



# CIVILIAN PERSONNEL FACT SHEET

## Fact Sheet Post Allowance for Locally hired Employees

*Current as of: 19 September 2007*

**What is Post Allowance (PA)?** Post Allowance is a tax-free cost-of-living allowance granted to eligible Federal Civilian Employee's. It varies by employee based on the employee's salary and family size. The Post Allowance level is based on the foreign cost of living as compared with that of Washington, DC.

**Who is eligible for PA and how do I apply?** All full-time U.S. citizen employee officially assigned at a foreign post. Part-time, intermittent, and dependent summer hire employees are not eligible. For the period the Sponsor is receiving TQSE, (Temporary Quarters Subsistence Expense), Post Allowance payment for dependent employee is not authorized. Each eligible employee must complete an SF-1190, Foreign Allowance Application, Grant and Report and dates/sign "Letter of Conditions of Eligibility for Post Allowance." Both documents must be submitted to 435 MSS/DPCR, Bldg 2120, Rm 318, or via fax to DSN 480-7054, or electronically (scanned with signature) to [435MSS.DPCRO.ORDERS@ramstein.af.mil](mailto:435MSS.DPCRO.ORDERS@ramstein.af.mil).

**Who is responsible for adjusting the PA percentage?** The PA rate is authorized and set by the U.S. Department of State based on exchange rate information reported on the first Tuesday of each pay period. Should a PA change become necessary on a different day in the pay period, the change will not become effective until the next period. The Civilian Payroll Office, Defense Finance and Accounting Service (DFAS), Charleston, SC automatically processes these adjustments without notice to agencies or employees.

**What personal factors affect PA payment and require action by the employee?**

It is the responsibility of the employee receiving PA to submit a new SF 1190 for the following events:

- periods of Leave without Pay (LWOP) greater than 14 days
- Arrival or permanent Departure of any dependents, including students departing or returning for more than 14 days
- Attainment of age 21 by a dependent child
- Temporary absence from the post of the employee or any dependent that will last longer than 30 days
- Performing Renewal Agreement Travel (RAT)
- Employment or Separation from Employment of a dependent (**Note: This requires both the dependant AND the sponsor to submit an 1190!!!**)
- Changes in command sponsorship

**What Regulations govern Post Allowance?**

- The Department of State Standardized Regulation (DSSR), Chapter 200
- Department of Defense Directive 1400.25-M Subchapter 1250