

3 FAM 3230

COST OF LIVING ALLOWANCES

(TL:PER-501; 07-07-2004)
(Office of Origin: HR/ER)

3 FAM 3231 HOME SERVICE TRANSFER ALLOWANCE

3 FAM 3231.1 Certification for Granting Home Service Transfer Allowances

(TL:PER-500; 07-02-2004)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)
(Applies to Foreign Service Employees Only)

When granting a home service transfer allowance the following certification shall be inserted in the Remarks box of Form SF-1190:

"In order to be eligible for a grant of the home service transfer allowance, I certify that I agree to complete 12 months in the United States Government service following the effective date of my transfer to a post in the United States or other non-foreign area unless separated for reasons beyond my control which are acceptable to my employing agency. Failure to comply will result in my liability for repayment of this allowance."

Employee's Signature

3 FAM 3231.2 Approval Authority

(TL:PER-501; 07-07-2004)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corp-USDA)
(Applies to Foreign Service Employees Only)

a. The following individuals or their designated representatives:

- State The Director, Office of Fiscal Operations
(M/RM/FO/OFO)
- USAID See Automated Directive System (ADS) 477

- USDA FAS--Deputy Administrator, Foreign Agricultural Affairs
- Commerce Director, Office of Foreign Service *Human Resources*

b. The representatives or their designee are authorized to:

- (1) Grant home service transfer allowances and to revise or terminate grants of the allowance as specified by Department of State (DSSR) (DSSR) -250 or to grant the allowances as specified by DSSR-Section 013 Standardized Regulations as authorized by the Director of the Office of Allowance.
- (2) Determine whether a house or an apartment is occupied on a temporary basis as required by DSSR-Section 251.2c.
- (3) Grant Home Service Transfer Allowance (HSTA) under Section 901 of the Foreign Service Act of 1980 for employees assigned as rovers to Washington, DC, who meet the criteria of DSSR-Section 250, , except that they are not in the process of establishing themselves in permanent residence at the post of assignment. Once the allowance has been granted for any period of time, this eligibility for reimbursement of a subsistence expense portion of the HSTA terminates upon the employee's departure from the United States on official travel orders.
- (4) Certify to the intent as required by DSSR-Section 251.1b (see also DSSR-077.32c).

3 FAM 3231.3 Home Service Transfer Allowance Advance

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

For home service transfer allowance advance, see::

- State section 4 FAM 333.3
- USAID ADS 621
- USDA section 4 FAM 333.3
- Commerce section 4 FAM 333.3

3 FAM 3231.4 Review of the Application

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

Prior to granting a home service transfer allowance, the authorizing officer reviews carefully each submitted Form SF-1190 to ensure correctness of statements and costs for the temporary lodging portion and laundry/dry cleaning expenses indicated therein and the inclusion of a certified food expense statement. For this purpose, employees are required to furnish supporting receipts or other appropriate documentation for daily cost of temporary lodging and laundry/dry cleaning (unless coin-operated facilities are used).

3 FAM 3231.5 Grant of Allowance

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

The home service transfer allowance is granted on Form SF-1190. Copies of that form are distributed as provided in 3 FAH-1 H-3231.

3 FAM 3232 SEPARATE MAINTENANCE ALLOWANCE (SMA)

3 FAM 3232.1 Application

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

Application for separate maintenance allowance is made on a Form SF-1190. That application is processed under procedures found in DSSR-070 and chapter 3 FAH-1 H-3230. For USAID, see ADS 477.

3 FAM 3232.2 Separate Maintenance Allowance For the Convenience of the Government (Involuntary)

(TL:PER-501; 07-07-2004)

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

(Applies to Foreign Service Employees Only)

- a. The following officials are authorized to approve a SMA for the convenience of the Government (involuntary) in accordance with DSSR-260.
- State Executive Director of the *appropriate bureau*;
 - USAID See ADS 477
 - USDA FAS--Director, International Services Staff
 - Commerce Director, Office of Foreign Service *Human Resources*
- b. In specified circumstances, (with the exception of approvals for SMA for special need or hardship), authorizing officers in USAID, BBG, Agriculture, and Commerce may specify officers at field posts to grant, revise, or terminate separate maintenance allowances.

3 FAM 3232.3 Separate Maintenance Allowance (SMA) for Special Needs or Hardship (Voluntary)

3 FAM 3232.3-1 Approval Authority

(TL:PER-501; 07-07-2004)

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

(Applies to Foreign Service Employees Only)

- a. The following officials are authorized to approve a for special needs or hardship (voluntary), under the criteria outlined in DSSR-260.
- State Executive Director of the appropriate bureau.
 - USAID See ADS 477
 - USDA FAS--Director, International Services Staff
 - Commerce Director, Office of Foreign Service Human Resources
- b. This authority to approve a SMA for special needs or hardship may not be delegated.

3 FAM 3232.3-2 Authority to Deny

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

a. Only the following officials can disapprove SMA applications for special needs or hardship:

- State Deputy Assistant Secretary *for Human Resources*
- USAID See ADS 477
- USDA FAS—Deputy Administrator, *Foreign Agricultural Affairs*
- Commerce The Director General or appropriate Secretarial Officer.

b. An employee will be informed in writing of approval or disapproval within 15 working days of receipt by the approving official.

3 FAM 3232.3-3 General

(TL:PER-501; 07-07-2004)

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

(Applies to Foreign Service Employees Only)

a. A member of the Service may request SMA for special needs or hardship for any or all of the member's dependents either before commencing a tour of duty or at any time during a tour of duty. The member may also request termination of such SMA at any time during the tour of duty. Only one change of status of such SMA for each family member will be permitted for a single tour of duty except following termination of an authorized/ordered departure (see DSSR-264.2(2)). However, during the first or last 90 days of such tour no change of status is allowed. (For the USAID definition of a tour of duty for SMA purposes, see ADS 477. (See 3 FAH-1 H-3230 for further clarifying information and procedures on applying for and changing SMA).

(NOTE: Commerce normally will approve a change in SMA for special needs or hardship only where a change will not result in additional cost to the U.S. Government.)

b. The following travel benefits will not be granted to those members of a family for whom the SMA described above is payable:

- visitation travel
- home leave travel
- educational travel

- travel of children of separated parents
 - rest and recuperation travel for family members.
- c. Where the application is based on DSSR-Section 262.2, it shall include a signed statement from the member certifying the circumstances of special need or hardship and stating that such circumstances do not:
- (1) Include voluntary legal separation between member and spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final (A legal separation is deemed to exist at such time as either the employee or spouse shall have initiated action affecting the status of the marriage such as a separate maintenance action, or separation from bed and board short of application for divorce); or
 - (2) Involve a child whose legal custody is vested wholly, or in part, in a person other than the member, unless joint custody is established. (See DSSR-263.4) Members of the Service should also be aware of other circumstances where SMA is not warranted (see DSSR-Section 263).

3 FAM 3232.4 Application In Washington For Salary, Allowances, And Post Differential Due Returning Personnel

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

Foreign Service and other American civilian personnel transferring to the headquarters of the agency, or separating, may be paid (by the agency's Washington DC fiscal office) any salary and allowances due them from the last date paid by the previous payroll office. (See procedures in 3 FAH-1 H-3230.)

3 FAM 3232.5 Annual Report Of Living Quarters Expenses

(TL:PER-500; 07-02-2004)

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

(Applies to Foreign Service Employees Only)

An annual report of living quarter's expenses to the Department of State,

Allowances Staff, is required by DSSR-077.2. Legible photocopies are acceptable.

3 FAM 3233 THROUGH 3239 UNASSIGNED