardship Differential Questionnaire (DS-267).
2. Environmental conditions in the foreign location are reported on the DS-267. The questionnaire is then evaluated and measured against standards for the continental United States. Points are given when conditions are significantly worse than in the United States.
3. Post hardship differential percentages are determined by the total points warranted based on the DS-267. The post hardship differential levels are 5, 10, 15, 20, 25, 30 or 35% (maximum allowed by law) above basic compensation (DSSR definition 040k). It is subject to federal tax.
4. For employees permanently assigned to a hardship differential post, refer to DSSR 531, 532 and 533 for commencement, termination and continuation of the post hardship differential. Personnel from a US or non-foreign area post of assignment on detail (see DSSR 511c) at a hardship differential post, refer to DSSR 540 for continuation and termination of the post hardship differential when away from the detailed post.
5. To be eligible for post hardship differential when on detail at a foreign post, an employee must be eligible for post hardship differential at his/her foreign post of assignment or be on extended detail from a U.S. or non-foreign area post of assignment (DSSR 031.3).
6. When detailed from a foreign post of assignment (DSSR 530) - If an employee assigned to a foreign post is detailed to another differential (or non-differential) post, his or her permanent post hardship differential rate will “carry” for the first 30 consecutive days. After the 30th day, post hardship differential will be paid at the rate for each detail hardship differential post, however, see DSSR 533b when detailed to a DSSR Section 920 post with a “footnote n” designation.
7. When detailed from a US or non-foreign area post of assignment (DSSR 540) - To be eligible for post hardship differential when on detail from a US or non-foreign area post of assignment, an employee must accumulate 30 days at one or more posts with a post hardship differential rate of 5% or higher. The differential is paid starting **from** the 31st day (and not for the initial 30 days), however, see DSSR 541.3 if detailed to a DSSR Section 920 post with a “footnote n” designation.

* Post hardship differential is paid only on days the employee is paid basic compensation.

**DP - Danger Pay (DSSR 650) (12/13/2015 TL:SR 879)**

1. Danger Pay posts are indicated by footnote letters next to the Hardship Differential rates in Column 6, Section 920. The actual Danger Pay rates are listed in the footnotes section.
2. Danger Pay may be paid when permanently assigned or detailed to a danger pay post.
3. DSSR 652f danger pay is based on Department of State’s review of security information (no longer on post reporting using DS-578, as formerly). The percentages are 15, 25, or 35 percent of basic compensation (DSSR 040k). The danger pay allowance of 25% or higher applies only when family members are not allowed at post.
4. Danger pay is subject to federal tax.
5. DSSR 652g danger pay may be granted once U.S. military forces are designated to receive imminent danger pay and the post has met circumstances defined by the Secretary of State. This is a specialized danger pay only for civilians who accompany U.S. military forces. The payment is the same as that paid to U.S. military forces for imminent danger pay.
6. DSSR 652f and 652g danger pay are not paid at the same time.
7. DSSR 652g danger pay and post differential which contains political violence credit (listed in DSSR 920 footnote “v”) will not be paid at the same time.
8. DSSR 652f danger pay and post differential may be paid at the same time since the political violence points have been removed from the post differential when this type danger pay is established. Sometimes post differential will be reduced when political violence points are removed when 652f danger pay is established.

* Danger pay is paid only for hours for which basic compensation is paid.

**DIFFICULT TO STAFF INCENTIVE DIFFERENTIAL (Eff. 09/27/2020; TL:SR 1004)**

**1000 General**

The head of an agency may grant a Difficult To Staff Incentive Differential to an employee assigned to a differential post upon a determination that especially adverse conditions of environment warrant additional pay as a recruitment and retention incentive to fill the employee’s position at that post.

**1010 Agency Determination**

a. The head of an agency may authorize the payment of an individual grant of a Difficult To Staff Incentive Differential of up to an additional 15 percent over basic compensation to employees assigned to a foreign post. If the post for which the differential is authorized is also authorized for danger pay allowance, the combination of the danger pay allowance and the Difficult To Staff Incentive Differential may not exceed 35 percent of the basic compensation. Only employees eligible to receive Post Differential as defined in Chapter 500 may receive the Difficult To Staff Incentive Differential. (Eff. 09/27/2020; TL:SR 1004)

b. The head of an agency may authorize payment of the Difficult to Staff Incentive Differential on a position-by-position, occupational specialty, and/or post-by-post-need.

c. The head of an agency may only authorize payment of a Difficult to Staff Incentive Differential to employees assigned to posts which are authorized for a 15, 20, 25, 30 or 35 percent Post Differential at the time of assignment or extension of tour-of-duty. Posts receiving such differential are listed in DSSR Section 920, Post Classification and Payment Tables, column 6 (Differential Rate).(eff. 03/05/06 TL:SR 661)

d. Agencies will maintain their list of Difficult to Staff Incentive Differential designations.

e. Should Post Differential at a post of assignment be reduced below 15%, an employee assigned to a position determined to be difficult to staff will continue to receive the Difficult To Staff Incentive Differential until conclusion of the assigned tour-of-duty or permanent departure from post of assignment.

f. The Difficult to Staff Incentive Differential is not subject to any ceiling which would provide a payment less than the full percentage rate prescribed for the post.

**1020 Payment**

Certifying officers may approve and execute grant payments no more frequently than once annually upon the completion of each year at post. Each continuous time of 30 calendar days or less away from country of assignment, including combinations of annual leave, sick leave, and Leave Without Pay, will be included as continuing presence at post. Each ordered departure of 60 calendar days or less and each Temporary Duty travel taken away from post of assignment of 30 calendar days or less will be treated as continuing presence at post for purposes of fulfilling the one year period. Authorizing and certifying officers will pay the grant upon the submission by an employee of a properly executed SF-1190 and confirmation by the authorizing office that the payment is appropriate (see also 077.32c).