



**EMPLOYEE HANDBOOK  
OF  
OVERSEAS BENEFITS  
AND  
ENTITLEMENTS**

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## **OVERSEAS BENEFITS/ENTITLEMENTS**

Your permanent change of station (PCS) move to the overseas area will be smoother if you take the time to read the helpful information we are providing below. It is not all-inclusive and is subject to change without prior notice. If you need clarification of your entitlements, ask the question before making your PCS move. Your servicing Civilian Personnel Flight may be able to answer some of your questions. If not, then have them ask us. YOUR WELFARE IS OUR CONCERN, BUT IT IS OUR JOINT RESPONSIBILITY!

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## **1. ADVANCE IN PAY**

Employees on PCS to or within a foreign area can request an Advance of up to 3 months of net base pay. This advance may be made 3 weeks prior to the estimated departure date and up to 2 months after arrival. Employees must agree to repay the advance by payroll deductions over a maximum of 26 pay periods beginning the first pay period after receipt of the advance. Partial or lump sum repayments in addition to payroll deductions are acceptable.

To request an advance in pay prior to arrival at Misawa, complete a SF1190 and fax to DSN: 315-226-2197. The SF1190 can be accessed at <http://hydra.gsa.gov/forms/one.htm>.

## **2. ANNUAL LEAVE ACCUMULATION**

Employees recruited in the US for overseas employment may accumulate a maximum of 45 days annual leave. Please ensure that a change of address is processed with the losing payroll office so that your last leave and earning statement (LES) will be forwarded to your P.O. Box at Misawa AB Japan. Your last LES will be used to transfer your annual and sick leave balances.

## **3. BACHELOR OFFICERS QUARTERS (BOQ)**

Unaccompanied employees may be offered on-base furnished bachelors quarters, when available. If not available, employees will receive a living quarters allowance to live in off-base quarters.

## **4. BASE FACILITIES**

Employees and their families may use all base facilities including the Base Exchange, Commissary, Education Center, recreation, child care, and open mess facilities. Active duty military members have priority in many recreation facilities.

Enrollment of dependents in the DOD Dependents Schools is on a space required, tuition-free basis.

Medical facilities are available for a fee. Dental service is on a space-available and limited basis. If you or your dependents have special medical or dental needs, contact us for specific information. Attached are the latest medical and dental rates (subject to change).

## **5. EDUCATIONAL TRAVEL**

Employees with college-age students may send their children on government-paid travel to the US for college education. College education is full-time attendance at the undergraduate level at an accredited university or college located in the US. The authority is for one round trip between the overseas post and the school in the US within a 12-month period. The 12-month baseline begins from the first annual trip to the US from the overseas post. Subsequent annual trips will not be authorized until 12 months have elapsed. Any portion of the round trip not taken in the

12-month period does not accrue to a subsequent period.

Children traveling to an overseas post must remain in the overseas area a minimum of 14 calendar days before starting educational travel again.

Educational travel may be authorized until age 22 (before 23rd birthday) or until graduation whichever occurs earlier. Upon graduation, the student may travel back to the overseas area on educational travel; however, no educational travel will be authorized for the return trip to the US.

## **6. EMERGENCY TRAVEL**

Eligible civilian employees and their spouses may be granted space available travel to the U.S. if the presence of the employee or his/her spouse is required due to an emergency that has occurred in either the employee's or the spouse's immediate family. Travel is to the first port of entry in the U.S.. Cost of travel within the U.S. is solely at the expense of the traveler. The regulation also permits civilian employees and/or their spouse to elect space required travel at their own expense, and at the U.S. Government rate tariff. Absences are chargeable to annual leave, leave without pay, or home leave (if eligible). Emergency leave travel is authorized only after the emergency has been verified through American Red Cross channels. Civilian employees and their spouses are encouraged to advise families in the U.S. to contact the nearest American Red Cross Chapter in the event of an emergency.

## **7. ENVIRONMENTAL AND MORALE LEAVE (EML)**

Employees recruited from the US are eligible for two EML trips within a 12-month period to designated overseas locations or the US. Travel is on a space-available basis on military aircraft. Upon arrival at the overseas post, check with your organization for specific details. The Civilian Personnel Flight does not administer this program.

## **8. FAMILY QUARTERS**

Accompanied employees are eligible for on-base government family quarters, when available. Advance application for family quarters is made by submitting DD Form 1746, with a copy of your PCS orders, through your Base Family Housing Office. The waiting period for on-base family quarters ranges from 9 - 12 months. Four bedroom quarters will take much longer.

## **9. FOREIGN TRANSFER ALLOWANCE (FTA)**

If you are required to occupy temporary quarters prior to your departure from your old duty station in the U.S., you may be eligible for the subsistence expense portion of the FTA. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. You will have to complete a "Foreign Transfer Allowance Claim Form," and provide all lodging, meal (single meals over \$25), and laundry/dry cleaning receipts, and submit them to the Financial Services Office. A FTA claim form is attached.

## **10. HOME LEAVE**

Employees recruited in the US for overseas employment earn and accrue five days of home leave during each 12-month period overseas. Home leave can only be taken in the US or its territories. An employee must complete at least 24 months of service in the overseas area before home leave may be used. You may use home leave in conjunction with renewal agreement travel, TDY, EML, or personal leave in the US or its territories.

## **11. HOUSEHOLD GOODS (HHG)**

Shipment of household goods to and from Misawa AB is restricted NTE 4,500 lbs net. Due to lack of government furniture support an additional amount is authorized depending upon the number of family members. The breakdown is as follows:

Unaccompanied personnel: additional 2,300 lbs.

Sponsor with one dependent: additional 3,955 lbs.

Sponsor with more than two dependents: add 750 lbs. for each dependent after the first dependent.

In addition to the weight limit, each family member 12 years old or older may ship 350 lbs of unaccompanied baggage. Members less than 12 years old may ship 175 lbs. Cost for storage and shipment of property in excess of the stated amount will be borne by the employee.

Temporary storage of household goods in the overseas area is limited to 180 calendar days. There is no authorization to extend this 180-day period. The maximum weight allowance for household goods shipped overseas and placed in non-temporary storage is 18,000 lbs net. Non-temporary storage is household goods placed in storage in the US.

## **12. IN-PROCESSING**

Report to the Civilian Personnel Flight, 35 MSS/DPC, extension 226-3992, Bldg.656, Misawa Air Base, Japan, for in-processing. Office hours are 0730 to 1630 hours, Monday through Friday. Your in-processing will take approximately 2 hours.

## **13. LIVING QUARTERS ALLOWANCE (LQA)**

LQA is payable to eligible civilian employees when government owned or leased quarters are not provided without charge at the employees' permanent duty station in a foreign area. The allowance is not intended to reimburse 100 percent of all employees' quarters costs or to provide ostentatious housing. It is designed to substantially cover the costs of suitable, adequate quarters including utilities such as heat, light, fuel, gas, electricity, and water. It does not cover costs for telephone installation, maintenance or service charges, servant wages, cleaning or storage, garden or lawn services, or any other expenses not directly related to rent or basic utilities. The maximum amount payable, which is subject to change, is governed by the Department of State Standardized Regulations (DSSR) and is dependent upon your grade, duty station, and size of

family. Payment of LQA and TQSA covering the same period is not authorized. YOU WILL NEED APPROXIMATELY \$6,000 - \$8,000 FOR START-UP EXPENSES (e.g. RENT, DEPOSITS, APPRECIATION FEES, AGENT FEES, ETC.). These expenses are allowable if they are specifically stated in your rental contract. Security deposits are excluded. If your contract states that you must pay an Agent's Fee and/or Appreciation Fee, and these expenses equate to 3 months or more of rent, you may request an Advanced LQA.

#### **14. MISCELLANEOUS EXPENSE ALLOWANCE (MEA)**

The MEA is for the purpose of defraying various contingent costs associated with the relocation of residence in connection with an authorized or approved permanent change of station.

Amount Allowable:

	<u>Employee Only</u>	<u>Employee with Dependent</u>
Minimum	\$350 or equivalent of one week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.	\$700 or equivalent of two week's basic compensation, whichever is the lesser amount, without supporting receipts or itemized statement.
Maximum	One week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.	Two week's basic salary. Claim must be supported by the entire paid bill or other acceptable evidence justifying the entire amount claimed.

In no instance will the allowable amount exceed the maximum rate of grade GS-13.

A SF-1190, Foreign Allowances Application, Grant and Report, will be used for submitting claims for reimbursement of MEA. You are required to submit the SF-1190 to the CPF.

#### **15. NON-TEMPORARY STORAGE OF HOUSEHOLD GOODS**

If you made arrangements to place your household goods in non-temporary storage at government expense in the U.S., please provide us with the name and address of the military Transportation Office that arranged for the storage. We require this information to renew your storage contact each fiscal year. NOTE: Civilian employees are not authorized to store a POV at government expense.

#### **16. PASSPORT**

You are responsible for ensuring that your passport and those of your dependents are current and valid. An individual with an expired passport is technically considered an unauthorized alien in Japan and is subject to deportation. Check your passport periodically. It takes approximately three months to obtain a new official passport from Washington, DC.

## **17. POST ALLOWANCE (PA)**

Employees assigned to a foreign area where the cost of living is substantially higher than Washington DC, are paid a post allowance. The amount is a flat rate based on salary and size of family in the overseas area. The State Department administers this allowance. It is subject to change without prior notice. PA is not subject to Federal income tax.

## **18. PRIVATELY OWNED VEHICLE (POV) SHIPMENT**

- a. POVs manufactured on or after 31 Mar 76 may not be shipped to Japan at government expense due to strict emission control standards imposed by the Government of Japan.
- b. Although an embargo on the shipment of post 76 type vehicles (POVs) remains in effect, as of 1 Apr 96; for all personnel ordered to Mainland Japan (Okinawa not included), a waiver may be requested and approved on a case-by-case basis by the appropriate authority at the installation to which the employee is assigned. When requesting a waiver, the following information should be included: Name, grade, SSAN, unit of assignment, make, year, model, series number, if equipped with California emissions, and reason/justification.
- c. Employees should understand the following before shipping:
  - (1) Employees must consider the high cost of initial registration of their POV in Japan (\$3,000 to \$5,000 or even more, based on 100 yen to a dollar, per vehicle.)
  - (2) Availability of parts and qualified maintenance.
  - (3) Cost and availability of high-grade gas - 86 octane or less on base; off base gas price for high octane is \$4.00 per gallon.
  - (4) All imported motor vehicles, including motorcycles, and mopeds; regardless of size, must be registered by the Government of Japan. The U.S. Government is not responsible for storing the vehicle at the port or on base if the vehicle can not pass Japanese inspection.
- d. Employee must obtain prior approval from their respective service authority in Japan for shipment of motorcycles exceeding 125cc as household goods, and for POV shipments. The following is the POC for POV shipment:

Misawa AB, Japan: 35 TRNS/LGTT, Unit 5015, APO AP 96319-5015  
DSN 226-3393 and FAX DSN 226-2077

## **19. RENEWAL AGREEMENT TRAVEL (RAT)**

Employees may be eligible for renewal agreement travel after completing the initial 36 months tour of duty. Eligibility is subject to negotiating a new overseas agreement for 24 months. Employees may travel to and from their home of record (place of actual residence at time of hire) or to an alternate destination. You will need to check with our office for specific conditions governing travel to alternate destinations.

The 36-month tour of duty may be administratively reduced up to 6 months to permit scheduling of leave during slack periods or school vacations. The newly entered transportation agreement will increase by the length of the reduction.

## **20. SELF PROCUREMENT OF AIRLINE TICKETS**

All Air Force funded official travel must be arranged through the Traffic Management Flight. **Individuals who make their own travel arrangements and purchase their own tickets will not be reimbursed.**

## **21. SEPARATE MAINTENANCE ALLOWANCE (SMA)**

Separate maintenance allowance is to offset the additional expenses an employee incurs by maintaining a separate household for dependents. The grant of SMA may be temporary or permanent based on your particular needs. SMA must be requested and approved by the MAJCOM prior to overseas assignment.

When an employee is temporarily prohibited from maintaining dependents at the overseas post for 90 days after his/her arrival due to the unavailability of housing, a SMA will be authorized on the 91st day, retroactive to the date of the employee's arrival. There is no exception to this minimum 90-day requirement. **YOU MUST ELECT SMA PRIOR TO ISSUANCE OF TRAVEL ORDERS. IF YOUR DEPENDENTS ARE ON YOUR TRAVEL ORDERS, YOU MAY NOT ELECT SMA DURING THE FIRST 90 DAYS IN THE OVERSEAS AREA. THERE ARE NO EXCEPTIONS (COMPTROLLER GENERAL DECISION B-252000, AUGUST 30,1993).** The following entitlements will be affected while in receipt of SMA:

- a. No government paid travel and transportation allowed for the family member (includes permanent change of station, renewal agreement, environmental and morale leave, and separation travel).
- b. Family members are not considered "members of your family" for housing and Living Quarters Allowance, Temporary Quarters Subsistence Allowance, Post Allowance, Civilian Identification and Privilege Card, and any other entitlement otherwise afforded to family members.
- c. The SMA grant will decrease or cease should any family member temporarily join you in the overseas area. You are responsible for immediately notifying us of any change in family status or if a family member joins you in the overseas area.

The above only applies to family members drawing SMA. Our office approves termination of temporary SMA; the MAJCOM approves termination of permanent SMA.

## 22. TRAVEL VOUCHER

Submit your travel voucher (DD Form 1351-2) to the local Accounting and Finance Office within 5 working days of your travel.

## 23. TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

TQSA reimburses you the cost of reasonable lodging, meals, and laundry expenses for up to 90 days after arrival in the overseas area. Temporary government quarters will be used whenever available. If government quarters are not available, a certificate of non-availability must be obtained from the base Billeting Office before using commercial accommodations. The amount of TQSA is based on the local per them rate according to the following formula:

### 1<sup>ST</sup> 30 DAYS

Initial occupant.  
(daily rate not in excess  
of 75% of PD rate)

Each other occupant age  
12 or older.  
(2/3 of the daily initial  
occupant rate)

Occupant under 12 yrs.  
(1/2 of the daily initial  
occupant rate)

### 2<sup>ND</sup> 30DAYS

Initial occupant.  
(daily rate not in excess  
of 65% of PD rate)

Each other occupant age  
12 or older.  
(2/3 of the daily initial  
occupant rate)

Occupant under 12 yrs.  
(1/2 of the daily initial  
occupant rate)

### 3<sup>RD</sup> 30DAYS

Initial occupant.  
(daily rate not in excess  
of 50% of PD rate)

Each other occupant age  
12 or older.  
(2/3 of the daily initial  
occupant rate)

Occupant under 12 yrs.  
(1/2 of the daily initial  
occupant rate)

Receipts will be required for lodging. Claims for reimbursement will be made on SF 1190 and submitted with the "TQSA Claim" form to the CPF. Post Allowance is not paid for any period for which TQSA is paid or any period for which travel per diem is paid.

## FOREIGN TRANSFER ALLOWANCE (FTA) CLAIM FORM

DATE 2001	LODGING	MEALS			LAUNDRY
		BREAKFAST	LUNCH	DINNER	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Notes: Actual expenses incurred should be documented. These expenses include lodging, meal, laundry and dry cleaning costs incurred while in temporary quarters. Reimbursement is limited to those allowable costs incurred within the vicinity of the old duty station. This allowance is for a period of up to 10 days. Provide all lodging and laundry/dry cleaning receipts with this form to the Financial Services Office.

I certify that all information given on this claim is true and correct to the best of my knowledge and belief. I understand that false statements made to the U.S. Government may subject me to criminal penalties including fines and imprisonment under 18 U.S.C. 1001 and 287 and or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

