

# OVERSEAS ALLOWANCES and BENEFITS

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**SUBJECT:** Overseas Allowances and Benefits

**1. Purpose:** To provide supervisors/managers with information regarding the Overseas Allowances and Benefits available to civilian employees.

## **2. FACTS.**

### **a. Advance of Pay:**

(1) Definition: Up to three months' salary (minus certain deductions as designated by the agency) may be advanced when an employee is assigned to a foreign post. An advance of pay may also be authorized for medical emergencies. Repayment varies by agency; the DoD maximum is 26 pay periods.

(2) Regulations: Department of State Standardized Regulations (DSSR) section 850, DoDI 1400.25, Volume 1250, & AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee submits SF 1190 (Foreign Allowances Application, Grant and Report) for payment.

(4) Entitlement: Yes, if you PCS OCONUS.

### **b. Educational Travel:**

(1) Definition: Permits one round trip annually between a school attended and the foreign post of assignment. Primarily intended to reunite a full-time post-secondary student attending college (including the post-baccalaureate level), technical or vocational school with the employee/parent serving the U.S. government in the foreign area. However, educational travel may be paid for a child in secondary school (grades 9 through 12) instead of the education allowance described above.

(2) Regulations: DSSR section 280, Joint Travel Regulations (JTR), Volume 2, Chapter 5, Part C, Section 3, and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee takes DD 1614 to the CTO for plane ticket. Employee submits DD 1351-2 (Travel Voucher or Subvoucher) for payment upon returning to Korea, if hold unaccompanied baggage (up to 350 lbs) has been shipped.

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(4) Entitlement: Yes, if you are eligible for Living Quarters Allowance (LQA) and your dependent child is under 23 years of age.

### **c. Emergency Visitation Travel:**

(1) Definition: Eligible employees and/or family members may travel at "Government expense" to the CONUS, nonforeign OCONUS area, or other location when a member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death, has died, a parent has become incapacitated, or for unusual personal hardship.

(2) Approval Authority: Organization can approve. Authorized on DD 1610 (Request and Authorization for TDY Travel of DoD Personnel). Employee takes DD 1610 to the CTO for plane ticket.

(3) Regulation: JTR, Volume 2, Chapter 7, Part M.

(4) Entitlement: Yes, if you have a transportation agreement.

### **d. Foreign Transfer Allowance (FTA):**

(1) Definition: The purpose of the FTA is to help defray an employee's extraordinary but necessary and reasonable costs when he/she transfers to a post in a foreign area. Employees may receive miscellaneous expense portion, predeparture subsistence expense portion, and lease penalty expense portion.

(2) Regulation: DSSR section 240 and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee submits DD 1351-2 (Travel Voucher or Subvoucher) for payment.

(4) Entitlement: Yes, if you are eligible for LQA.

### **e. Forty-five Day Annual Leave Accumulation:**

(1) Definition: Civilian employees hired in CONUS may carry over up to 45 days (360 hours) annual leave before reaching "use or lose" status.

(2) Statute: Title 5, U.S.C. 6304(b) and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization.

(4) Entitlement: Yes, if you meet the criteria in Title 5, U.S.C. 6304(b).

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### **f. Home Leave:**

(1) Definition: Time granted to employees for travel to U.S. upon completion of 24 months substantially continuous service abroad. Accrual rates are at 5 days per 12 months continuous service, 10 days per 12 months at posts with Hardship Differential rates of 10-15% , 15 days per 12 months at posts with Hardship Differential rates of 20% and higher, and 15 days per 12 months for employees serving on Mobility Agreements.

(2) Regulations: Title 5 C.F.R. 630.602, DoDI 1400.25, Volume 1260, and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization.

(4) Entitlement: Yes, if you are eligible for forty-five day annual leave accumulation under Title 5, U.S.C. 6404(b).

### **g. Home Service Transfer Allowance (HSTA):**

(1) Definition: The purpose of the HSTA is to help defray an employee's extraordinary but necessary and reasonable costs when he/she transfers from a foreign post to a post in the United States. Employees may receive miscellaneous expense portion, actual subsistence expense portion, and lease penalty portion.

(2) Regulation: DSSR section 250. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee submits DD 1351-2 (Travel Voucher or Subvoucher) for payment.

(3) Approval Authority: CPAC approves on behalf of organization. Should be authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee submits DD 1351-2 (Travel Voucher or Subvoucher) for payment.

(4) Entitlement: Yes, if you are eligible for LQA.

### **h. Living Quarters Allowance (LQA):**

(1) Definition: This allowance is granted to an employee to help defray the annual cost of suitable, adequate living quarters for the employee and his/her family at a foreign post where government-leased or -owned housing is not provided. The LQA rates are designed to substantially cover the average employee's costs for rent, utilities, required taxes levied by the local government, and other allowable expenses. Living quarters allowance rates are categorized by "quarters groups" based on the employee's grade level or rank and his/her family size. Additional amounts of up to 10%, 20%, or 30% above the LQA rates may be allowed for larger families.

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(2) Regulation: DSSR section 130, DoDI 1400.25, Volume 1250, and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Employee submits SF 1190 (Foreign Allowances Application, Grant and Report) for payment.

(4) Entitlement: No, however, all CONUS hires receive LQA in Korea. Local Hires in Korea may receive LQA, if they meet the regulatory criteria.

### **i. Post Allowance:**

(1) Definition: Commonly referred to as the “cost-of-living” allowance, this is an allowance based on a percentage of “spendable income,” i.e. money you can really put your hands on to spend on goods and services. The amount varies depending on salary level and family size. The post allowance is calculated by comparing costs for goods and services in 11 categories – including food (consumed at home or in restaurants), tobacco/alcohol, clothing, personal care items, furnishings, household goods, medical services, recreation, public transportation, vehicle-related expenses, and household help – to the cost of those same goods and services in Washington, D.C.

(2) Regulation: DSSR section 220, DoDI 1400.25, Volume 1250, and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Employee submits SF 1190 (Foreign Allowances Application, Grant and Report) for payment.

(4) Entitlement: Yes, if you are a full-time employee.

### **j. Post Hardship Differential:**

(1) Definition: Post hardship differential compensates 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. It is paid as a percentage of basic compensation in 5, 10, 15, 20, 25, 30 and 35% increments. In addition to being paid to permanently-assigned personnel, post differential may also be paid to employees on extended detail either from the U.S. or from foreign posts.

(2) Regulation: DSSR section 510 and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of organization. Employee submits SF 1190 (Foreign Allowances Application, Grant and Report) for payment.

(4) Entitlement: Yes, if you are eligible for LQA.

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### **k. Renewal Agreement Travel:**

(1) Definition: Provides eligibility for round trip transportation for employee and dependents to take leave between consecutive periods of overseas employment.

(2) Regulation: JTR, Volume 2, Chapter 5, Part K.

(3) Authority: CPAC approves on behalf of hiring organization. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee takes DD 1614 to the CTO for plane ticket. Employee must sign DD 1616 or DD 1617 (Transportation Agreement).

(4) Entitlement: Yes, if you have a transportation agreement.

### **l. Temporary Quarters Subsistence Allowance (TQSA):**

(1) Definition: The purpose of TQSA is to assist with temporary lodging, meals, laundry and dry cleaning in a foreign area when an employee first arrives at a new post and permanent quarters are not yet available, or when an employee is getting ready to depart the foreign post permanently and must vacate residential quarters. An employee cannot receive the post (cost-of-living) allowance when receiving the TQSA.

(2) Regulation: DSSR section 120 and AK Regulation 690-10.

(3) Approval Authority: CPAC approves on behalf of hiring organization. Authorized on DD 1614 (Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel). Employee submits SF 1190 (Foreign Allowances Application, Grant and Report) for payment.

(4) Entitlement: Yes, if you are eligible for LQA.

### **m. Transportation Agreement:**

(1) Definition: Provides eligibility for transportation of employee, dependents, and household goods to and from OCONUS.

(2) Regulation: JTR, Volume 2, Chapter 5, Part L.

(3) Approval Authority: CPAC approves on behalf of hiring organization. Employee must sign DD 1616 or DD 1617 (Transportation Agreement).

(4) Entitlement: Yes, if you meet the regulatory criteria.

**NOTE: This is basic information. Management should contact the servicing CPAC for more specific information.**