

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE - AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE - AIR FORCES AFRICA
INSTRUCTION 36-105**



04 JANUARY 2022

Personnel

**BENEFITS AND ALLOWANCES FOR
US EMPLOYEES IN USAFE-AFAFRICA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. It specifies terms of and eligibility requirements for overseas allowances and benefits, as well as travel and transportation benefits for United States (U.S.) employees on appropriated-fund positions at foreign overseas duty locations serviced by United States Air Forces in Europe-Air Forces Africa (USAFE-AFAFRICA) Civilian Personnel Sections (CPS), to include serviced personnel with other Air Force Major Commands or Department of Defense (DoD) agencies. This instruction applies to all USAFE-AFAFRICA Regular Air Force. This instruction does not apply to Air Force Reserve Command or the Air National Guard units. Ensure that all records created, as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Department of the Air Force Instruction (DAFI) 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items,

utilizing guidance identified in DAFI 33-360. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be completely reviewed. Major changes include: Updates the implementation directive and organizational names; prohibits the authorization Living Quarters Allowance (LQA) for the construction of Personally Owned Quarters (POQ) and for rented furniture; specifies how revenues from renewable energy generated are to be set off against LQA payments; prohibits the payment of Temporary Quarters Subsistence Allowance (TQSA) for quarters at costs beyond locally prevalent rates; outlines the parameters for granting a Foreign Transfer Allowance (FTA) and the Miscellaneous Expense Allowance (MEA) portion as well as the conditions for authorizing an Involuntary Separate Maintenance Allowance (ISMA); clarifies the conditions for granting Transportation Agreements (TA) to locally hired employees and eliminates the option of release from service agreement requirements upon voluntary retirement; restricts non-emergency replacement transportation of Privately Owned Vehicles (POV); clarifies requirements for Renewal Agreement Travel (RAT), Emergency Visitation Travel (EVT), the use of Home Leave (HL), and the authority for extending LQA waivers; and updates the address information for filing claims.

1. General. This instruction defines the requirements and conditions for U.S. civilian employees' eligibility for overseas allowances and transportation benefits. It implements principles established by jurisdiction on precedent regulations and operates within this agency's authority to establish rules that are more restrictive than superordinate regulations.

2. Authority, Decision Procedures, Roles, and Responsibilities.

2.1. Authority: AFI 36-129, *Civilian Personnel Management and Administration*, delegates the authority to grant allowances or travel and transportation benefits to the official with appointing authority, generally the Installation Commander. As a rule, this authority is further delegated to the Civilian Personnel Officer (CPO) who renders final decisions in all matters concerning the conditions of civilian employment to include the authorization of benefits and allowances. For employees recruited outside the U.S., the CPO will make an initial LQA determination and HQ USAFE-AFAFRICA/A1K is the final approval authority.

2.2. Procedure: Employees submit requests for overseas allowances and benefits with a pertinent SF-1190, *Foreign Allowances Application, Grant and Report*, to the responsible CPS for determination. If denied by the CPO, the request and review procedure within the Air Force is concluded. The CPS shall inform the employee accordingly and advise on how a third-party determination may be requested (Refer to paragraph 5, *Appeal Procedures*).

3. Overseas Allowances.

3.1. Purpose: Per DoDI 1400.25 - V1250.4.c. overseas allowances are "intended to be recruitment incentives for U.S. citizen civilian employees living in the United States to accept Federal employment in a foreign area. If a person is already living in the foreign area, that inducement is normally unnecessary".

3.2. Quarters Allowances (LQA & TQSA).

3.2.1. Eligibility Requirements: Sections 031.11., 031.12 a., and 031.15 of the Department of State Standardized Regulations (DSSR) establish the eligibility requirements.

3.2.1.1. Employees recruited in the United States: To be considered hired in the U.S. in the meaning of DSSR 031.11, the employee must have physically and permanently resided in the U.S. or its associated territories from the time of application until the time of acceptance of the position offer. The ownership of quarters in the U.S. during this period does not substantiate actual residence. Short-term absences from the U.S. that are clearly of transitory nature (such as a two-week vacation abroad) do not void the otherwise physical and permanent residency in the U.S.

3.2.1.2. Employees recruited outside the U.S: The eligibility for quarters allowances hinges on meeting the criteria of DSSR 031.12 a. and either 031.12 b. or 031.12 c.

3.2.1.2.1. DSSR 031.12 a. requires that the actual place of residence shall be fairly attributable to the employment by the U.S. Government, i.e. the primary reason for the employee's presence overseas is the employment.

3.2.1.2.2. Pursuant DSSR 031.12 b., employees must have a singular prior employment with a qualifying entity that initially recruited the employee from the U.S. and provided for his or her return transportation. Accordingly, multiple or intervening prior employment nullifies the eligibility. Similarly, former military members whose place of entry into active duty (as indicated in block 7.a. of the DD Form 214) is outside the U.S. don't qualify for LQA. To maintain the substantially continuous employment, prospective employee also must not have used part of their return transportation entitlement or be beyond 1 year after the date of separation. Additionally, the separation from military or civilian service must take place overseas; separation in the U.S. and subsequent return to the overseas at personal expense interrupts the overseas service and rules out applicability of DoDI 1400.25 - V1250, Encl.2, 2.a. See also the decision scheme in [Attachment 2](#).

3.2.1.2.3. DoDI 1400.25 - V1250, Encl.2, 2.c. lists circumstances beyond the control of affected individuals permitting the requirements of DSSR 031.12 b. to be waived for humanitarian reasons. Based on substantiated documentation certifying the (imminent) loss of family member status, affected employees on positions that qualify for LQA may be granted quarters allowances for up to one year. In extraordinary situations (e.g. Permanent Change of Stations (PCS) move delayed for reasons beyond the control of the employee), AF/A1C may extend the one-year period. **(T-0)**. CPSs will ensure that the former sponsors' LQA payments are modified to reflect the reduced family size before granting the allowance. Employees who due to the nature of their appointment are subject to termination of employment 60 calendar days after the loss of family member status or due to the sponsor's departure are not eligible for quarters allowances under these provisions.

3.2.1.2.4. IAW DSSR 031.12 c. and DoDI 1400.25 - V1250, Encl.2, 2.g., LQA may be granted to employees recruited outside the United States if the assignment entails a move "within or between countries" and management requires the employees to move to another area as a "condition of employment" which " if not fulfilled, results in failure to gain or retain employment". The authorization of LQA under such circumstances requires that the criteria of Encl.2, 2.g. (1) – (3) are met

and that the new position qualifies for LQA. Moves resulting from employees' applications for vacancies are never considered management-directed. An authorization IAW DSSR 031.12 c. shall be terminated if the employee subsequently transfers to another position at own initiative.

3.2.1.2.5. Employees deployed to or employed in combat zones in support of contingency operations immediately prior to appointment but who were otherwise customarily resident in the U.S. or its associated territories may be granted quarters allowances (DSSR 031.15). A comprehensive list of combat zones is available at <https://www.irs.gov/uac/Combat-Zones>.

3.2.1.2.6. If the CPS finds that the authorization of LQA for an employee recruited outside the U.S. is justified it will submit a corresponding request to HQ USAFE-AFAFRICA/A1K for final determination.

3.2.2. Living Quarters Allowance: LQA is an allowance granted to employees for the annual cost of suitable, adequate living quarters for employees and their families intended to cover substantially all of the average costs for rent, utilities, and other mandatory costs for occupying living quarters. LQA may only be authorized for quarters at the post (i.e. in the local area as defined in **Attachment 1**) and in the country of assignment. It is a discretionary allowance and management and the CPO shall carefully review if its authorization is required for filling a position with an individual not recruited from the U.S. If it is required, the applicant's eligibility will be determined IAW the DSSR 130, 131, and DoDI 1400.25 - V1250. This determination has precedence, i.e. if an employee is found to be personally ineligible all other considerations are irrelevant. For positions that can be filled with locally available applicants and thus don't require PCS cost authorization LQA must not be authorized.

3.2.2.1. Part-Time Employment: In accordance with DSSR 031.5, payment of LQA is not authorized for part-time employees. Payment of LQA will be suspended for employees transferring from full-time to part-time status. Upon return to full-time status, without a break in service, the LQA payment will be resumed since the employee maintains substantially continuous employment.

3.2.2.2. Quarters Groups: Per DSSR 134.14 b., employees on positions that are converted to a different personnel classification system and who are therefore assigned a lower LQA quarters group may remain in the previously held quarters group as long as they stay in the same position or must change positions for reasons beyond their control. Per DSSR 135.5 c., senior employees in quarters group 4 may be placed in quarters group 3 if they have more than 15 years of U.S. Government Federal civilian service.

3.2.2.3. Personally Owned Quarters: Per DSSR 136 such LQA maybe authorized for a total of ten years (cumulative for subsequent tours). LQA is not authorized for the construction of POQ.

3.2.2.4. Setting off renewable energy revenues: In accordance with DSSR 134.2 a.(1), revenues for the sale of electricity generated by energy plants such as photovoltaic systems installed in / on POQ shall be set off against the utility portion of the LQA payment. This rule doesn't apply when such plants are installed after the purchase of

the property at employees' cost. Buyers of POQ shall report to the CPS whether the dwellings are equipped with energy plants feeding electricity into the public grid and provide the energy supply companies' disbursement notices upon reconciliation.

3.2.2.5. Furniture Rental: Payment for the rental of furniture under LQA must not be authorized unless there are extraordinary circumstances. Requests for exceptions will be staffed through the servicing CPS to HQ USAFE-AFAFRICA/A1K for determination in accordance with DSSR 131.2. Such requests have to contain a cogent justification, a detailed listing of the furniture items that were shipped under Gov't orders to the Permanent Duty Station (PDS), and the employing agency's commander's endorsement.

3.2.2.6. For employees married to military members who receive the military Overseas Housing Allowance at the "with dependents"-rate, LQA shall not be authorized.

3.2.2.7. Reconciliation: LQA payments will be reconciled against the actual quarters expenses after completion of the first year in new quarters, upon any change of the determining factors (such as number of family members), or when specifically requested by the agency or employees. To avoid indebtedness due to excessive initial utility cost estimates, CPSs may establish a lower, lump-sum utility reimbursement rate or withhold the payment of this portion altogether for the first year of occupancy of quarters.

3.2.2.8. Utility Tax Avoidance Program (UTAP): Per DoDI 1400.25 - V1250, Encl. 2.k., at installations where the utility providers have contracts with the local tax relief office employees have to utilize the UTAP to receive the utilities portion of LQA. Fees incurred can only be reimbursed through the miscellaneous expense allowance.

3.2.3. Temporary Quarters Subsistence Allowance (TQSA): TQSA is intended to substantially reimburse employees for average costs for the occupation of transient-type quarters immediately after the first arrival at or prior to the final departure from the PDS. In accordance with DSSR 122.1, these quarters shall be at the post of assignment. Therefore, TQSA shall not be authorized if employees choose to occupy quarters outside the local area (see definition in [Attachment 1](#)). TQSA is not intended to provide ostentatious housing or extravagant meals (cf. DoDI 1400.25 - V1250, 4.e.). The CPO determines whether quarters meet the above requirements and if the claimed expenses are reasonable based on local circumstances.

3.3. Post Allowance (PA): PA under DSSR 220 is the cost-of-living allowance authorized for employees officially stationed at a post in a foreign area. Part-time employees are not eligible for PA. Its receipt shall be fairly attributable to the employees' employment by the U.S. Government. PA is not authorized if employees reside outside the country of assignment. If family members gain employment and eligibility for PA and receive the allowance, the family size used for calculating the sponsors' PA amounts shall be reduced by one.

3.4. Foreign Transfer Allowance (FTA): To compensate them for expenses incurred in connection with moves to foreign areas that are not otherwise reimbursable, employees who are eligible for quarters allowances may be granted a FTA. For DoD employees, three portions may be authorized.

3.4.1. Miscellaneous Expense Allowance (MEA) Portion: The purpose of the lump sum MEA is to defray various costs of services such as disconnecting and converting of household appliances, pet transportation and quarantine fees, or costs for mandatory POV conversions. Current employees receive the MEA in accordance with the Joint Travel Regulations (JTR) 054101; for new appointees, payment is authorized under DSSR 240.

3.4.2. The Predeparture Subsistence Expense Portion is to offset costs for lodging, meals, laundry, cleaning, and pressing incurred during 10 days in temporary quarters before departure from a post in the U.S. Under unusual circumstances when employees or family members are forced to remain in transient quarters beyond this period (e.g. if travel is delayed due to entry bans imposed by the destination country), DSSR 242.3 c. allows for indefinite extension of the payment.

3.4.3. The Lease Penalty Expense Portion serves as a compensation for unavoidable lease penalties caused by premature vacating of quarters in the U.S. or a foreign area. It may be authorized only if it is confirmed that the employee's transfer to a foreign post of assignment was due solely to actions by the employing agency and to unusual conditions beyond the control of the employee, that all actions were taken to avoid the penalty, and that there was no negligence on part of the employee.

3.5. Separate Maintenance Allowance (SMA): In accordance with DSSR 260, employees eligible for quarters allowances who are required to maintain eligible family members at a place other than the foreign post of assignment may be granted a SMA to assist them in defraying the costs for keeping an additional household. SMA is not payable for dependents acquired after entry on duty at the overseas PDS as these individuals were not eligible for official transportation to the overseas duty location at the employees' date of assignment. An Involuntary Separate Maintenance Allowance (ISMA) under DSSR 262.1 may be authorized for employees on 12 months, unaccompanied tours.

3.6. Post Hardship Differential: Pursuant DSSR 500, the purpose of Post Hardship Differential is to provide additional compensation to employees for service at duty stations where the living conditions are significantly more severe than in the Continental United States (CONUS). In accordance with DSSR 031.3, only employees who are eligible for quarters allowances may receive Post Hardship Differential.

3.7. Danger Pay: Employees at duty locations listed individually or that are within the areas listed in footnote p. to Section 920 of the DSSR are eligible for Danger Pay at rates of 15, 25, or 35 percent of basic compensation under DSSR 652 f. Employees who accompany U.S. military forces to areas designated by the DoD as Imminent Danger Pay (IDP) areas and that are listed in footnote v. to Section 920 may be granted a Danger Pay allowance at the same amount as the military IDP (currently \$225 per month, prorated by the number of days actually spent in the area;) as established in DSSR 652 g. The authorization of Danger Pay is not contingent upon the eligibility for quarters allowances.

4. Travel, Transportation, and Leave.

4.1. Overseas Service Obligations: IAW AFMAN 36-204, Para.5.1. et seq., the CPS shall properly advise employees of their service obligations and transportation benefits and have them acknowledge these conditions in writing. In addition to the Overseas Employment Agreements that specify tours of duty and overseas rotation requirements, employees will sign

DD Forms 1617, *DoD Transportation Agreement*, which establish the periods of service they have to complete to become eligible for travel benefits such as Permanent Change of Station (PCS) moves and RAT. Service Agreements and the related transportation benefits are not an entitlement for locally-hired employees. To be eligible under JTR 054908, they must meet the same requirements as for eligibility for LQA, i.e. have had singular prior employment and been recruited from the CONUS with return transportation entitlements.

4.1.1. Early Release from Service Obligations: JTR 054912 A. and B. specify circumstances that warrant an early release from service and overseas employment agreements. In addition, employees with at least 12 months of service at the Overseas Continental United States (OCONUS) duty station who transfer to other DoD components or Federal agencies must be released from the tour of duty requirement specified in their Service Agreements and the gaining activities are responsible for paying all PCS costs IAW JTR 054912 C. Such releases are to be coordinated between all parties involved to ensure that these are aware of their responsibilities and possible limitations. Management shall not initiate early releases to avoid disciplinary measures.

4.1.2. Service Agreement Violation: Failure to complete 12 months of service at the PDS for reasons that are not beyond the employees' control and not acceptable for the agency will result in indebtedness for agency funds spent in connection with the employees' moves to the PDS and entail full recovery (cf. Federal Travel Regulations §302-2.14).

4.1.3. Return Transportation Entitlement: This entitlement is established only upon completion of the tour of duty specified in the DD 1617. Per JTR 053713 B.3., the reimbursement for transportation expenses must not exceed the constructive costs of transportation to the home of record.

4.1.4. Renewal Tours: Employees who for reasons unacceptable to the agency fail to complete 12 months of service after return from RAT will be required to repay all reimbursements received for RAT, respectively the PCS costs to the renewal tour PDS.

4.1.5. In accordance with DSSR 031.12, 031.2, 040, individuals who come to the overseas at own expense to find employment with the DoD are not officially recruited from the U.S. and therefore ineligible for Service Agreements, related transportation benefits, and overseas allowances.

4.2. Educational Travel under DSSR 280 may only be authorized for children who are included on the employees' orders as dependents. Individuals not included on their parent's orders because they have reached 21 years of age at the time the sponsor PCSs to the overseas area and thus do not meet the definition of dependent are not eligible even though such travel may be exercised beyond age twenty-one.

4.3. Non-Emergency POV Replacement Transportation: Such transportation shall only be authorized in accordance with JTR 054712 C., if employees provide compelling evidence that the current POV is no longer adequate or that a suitable replacement POV can't be procured locally.

4.4. Emergency Visitation Travel: In emergency situations such as a serious illness or (imminent) death of a family member, employees or their dependents are authorized funded travel to the CONUS, a non-foreign OCONUS area, or another location in accordance with JTR 0403. Normally, only the travel of one person (employee or spouse) is funded; yet there

may be circumstances that warrant covering travel expenses for more than one family member. EVT is not discretionary and has to be funded by the employees' command/employing organizations. The authorization of travel is based on supporting medical documentation (e.g. medical certificate by the treating physician or the local Red Cross). Orders will be issued by the responsible unit orderly room. If medical certificates can't be provided beforehand, employees shall provide a statement describing the circumstances that justify EVT and that the required documentation will be submitted after return. They shall also sign a Repayment Agreement in case it is determined later that the circumstances did not warrant authorization of EVT. If urgency precludes obtaining travel orders in advance these can be issued after return from travel for reimbursement purposes. During their stay at the destination, employees have to be in an approved leave status such as Annual Leave, Home Leave (if eligible), or leave under the Family and Medical Leave Act. Payment of per diem or reimbursement of excess or unaccompanied baggage charges is not authorized.

4.5. Environmental and Morale Leave (EML): EML is a discretionary travel benefit established in the JTR and EUCOM Instruction 1501.01 for employees and dependents stationed at overseas duty locations where environmental conditions warrant additional travel to and leave at more comfortable locations at periodic intervals. It is prohibited within six months after arrival or six months before final departure from the duty location unless HQ USAFE-AFAFRICA/A1K grants a waiver for cogent humanitarian / personal reasons. Waiver requests shall include a substantiated justification, projected travel dates, information on previous EML travel, and the employing agency's endorsement. Waivers requested solely for convenience or for using the maximum number of EML trips will not be considered; EML is a benefit, not an entitlement. The six-month restriction does not apply to 12-months, unaccompanied tours.

4.6. Home Leave (HL): This benefits is regulated in Title 5, Code of Federal Regulations (CFR) §630.601, DoDI 1400.25-V1260, DoDI 1400.25V630_AFI36-815, and AFI 36-202). Employees recruited from the U.S. who may accumulate a maximum of 45 days of annual leave are entitled to earn, and may be granted, HL. (V1260, Encl.3, 1.a.) Based on the criteria in 5 CFR § 630.604, it is earned at rates of 5, 10, or 15 days per year. Employees with mobility agreements concluded under AFI 36-202 earn 15 days of HL annually. HL is to be used only in the CONUS or non-foreign OCONUS areas. Before becoming eligible to use it, employees must complete a substantial period of service, i.e. 24 months abroad. This is a one-time requirement and employees on subsequent overseas tours may use newly and previously accrued HL immediately after reporting to the overseas duty station. Former military members qualify for the accumulation of 45 days of annual leave only if they are discharged from the military.

4.7. Leave-free Travel Time: Per 5 U.S.C. §6303 (d), employees who are eligible to accumulate 45 days of annual leave may, upon request, travel in a duty status from their overseas duty station to go on leave at their home of record or another authorized destination in the United States or its associated territories and vice versa. Leave-free Travel Time may be granted only once during a tour of duty, i.e. once during an initial tour and again during a consecutive tour.

4.8. Official Passport Requirement: As required by DoD 1000.21-E and USAFE-AFAFRICA I 36-3101, self-sponsored civilian employees will use the official, no-fee (red) passport to clearly designate their status as members of a U.S. Government agency whenever performing

official TDY or PCS travel or when reentering the country of assignment after completing personal travel. This also applies to locally-hired employees who are normally not entitled to an official or no-fee passport but are required to perform official travel outside the country of assignment. For all other, non-duty-related travel, the blue tourist passport should be used. The CPS shall advise current and prospective self-sponsored employees early on so the passports are received in due time before any anticipated official travel. For more specific information, affected employees should contact the local passport services agency or refer to www.travel.state.gov.

5. Appeal Procedures.

5.1. General: Claims or requests for waivers regarding overseas allowances or transportation benefits that are determined to be unjustified and therefore denied by the CPO are considered closed within the Air Force. Employees who wish to appeal the determinations will submit such requests to the authorities listed in **Table 1** below:

Table 1. Adjudicating Authorities.

Subject of Appeal	Adjudicating Authority
LQA, PA, SMA, Home Leave	Classification and Pay Claims Program Manager Room 6484 Merit System Audit and Compliance U.S. Office of Personnel Management 1900 E Street, NW Washington, DC 20415 U.S. Telephone Number: (202) 606-7948
Travel, Transportation and Relocation Allowances, TQSA	The Civilian Board of Contract Appeals 1800 F Street, NW 6th Floor Washington, DC 20405 U.S. Telephone Number: (202) 606-8800; Fax Ext.: 0019 E-mail: CBCAclerk@cbca.gov
Note: Additional information on the procedures can be found on the websites listed in Attachment 2.	

5.2. CPOs shall ensure that employees who wish to appeal agency decisions are properly advised on the correct procedures. As required, they shall also brief local commanders on these rules to preclude incorrect routing of appeals and inappropriate involvement of third parties.

6. Grandfathering. The provisions in this instruction are applicable prospectively, i.e. allowances authorized before the publication of this revision remain in effect.

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Director, Manpower, Personnel, and Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 33-360, *Publications and Forms Management*, 7 August 2020

DoS, *Department of State Standardized Regulations (DSSR)*, 9 May 2021

DoDD 1000.21E, *Passport and Passport Agent Services Regulation*, 20 October 2009

DoDI 1400.25-V1250, *DoD Civilian Personnel Management System: Overseas Allowances and Differentials*, 23 February 2012

DoDI 1400.25-V1260, *DoD Civilian Personnel Management System: Home Leave*, 8 May 2015

DODI 1400.25V630_AFI36-815, *Leave*, 14 November 2019

DoD Joint Travel Regulations (JTR), *Uniformed Service Members and DoD Civilian Employees*, 1 May 2021

AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 2019

AFI 36-202, *Civilian Mobility*, 19 August 2019

AFMAN 36-204, *Overseas Employment*, 25 March 2019

EUCOM Instruction 1501.01, *Environmental and Morale Leave*, 11 August 2017

5 CFR §351.203, *Definitions*, 3 January 1986

5 CFR §630.601 et seq., *Locality-Based Comparability Payments*, 29 December 1995

5 U.S.C. §6303, *Annual leave; accrual*, 6 September 1966

USAFE-AFAFRICA I 36-3101, *Passports and Visas*, 19 November 2018

Prescribed Forms

None.

Adopted Forms

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 1614, *Request and Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel*

DD Form 1617, *Department of Defense (DOD) Transportation Agreement, Transfer of Civilian Employees Outside CONUS (OCONUS)*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

SF-1190, *Foreign Allowances Application, Grant and Report*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive
CFR—Code of Federal Regulations
CONUS—Continental United States
CPO—Civilian Personnel Officer
CPS—Civilian Personnel Section
DAFI—Department of the Air Force Instruction
DoD—Department of Defense
DSSR—Department of State Standardized Regulations
EML—Environmental and Morale Leave
EUCOM—United States European Command
EVT—Emergency Visitation Travel
FTA—Foreign Transfer Allowance
HL—Home Leave
IAW—In Accordance with
IDP—Imminent Danger Pay
ISMA—Involuntary Separate Maintenance Allowance
JTR—Joint Travel Regulations
LQA—Living Quarters Allowance
MEA—Miscellaneous Expense Allowance
NAF—Non-Appropriated-Fund
OCONUS—Outside the Continental United States
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PA—Post Allowance
PCS—Permanent Change of Station
PD—Post Differential
PDS—Permanent Duty Station
POQ—Personally Owned Quarters
POV—Privately Owned Vehicle
RAT—Renewal Agreement Travel

SMA—Separate Maintenance Allowance

TA—Transportation Agreement

TDY—Temporary Duty

TQSA—Temporary Quarters Subsistence Allowance

U.S.—United States

U.S.C.—United States Code

USAFE-AFAFRICA—United States Air Forces in Europe – Air Forces Africa

UTAP—Utility Tax Avoidance Program

Terms

Local Commuting Area and Local Area—Per 5 CFR § 351.203, "*Local commuting area* means the geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment." As a rule of thumb, the local area is the area around the PDS that is served by the local public transit systems within the borders of the country of assignment. It is not defined by an arbitrary distance radius.

Attachment 2**WEB RESOURCES****Table A2.1. Web Resources.**

<https://www.irs.gov/uac/Combat-Zones>

<https://www.travel.state.gov>

<https://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/compensation-leave/>

<https://www.cbca.gov/howto/rules/index.html>

Attachment 3

PERSONAL ELIGIBILITY DECISION SCHEME □ LQA FOR EMPLOYEES RECRUITED OUTSIDE THE U.S.

A3.1. Personal Eligibility Decision Scheme. Note: Employment with NAF or AAFES while on terminal leave and not exceeding the effective separation date is not considered intermediate employment.

Figure A3.1. Personal Eligibility Decision Scheme.

