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ADS Chapter 477

Allowances and Differentials

Document Quality Check Date: 11/16/2012
Partial Revision Date: 10/26/2011
Responsible Office: OHR/PPIM
File Name: 477_111612

Functional Series 400 – Personnel
ADS 477 – Allowances and Differentials
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ADS 477 – Allowances and Differentials

477.1 OVERVIEW

Effective Date: 01/27/1995

This chapter provides the policy and **essential** procedures contained in the Standardized Regulations for Government civilians and Foreign Areas including policy and **essential** procedures for USAID listed below.

477.2 PRIMARY RESPONSIBILITIES

Effective Date: 01/27/1995

a. Overseas

The Mission Director or designee is responsible for:

- (1) Authorizing, granting, revising or terminating, in accordance with applicable regulations, the following allowances for employees stationed overseas: temporary lodging, living quarters, post, supplementary post, foreign transfer, danger pay, education, post differential and educational travel.

b. USAID/Washington

The **Office of Human Resources, Employee and Labor Relations Division (OHR/ELR)** and **Office of Human Resources, Executive Management Staff (OHR/EM)** and the **Assistant Inspector General for Management (IG/AIG/M)** are responsible for:

- (1) Granting or terminating the allowances and differential listed in 477.2 (Overseas) for employees claiming payment in USAID/W on the basis of prior service overseas; and
- (2) Granting Home Service Transfer Allowance (HSTA) for employees transferring to USAID/W.
- (3) Reporting waiver issuances to Allowances Staff (A/AS) in State is the responsibility of the following: for FS employees in grades FS-01 and below, OHR/ELR; for Senior FS employees, OHR/EM; and for all FS and SFS employees in BS-08, IG/AIG/M.

c. **The State Department Medical Unit (M/MED)** is responsible for:

- (1) Approving requests based on health factors.

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477.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 01/27/1995

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

477.3.1 Eligibility

Effective Date: 10/04/2011

Employees shall be granted all allowances and applicable differential to their post, except as follows:

- a. Part-time employees shall be granted only danger pay allowance.
- b. Resident hire employees shall be granted only post allowance and danger pay allowance.
- c. No allowances shall be granted to employees when they are in non-pay status in excess of fourteen consecutive days. Payment of differential is suspended during all periods an employee is in non-pay status.
- d. When both members of a Foreign Service (FS) working couple (also called tandem couple) are employed under FS career or limited (career candidate and non-career) appointments, each member receives the same allowances and differential as other FS employees. For exceptions see Mandatory Reference, Standardized Regulations (DSSR) sections 126.1, 134.13, and each applicable allowance section of the DSSR. (See [DSSR 126.1, 134.13, and each applicable allowance section of the DSSR](#)).

For more information on differentials, see [477mab, Reservist Differential Guidance](#).

477.3.2 Home Service Transfer Allowance (HSTA)

Effective Date: 01/27/1995

The Agency shall pay an allowance for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee when transferring to an assignment in the United States.

Employees reporting for assignment in USAID/W shall contact their Personnel Officer in the Office of Human Resources, Employee and Labor Relations Division (OHR/ELR), the Office of Human Resources, Executive Management Staff (OHR/EM), or Office of the Inspector General, Office of Legal Counsel and Management (IG/LCM) for application forms and instructions. Approved forms are forwarded by the Personnel Officer to the Bureau for Management, Office of the Chief Financial Officer (M/CFO) for

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payment. The original copy is retained by CFO with a copy forwarded to OHR/ELR, OHR/EM, or IG/LCM and a copy to the employee.

477.3.3 Separate Maintenance Allowance (SMA)
Effective Date: 10/26/2011

The DSSR for SMA are applied in accordance with Section 260. (See [DSSR Section 260](#))

- a. An employee whose eligible family members travel to post on the employee's travel authorization is not eligible to receive SMA for special needs or hardship for the first three months following the employee's arrival at post regardless of whether the eligible family members depart post during that period at Government expense or at the employee's expense.
- b. An employee may change an election of SMA based on special needs or hardship for an eligible family member only once during a "tour of duty. For SMA purposes only, a "tour" of duty includes all time continuously assigned to a particular post; e.g. four years at a post with home leave/return to post at the end of the first two years is one tour of duty for SMA purposes. Any change of SMA election, whether requested by the employee or compelled by USAID, requires approval of a new SF-1190 by the Chief of OHR/ELR, OHR/EM or IG/AIG/M.
- c. If an employee who is stationed overseas is transferred to another overseas post and the transfer, including mid-tour or direct transfer, is delayed by a TDY in USAID/W, the employee's eligibility for SMA is the date of arrival at the new post after completion of the TDY. In addition, whenever there is a delay en route for personal reasons by an employee or eligible family member, departure, arrival and/or separation dates, as appropriate, must be recalculated for SMA purposes.
- d. If an employee gives up permanent quarters at the request of the post and moves to temporary quarters, such change of quarters must not be interpreted as relinquishing quarters for the purpose of SMA regulations. In such cases the date temporary quarters are relinquished shall constitute the date the employee vacates government subsidized lodging.

Employees stationed overseas shall forward requests to their Personnel Officer in OHR/ELR, OHR/EM or IG/AIG/M through (1) the Mission or Regional Executive/Administrative office, and (2) the Mission or Regional Controller. Employees requesting SMA prior to departure for post shall forward requests directly to OHR/ELR, OHR/EM or IG/AIG/M, who shall then provide the appropriate Bureau with an information copy of the action taken on SMA requests. When the employee is changing Bureaus, information copies of the action shall be provided to both Bureaus.

For more information about Separate Maintenance Allowance (SMA), see [A Guide to](#)

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Authorizing Separate Maintenance Allowance (SMA) and 477saa, Separate Maintenance Allowance (SMA) Checklist.

477.3.4 Advance of Pay
Effective Date: 01/27/1995

An advance of pay may be made for up to three months pay (six bi-weekly pay periods) upon assignment to a post in a foreign area. An advance of pay may be requested upon receipt of travel orders, but not more than 45 days before departure from the U.S. and not more than 60 days after arrival at the overseas assignment. The maximum advance is computed on the employee's base bi-weekly salary less mandatory deductions. The actual amount advanced shall take into account any voluntary allotments and the employee's ability to meet the mandatory repayment schedule.

477.4 MANDATORY REFERENCES

477.4.1 External Mandatory References
Effective Date: 01/27/1995

- a. **3 FAM 3200, Allowances**
- b. **5 USC 5921, Definitions**
- c. **5 USC 5922, General provisions**
- d. **5 USC 5923, Quarters allowances**
- e. **5 USC 5924, Cost-of-living allowances**
- f. **5 USC 5925, Post differentials**
- g. **5 USC 5926, Compensatory time off at certain posts in foreign areas**
- h. **5 USC 5927, Advances of pay**
- i. **5 USC 5928, Danger pay allowance**
- j. **Department of State Standardized Regulations (DSSR)**
- k. **DSSR 126.1**
- l. **DSSR 134.13**
- m. **DSSR 260**

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n. [Federal Travel Regulations \(FTR\)](#)

o. [Foreign Service Act of 1980](#)

477.4.2 Internal Mandatory References

Effective Date: 10/26/2011

a. [ADS 401mab, Delegations of Authority for the Office of Human Resources](#)

b. [ADS 477maa, A Guide to Authorizing Separate Maintenance Allowance \(SMA\)](#)

c. [ADS 477mab, Reservist Differential Guidance](#)

d. [ADS 621, Obligations](#)

477.5 ADDITIONAL HELP

Effective Date: 10/26/2011

a. [477saa, Separate Maintenance Allowance \(SMA\) Checklist](#)

477.6 DEFINITIONS

Effective Date: 01/27/1995

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

advance of pay

[DSSR 850](#); [3 FAM 3280](#). (Chapter 477)

compensatory time off at certain posts in foreign areas

See [DSSR 800](#). (Chapter 477)

danger pay allowance

See [DSSR 650](#); [3 FAM 3270](#). (Chapter 477)

education allowance

See [DSSR 270](#). (Chapters 477, [523](#))

educational travel

[DSSR 280](#); [6 FAM 111.1-1](#). (Chapter 477)

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foreign transfer allowance

See [DSSR 240](#). (Chapters 477, [621](#))

Home Service Transfer Allowance (HSTA)

See [DSSR 250](#), [3 FAM 3231](#); [3 FAH-1 H-3230](#). (Chapters 477, [621](#))

housing supplement for certain employees assigned to living quarters

Allowances. See [DSSR 150](#). (Chapter 477)

official residence expenses

See [DSSR 400](#); [3 FAM 3250](#). (Chapter 477)

payments during evacuation/authorized departure

See [DSSR 600](#). (Chapter 477)

post allowance

See [DSSR 220](#). (Chapter 477)

post classification and payment tables

See [DSSR 900](#). (Chapter 477)

post differential

See [DSSR 510](#); [3 FAM 3260](#). (Chapter 477)

quarters allowances

See [DSSR 100](#); [3 FAM 3230](#). (Chapter 477)

representation allowance

See [DSSR 300](#); [3 FAM 3240](#). (Chapter 477)

Separate Maintenance Allowance (SMA)

See [DSSR 260](#); [3 FAM 3232](#); [3 FAH-1 H-3230](#). (Chapter 477)

temporary lodging allowance

See [DSSR 120](#). (Chapter 477)

travel per diem allowance

See [DSSR 925](#), [6 FAM 140](#). (Chapters 477, 522-524)

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