

## **3 FAH-1 H-3200 ALLOWANCES**

### **3 FAH-1 H-3210 ALLOWANCES**

*(CT:POH-108; 04-14-2005)  
(Office of Origin: HR/ER)*

### **3 FAH-1 H-3211 SF-1190, FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT**

*(CT:POH-108; 04-14-2005)  
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)  
(Applies to Foreign Service and Civil Service Employees)*

- a. The Form SF-1190, Foreign Allowances Application, Grant and Report (revised 01/98), may be used to:
  - (1) Apply for an allowance;
  - (2) Terminate an allowance;
  - (3) Revise an allowance; or
  - (4) Satisfy a reporting requirement.
- b. The Form SF-1190 and the Department of State Standardized Regulations (DSSR-960) Worksheets are required for all allowance payments except for representation allowance, education allowance, *and official residence expense*. They are used for *advances of pay*, danger pay, educational travel, evacuation payments, foreign transfer, home service transfer, post *hardship* differential, service need differential, living quarters, temporary quarters subsistence, extraordinary quarters, and separate maintenance allowances.
- c. *The Department of State Standardized Regulations (DSSR-920), Post Classification and Payment Tables are used in conjunction with the Form SF-1190. The DSSR 920 contains applicable allowance rates for each post.*

### 3 FAH-1 H-3212 PAYMENT OF ALLOWANCES

*(CT:POH-108; 04-14-2005)*

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

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

- a. Most allowances are charged against post-held funds.
- b. Information is collected through Consolidated American Payroll Processing System (CAPPS) in *Charleston, S.C.* for employees assigned domestically.
- c. Payment entitlements at post are submitted to the Finance Service Center (FSC) in Charleston, S.C. for U.S. employees assigned abroad.
- d. For Foreign Commercial Service Officers located abroad, applications for request for payments for foreign post allowance, separate maintenance, living quarters allowance, post differential, and language incentive pay are submitted to the National Finance Center in New Orleans, LA. The Office of Foreign Service Human Resources Payment Section, Department of Commerce is responsible for submitting these applications. *Either CAPPS or the Finance Service Center in Charleston, S.C, should not make these payments to Department of Commerce employees.*

### 3 FAH-1 H-3213 PROCESSING OF APPLICATION

*(CT:POH-108; 04-14-2005)*

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

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

- a. The Form SF-1190 should be submitted to the authorizing official as of the date of any change in:
  - (1) Family status, including arrival or departure of *eligible family members* affecting the amount of any allowance payable;
  - (2) Salary or personnel classification affecting the amount of any allowance payable, except that a new form will not be required when the amount of a post allowance is changed owing to promotion, a within-class increase, or a pay act salary adjustment for all employees; or
  - (3) Daily rate of expenses for temporary quarters.
- b. Form SF-1190 should also be submitted for the following:
  - (1) The date of other changes affecting eligibility to receive allowances or requiring revision or termination as provided by the DSSR, except when a living quarters rate is revised *based on LQA classification changes* (see DSSR 077.31);

- (2) Such other dates as the authorizing officer of State, USAID, BBG, Foreign Service Corps-USDA, or Commerce may require;
- (3) When the SF-1190 serves as a grant (e.g. request for allowances), *the original is forwarded to Washington, D.C. for review; a copy should be sent or faxed to Charleston, S.C. for processing. A copy is retained at the office or post* where allowance amounts are computed and processed for payment. Copies are not sent to Washington, except upon request. See DSSR 072 for more information; and
- (4) For Commerce employees, the original SF-1190 should be sent for processing to: Department of Commerce, Office of Foreign Service Human Resources, 14<sup>th</sup> & Constitution Avenue, NW, Room 3226, Washington, DC 20230.

### **3 FAH-1 H-3213.1 Completion, Examination and Review of the SF 1190**

*(CT:POH-108; 04-14-2005)*

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

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

- a. Employees are responsible for ensuring that the Form SF-1190 is completed to include an accurate estimate of the cost of actual quarters based on actual costs and correct information. Upon completion, the employee forwards the SF-1190 to the authorizing official for review and signature. See 3 FAM 3211, Exhibit 3211 for person/position designated as the authorizing official.
- b. The authorizing official must carefully review Form SF-1190 for accurate completion. He or she is required to sign Box 23 of the original SF-1190 to authorize payment of temporary quarters subsistence, living quarters, extraordinary quarters, foreign transfer, home service transfer, separate maintenance, education allowances, *educational travel, advances of pay, (SF-1190 not used for Advance of Pay), evacuation allowances,* and difficult to staff incentive differential to which an employee is entitled. All other copies of the form must contain the authorizing officer's name, title, and the statement "True Copy of the Signed Original."
- c. Posts are required to submit living quarters costs to the Office of Allowances, *DS-7604, Living Quarters Summary Expenditures Worksheet, to include correction information.*
- d. Allowances granted remain in effect unless otherwise revised or terminated under regulations.

### **3 FAH-1 H-3213.2 Constituent Posts**

*(TL:POH-082; 07-02-2002)*

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

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

The authorizing official or designee, specified in 3 FAM 3211, Exhibit 3211, should sign in box 22 of Form SF-1190. In most cases, the approved original Form SF-1190 is forwarded to the principal post for granting and/or paying of allowances. One copy is retained for post files.

### **3 FAH-1 H-3213.3 Principal Posts**

*(TL:POH-082; 07-02-2002)*

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

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

A reviewing officer may sign in Box 22 of Form SF-1190 if required by the authorizing official. The original Form SF-1190s received from constituent posts as well as those originated at principal post are used to grant allowances.

### **3 FAH-1 H-3214 RECEIPTS**

*(TL:POH-082; 07-02-2002)*

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

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

Any receipts and other supporting evidence of expenditures that may be requested are to be returned to the employee after examination of the application.

### **3 FAH-1 H-3215 AMENDMENTS**

*(TL:POH-082; 07-02-2002)*

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

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

Amended allowances and/or grants are given the same serial number as the original Form SF-1190 followed by the letter "A" to designate the first adjustment, "B" for the second, etc. (e.g., xx-xx-98-01A, xx-xx-02-01B, etc.).

### **3 FAH-1 H-3215.1 Completion and Distribution of Allowances**

*(CT:POH-108; 04-14-2005)*

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

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

An SF-1190 is required for all allowance payments except for representational allowance, *official residence expenses, and evacuation payment.*

REQUEST FOR:	FORWARD TO:
Advance of Pay (currently JF-55)* <i>Payroll need the JF-55 and attachments for Advance of Pay</i> Education Allowance Foreign Transfer Allowance* Home Service Transfer Allowance Living Quarters Allowance* Temporary Quarters Subsistence Allowance Extraordinary Quarters Allowance	Post Financial Management Officer
Danger Pay Allowance* Post Allowance* Post Differential* Service Need Differential*	Financial Service Center P.O. Box 150008, Charleston, SC 29415-5008
Separate Maintenance Allowance*	Regional Bureau Executive Director  *Allowances paid to Department of Commerce employees through the National Finance Center. Request should be sent to: USDOC, Office of Foreign Service Human Resources, 14 <sup>th</sup> and Constitution Avenue, NW, Washington, DC 20230.

**3 FAH-1 H-3216 THROUGH 3219 UNASSIGNED**