

**3 FAM 3200**  
**ALLOWANCES**  
**3 FAM 3210**  
**GENERAL INFORMATION**

*(TL:PER-480; 08-14-2003)*  
*(Office of Origin: DIR)*

**3 FAM 3211 AUTHORITY**

*(TL:PER-442; 04-25-2002)*  
*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*  
*(Applies to Foreign Service & Civil Service Employees)*

a. The authorities for each type of allowance are indicated in 3 FAM 3210, Exhibit 3210 and Department of State Standardized Regulations (DSSR) Section 010-020 for legal and regulatory authorities.

b. Supplemental regulations may also be found in:

(1) Handbooks (USAID); Automated Directive System Chapters (ADS) Chapter 477, Allowances and Differentials;

(2) FAS and APHIS Directives (USDA);

(3) Manual of Operations and Administration (BBG); and

(4) The Foreign Service Personnel Management Manual (Commerce).

**3 FAM 3212 APPLICABILITY**

*(TL:PER-442; 04-25-2002)*  
*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*  
*(Applies to Foreign Service & Civil Service Employees)*

a. This regulation applies to Foreign Service and Civil Service employees employed by Department of State and other foreign affairs agencies.

b. For further guidance on the employee's applicability of these regulations, refer to Department of State Standardized Regulations (DSSR) Section 030.

### **3 FAM 3213 AUTHORIZING OFFICIALS**

*(TL:PER-442; 04-25-2002)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

The authorizing officials for Department of State and other foreign affairs agencies in Washington, DC and at post are described in 3 FAM 3211 Exhibit 3211.

### **3 FAM 3214 DEFINITIONS**

*(TL:PER-442; 04-25-2002)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

For definitions of allowances, refer to 3 FAM 3210 Exhibit 3210. Definitions listed in the DSSR Section 040 apply to all chapters of the 3 FAM 3200 and 3 FAH-1 H-3200 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 the respective sections.

### **3 FAM 3215 FORM SF-1190, FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT**

*(TL:PER-480; 08-14-2003)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

a. Employees eligible for temporary quarters subsistence, living quarters, extraordinary quarters, foreign transfer, home service transfer, or education allowances should complete an original Form SF-1190, *Foreign Allowances Application, Grant and Report* (revised 1/98), and submit the form to the authorizing principal or *management officer* following arrival at post.

b. The authorizing officer is authorized to submit a Form SF-1190 on the member's behalf if the member is absent from post.

### **3 FAM 3216 HEADQUARTERS (Washington, DC)**

*(TL:PER-442; 04-25-2002)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

Headquarters in Washington, DC may grant, revise or terminate:

(1) Allowances specified in 3 FAM 3210 Exhibit 3210.2. For employees who claim payment in Headquarters on the basis of prior service at posts abroad.

(2) Separate maintenance, home service transfer and special allowances under authority of DSSR Section 013; and

(3) Special Allowances—The Director of Office of Allowances (A/OPR/ALS) is authorized through the regional bureau to grant, revise, or terminate special allowances for State employees, and to authorize USAID, BBG, Commerce, and Agriculture to grant special allowances for employees of those agencies in accordance with DSSR Section 013.

### **3 FAM 3217 PROCEDURES**

*(TL:PER-442; 04-25-2002)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

The procedures for filing, examining, reviewing and disposition of the Form SF-1190 are found in:

(1) Chapter 3 FAH-1 H-3200; Directive Management's intranet website at: <http://arpsdir.a.state.gov>; Internet website at <http://foia.state.gov/famdir/fam/fam.asp>; and

(2) Office of Allowances' website at: <http://aoprals.a.state.gov>, and/or Internet website: <http://www.state.gov/www/m/a/als>.

### **3 FAM 3218 REPORTING REQUIREMENTS**

*(TL:PER-442; 04-25-2002)*

*(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)*

*(Applies to Foreign Service & Civil Service Employees)*

a. In general, Department of State and Foreign Service agencies are responsible for the preparation and submission of allowance and differential reports.

b. Reports are submitted in accordance with regulations of the appropriate Foreign Service agency and/or Department of State, Office of Allowance. Refer to DSSR 072.11, Schedule of Allowance and Differential Reporting.

c. For further information regarding notification of new and closed posts, procedures in event of delayed reports, report forms, and/or reporting data for per diem and post allowance, etc., refer to DSSR 070-077 for guidelines and procedures.

### **3 FAM 3219 UNASSIGNED**

## 3 FAM 3210 Exhibit

### 3210GENERAL INFORMATION

(TL:PER-442; 04-25-2002)

ALLOWANCE	LEGAL AUTHORITY	FOREIGN AFFAIRS MANUAL (3 FAM)	FOREIGN AFFAIRS HANDBOOK (3 FAH-1)	DEPARTMENT OF STATE STANDARDIZED REGULATIONS	DEFINITIONS
<b>Quarters Allowances</b>	Generally, 5 U.S.C 5923	3 FAM 3220	3 FAH-1 H-3220	Generally, DSSR, Chapter 100	Quarters allowances granted under authority of 5 U.S.C. 5923 and Department of State Standardized Regulations (DSSR) chapters 120 and 130. Intended to reimburse an employee for substantially all costs of either <b>temporary, extraordinary or residence quarters allowances</b> . See further explanations below.
<b>QUARTERS ALLOWANCES</b>					
Temporary Quarters Subsistence Allowances (TQSA)	5 U.S.C. 5923 (a)(1)	3 FAM 3220	3 FAH-1 H-3220	Subchapter 120 and Section 960 TQSA Worksheet	A quarters allowance granted to an employee for the reasonable cost of temporary quarters, meals and laundry expenses incurred by the employee and/or family member at the foreign post upon initial arrival or preceding final departure.
Living Quarters Allowances (LQA)	5 U.S.C. 5923 (a)(2)	3 FAM 3220	3 FAH-1 H-3220	Subchapter 130 and Section 960 LQA Worksheet	A quarters allowance granted to an employee for the annual cost of suitable, adequate, living quarters for the employee and his or her family.
Extraordinary Quarters Allowances (EQA)	5 U.S.C. 5923 (a)(3)			Subchapter 138 and Section 960 EQA Worksheet.	A quarters allowance granted to an employee due to necessary vacating of permanent quarters during tour of duty due to USG renovations or unhealthful conditions.

## Continuation – Exhibit 3210

(TL:PER-442; 04-25-2002)

ALLOWANCE	LEGAL AUTHORITY	FOREIGN AFFAIRS MANUAL (3 FAM)	FOREIGN AFFAIRS HANDBOOK (3 FAH-1)	DEPARTMENT OF STATE STANDARDIZED REGULATIONS	DEFINITIONS
<b>Cost of Living Allowances</b>	Generally, 5 U.S.C. 5924	3 FAM 3230	3 FAH-1 H-3230	Generally, DSSR, Chapter 220	Allowances granted under the authority of title 5 U.S.C. 5924. Cost of living allowances include the post allowance, the foreign transfer allowance, the home service transfer allowance, the separate maintenance allowance, the education allowances and educational travel.
<b>COST OF LIVING ALLOWANCES</b>					
Post Allowance	5 U.S.C. 5924(1)			Subchapter 220 and Section 960 Omnibus Exhibit	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, DC.
Foreign Transfer Allowance	5 U.S.C. 5924(2)(A)			Subchapter 240 and Section 960 FTA Worksheet	For extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing his 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 of such post.
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## Continuation – Exhibit 3210

(TL:PER-442; 04-25-2002)

ALLOWANCE	LEGAL AUTHORITY	FOREIGN AFFAIRS MANUAL (3 FAM)	FOREIGN AFFAIRS HANDBOOK (3 FAH-1)	DEPARTMENT OF STATE STANDARDIZED REGULATIONS	DEFINITIONS
Home Service Transfer Allowance	5 U.S.C. 5924 (2)(B)	3 FAM 3230	3 FAH-1 H 3230	Subchapter 250 and Section 960 HSTA Worksheet	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 U. S. including its territories, possessions, and the Commonwealth of the Northern Mariana Islands.
Separate Maintenance Allowance	5 U.S.C. 5924(3)	3 FAM 3230	3 FAH-1 3230	Subchapter 260 and Section 960 Omnibus Exhibit	An allowance to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in the foreign area, or for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post. Also authorized for an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member.
Education Allowance	5 U.S.C. 5924(4)			Subchapter 270 and Section 960 EDA Worksheet	An allowance to assist an employee in meeting the extraordinary and necessary expenses incurred by an employee by reason of service in the foreign area, not otherwise compensated for, in providing adequate elementary and secondary education for dependent children.

**Continuation – Exhibit 3210**

(TL:PER-442; 04-25-2002)

<b>ALLOWANCE</b>	<b>LEGAL AUTHORITY</b>	<b>FOREIGN AFFAIRS MANUAL (3 FAM)</b>	<b>FOREIGN AFFAIRS HANDBOOK (3 FAH-1)</b>	<b>DEPARTMENT OF STATE STANDARDIZED REGULATIONS</b>	<b>DEFINITIONS</b>
Educational Travel	5 U.S.C. 5924(4)(B)			Subchapter 280 and Section 960 Omnibus Exhibit.	Travel to and from a school in the United States for purposes of attending a full-time course for secondary (in lieu of an education allowance), undergraduate college education or an accredited post-secondary vocational or technical education. In certain circumstances travel may be to and from a school outside the United States. ("Junior Year Abroad" type program, only.)
<b>OTHER ALLOWANCES</b>					
Representation Allowance	22 U.S.C. 4085	3 FAM 3240	3 FAH-1 H 3240	Chapter 300	Intended to cover allowable items of expenditures by employees, including foreign national employees, whose official positions entail responsibility for establishing and maintaining relationships of value to the U.S. in foreign countries and by adult family members acting with or on behalf of these employees.
Official Residence Expenses	5 U.S.C 5913	3 FAM 3250	3 FAH-1 H 3250	Chapter 400	The unusual expenses which a principal representative is obliged to incur in the operation and maintenance of a suitable official residence. The expenses must be in excess of the usual expenses incident to the operation and maintenance of the residence he or she would occupy if he or she were serving at the post in any other capacity.

## Continuation – Exhibit 3210

(TL:PER-442; 04-25-2002)

ALLOWANCE	LEGAL AUTHORITY	FOREIGN AFFAIRS MANUAL (3 FAM)	FOREIGN AFFAIRS HANDBOOK (3 FAH-1)	DEPARTMENT OF STATE STANDARDIZED REGULATIONS	DEFINITIONS
Post Differential	5 U.S.C. 5925(a)	3 FAM 3260	FAH-1 H 3260	Chapter 500 and section 960 Omnibus Exhibit	Provides additional compensation of 5, 10, 15, 20 or 25 percent over basic 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.
Danger Pay Allowances	5 U.S.C. 5928	3 FAM 3270	3 FAH-1 H 3270	Chapter 650 and Section 960 Omnibus Exhibit	Provides additional compensation of up to 25 percent over basic compensation to all U.S. Government civilian employees, including chiefs of mission, for service at places in foreign areas where there exist dangerous conditions, which threaten the health or well being of an employee. Paid for service at designated danger pay posts.
Advance of Pay	5 U.S.C. 5927	3 FAM 3280 3 FAM 1980	3 FAH-1 H 3280	Chapter 850	Is the amount of basic compensation paid an employee without taking into consideration other additional compensation for allowances or differentials. The head of an agency (DSSR 040e) may provide for the advance payment of up to three months pay to or for the account of an employee proceeding to or arriving at a post of assignment in the foreign area. Advance of pay may also be paid for

					certains medical emergencies.
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### 3 FAM 3211 EXHIBIT 3211 AUTHORITY

(TL:PER-480; 08-14-2003)

AGENCY	WASHINGTON, D.C.	AT POST
<b>State</b>	<ul style="list-style-type: none"> <li>◆ The Executive Director of IO</li> <li>◆ Regional Bureaus</li> <li>◆ HR-Foreign Transfer and Home Service Transfer Allowance</li> </ul>	Principal/ <i>Management officer</i> or designee for the principal post. Also refer to DSSR 013.
<b>USAID</b>	Refer to Handbook 26, Chapter 13, Section 13D	The Mission Director or designee.
<b>Commerce</b>	HR Manager, Office of Foreign Service Human Resources	Head of establishment abroad
<b>USDA</b>	FAS, Assistant Administrator Foreign Agricultural Service: APHIS Deputy Administrator, International Services.	FAS- principal/ <i>management officer</i> or designee; APHIS-Deputy Administrator, International Services, in Headquarters, Washington, DC
<b>BBG</b>	Director of Personnel, M/P	See MOA V-B, 122.3