



CNRJ HUMAN RESOURCES OFFICE

“PROVIDING HR SERVICES THAT ENABLE THE FLEET”

POST ALLOWANCE INFORMATION FACT SHEET

REQUIREMENTS TO UPDATE POST ALLOWANCE (PAL) ENTITLEMENTS WHILE AWAY FROM POST

BACKGROUND: PAL is an allowance granted to an U.S. citizen 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. PAL must be modified during absences from post accordingly.

REGULATION: Department of State Standardized Regulations (DSSR)

CONDITIONS/EVENTS: Employees are required to update their PAL entitlements with the Human Resources Office (HRO) for the reasons below:

1. Voluntary Authorized Departure/Evacuation: (DSSR 620)

a. Employee without Family – The PAL will be suspended as of the close of business of the day of employee's departure.

b. Employee with Family:

(1) Employee Remains at Post - The PAL will be reduced to the "employee without family" rate as of the close of business of the day of departure of dependent. (DSSR 621.1)

(2) Employee and All Family Members Departed - The PAL will be suspended as of the close of business of the day of departure.

2. Leave Orders: (DSSR 224.2) For an employee who has been issued official travel orders for self and/or family members while on leave, such as Renewal Agreement Travel (RAT), will 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;

b. As an exception, the PAL may be revised to the appropriate lower family size rate while an employee, with family, is absent from the post under RAT orders and it is determined that the employee is required to continue the usual expenses of his/her residence at the post in order to support one or more family members who remained at the post.

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

3. TDY or Other Temporary Absence from Post (not on leave orders under 224.2): (DSSR 225)

a. Employee without family - The PAL will continue:

- (1) While he/she remains in the country of assignment; and
- (2) While he/she is outside the country of for up to 30 consecutive calendar days.
- (3) On the 31st day of absence, the post allowance is to be terminated.

b. Employee with Family - The PAL will continue at the appropriate family size rate:

(1) 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). On the 31st day of absence the grant is to be terminated

(2) 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

(3) 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. On the 31st day any grant shall be reduced appropriately.

4. Extended Leave Without Pay Status: (DSSR 050.2) PAL will be suspended if an employee is in a leave without pay (LWOP) status for more than 14 consecutive days. Be advised that PAL cannot be paid for any period of time while in LWOP once it exceeds 14 consecutive calendar days, therefore, PAL will be suspended from the first day in LWOP Status until return to duty.

PROCEDURES:

1. Employees are responsible to ensure their PAL entitlements are updated by submitting a Foreign Allowances Application, Grant and Report (SF-1190) to HRO **immediately**, when it is known that one of the conditions/events will occur or have occurred. A fillable copy of SF-1190 can be found at the following link:

<http://www.gsa.gov/portal/forms/type/SF>

2. When completing the SF-1190, please ensure:

a. Block #17 contains the names of family members away from post.

b. Block #18 provides detailed information of the nature of the PAL modification request. For example, "The above family members departed on DD-MMM-YYYY under the DoD Voluntary Authorized Departure" may be used to suspend/modify PAL for an authorized departure/evacuation.

If you have any questions regarding this fact sheet, please contact servicing your HRO.

(Current as of 7 April 2011)