



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
ATTENTION OF

EACG

13 NOV 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Certain Foreign Allowances for Eighth United States Army Employees

1. References:

- a. Department of State Standardized Regulations (DSSR).
- b. Department of Defense Civilian Personnel Manual, DOD 1400.25, Subchapter 1250, Overseas Allowances and Differentials, December 1996.
- c. Memorandum from Department of the Army, Office of the Assistant Secretary, Manpower and Reserve Affairs (OASA M&RA), dated March 20, 2000, Subject: Delegation of Authority to Approve Certain Foreign Allowances.
- d. Memorandum, EACS, 19 Jun 2000, subject: Delegation of Authority to Approve Certain Foreign Allowances.
- e. Memorandum, EACP-SES, 10 June 1993, subject: Separate Maintenance Allowance (SMA) Policy.

2. Reference 1c delegated authority to Army Service Component Commands (ASCCs) to approve foreign allowance requests under certain circumstances as required in references 1a and 1b. This delegation of approval authority supports efforts to streamline business processes by providing for expedited decisions on waiver determinations. This memorandum supersedes references 1d and 1e within Eighth United States Army. The following delegation authorities will apply:

- a. Foreign Transfer Allowance (FTA). The Directorate of Human Resources Management (DHRM) is delegated authority to extend FTA for additional days based upon unusual circumstances for employees transferring from the Continental United States (CONUS) when unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the allowable 10-day limit. This authority may not be further delegated.
- b. Separate Maintenance Allowance (SMA). All requests for both involuntary and voluntary SMA from Eighth Army units will be sent to the DHRM for determination of eligibility.

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(1) Involuntary SMA may be granted when an employee is compelled to maintain family members somewhere other than at the post of assignment because of adverse, dangerous, or notably unhealthy conditions. The unaccompanied, one-year tour areas in Korea (Areas I and III) meet this definition.

(2) Voluntary SMA may only be authorized for positions that have been determined to be "hard to fill," as evidenced by the history of past recruitment actions, before the vacancy is announced. It is not an automatic supplement or entitlement. Voluntary SMA is a discretionary incentive for employees who are not able to bring their dependents to an accompanied tour area for the following reasons: a) medical condition of a family member, or b) a short-term transitional situation based on school attendance of a minor dependent.

c. Living Quarters Allowance (LQA) and Temporary Quarters Subsistence Allowance (TQSA). Activity Commanders are delegated authority to approve LQA and TQSA simultaneous payment of for up to 5-days after vacating residence quarters because of heavy cleaning required by the real estate agent and/or contractor. This authority may not be delegated below Activity Commander level. The Chief of Staff, Eighth Army is the approving authority for employees assigned to headquarters staff offices. DHRM is delegated authority to approve LQA for locally hired US citizen employees when one of the situations below exist:

(1) Death of the sponsoring spouse.

(2) Sponsoring spouse becomes physically or mentally incapable of continuing employment with the government.

(3) Divorce or legal separation.

(4) Spouses could not maintain a common dwelling due to the relocation of either spouse's work place.

(5) Sponsoring spouse left post or area permanently.

(6) The employee is an incumbent of a position designated as emergency essential in accordance with Department of Defense Directive 1404.10. The waiver is effective for the period during which a crisis is declared to exist by the President or his designee.

(7) Other unusual circumstances. In determining what constitutes unusual circumstances, the individual must meet the basic eligibility requirements. If an individual, who was otherwise eligible, has been denied LQA due to some

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administrative oversight, administrative delay, misinformation, or some reason not related to the issue of eligibility, consideration will be given for approval of a waiver request. This authority may not be redelegated.

3. Requests for SMA and LQA waiver approval must be forwarded through the appropriate chain of command and must include complete documentation. The servicing CPAC will add any pertinent information, determine eligibility and forward their recommendation for approval or disapproval to DHRM, Eighth U.S. Army. Requests for LQA should only be submitted to DHRM when there is documented evidence that the employee was initially eligible but was denied due to administrative oversight, administrative delay, misinformation, or some reason not related to the issue of eligibility.

4. References 1a, 1b and 1c govern overseas allowances and differentials and must be complied with when making a determination of any LQA or SMA request. The delegation of authority to approve certain foreign allowances does not change the regulations used, their intent, their requirements or procedures.


JOSEPH F. FIL, JR.
Lieutenant General, USA
Commanding

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