



FSCAU US Civilian Personnel

Travel and Allowance

Ms. Yumino Tome

Ms. Rinka Yoshihara

718 FSS/FSCAU



Travel Entitlement

***Transportation Agreement (DD1617)**

- **EVT Travel**
 - **SET Travel**
 - **ERD Travel**
 - **RAT Travel**
 - **NTS/HHG**
-



Transportation Agreement (DD1617)

DD1617 (Fillable).pdf (SECURED) - Adobe Acrobat Pro

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Tools Fill & Sign Comment

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.

| | | | | | |
|---|---|--|--|---|--|
| A. EMPLOYEE NAME (Last, First, Middle Initial) KIYUNA, ITSUMI | | B. TYPE OF AGREEMENT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> RENEWAL | | <input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY <input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS | |
| C. EMPLOYEE SSN | D. NEW APPOINTEE OR STUDENT TRAINEE <input type="checkbox"/> YES <input type="checkbox"/> NO | E. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) (YYYYMMDD) 20150615 → 20150614 IK | | | |
| F. LAST PDS LOCATION HILL AFB, TU → | | G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT (To be determined at time of initial agreement) LAYTON, UT | | | |

1. 5 U.S.C. §5722 and §5723, provide, under certain conditions, for travel and transportation expenses of the employee (including new appointees or student trainees eligible for first PDS travel), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to an OCONUS location, except movement and storage of HHG is not allowed for round-trip renewal agreement travel. Under the law, the allowances shall not be authorized unless the employee agrees in writing to remain in the Government service for a prescribed period of time. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.

2. I understand and agree that:

a. When I complete 24 months, the prescribed tour of duty, I will be eligible for return travel and transportation allowances at Government expense for myself, my dependents, or my household effects, to my actual residence at time of appointment stated above for purpose of separation from the service, unless separated early for reasons beyond my control that are acceptable to the agency concerned.

b. I will remain in Government service for at least 12 months beginning with the effective date of my transfer or appointment to my new OCONUS PDS, unless separated for reasons beyond my control that are acceptable to the agency concerned. If I fail to remain in service the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation and related allowances associated with the transfer of myself and my dependents, e.g., HHG storage and shipment, CONUS temporary quarters subsistence expenses, (but not



Emergency Travel (EVT)

- **Purpose : EVT is to allow an employee to travel at Govt's expense in certain family emergencies**
 - **Authorization**
 - **Serious Illness/Injury Imminent Death**
 - **Death**
 - **Definition – Immediate Family Member at CONUS**
 - **Spouse**
 - **Children**
 - **Parents**
 - **Siblings of the employee/spouse**
 - **Authority to Travel**
 - **Employee or Family Member at Post**
 - **Limited to one family member**
 - **Required Doc : Red Cross Notification / Death Certificate**
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EVT - Space Required

- **Sponsor or dependent whoever uses the funded travel authorization may travel space-required aboard DoD aircraft**
 - **Travels in US at employee's expense**
 - **Notification: Normally via Red Cross**
 - **Completed by CPF**
 - **Other(s) may travel space-available or space-required at personal expense per the current AMC rates.**
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Student Education Travel (SET)

- **One round trip travel per dependent child each year to CONUS/post**
 - **Anniversary date established upon initial travel**
 - **Remains same for subsequent trips**
 - **Attendance at university or college**
 - **Must be undergraduate level/full time student**
 - **Dependent eligible – 23rd birthday or graduation**
 - **Required Documentation**
 - **Letter from Registrar validating status**
 - **Complete PACAF Form 90 NLT 30 days prior to travel**
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Early Return of Dependent (ERD)

- **Dependent return travel to the U.S. before the employee's return**
 - **Eligible for Govt funded travel/split HHG**
 - **If initial service agreement satisfied (earned travel)**
 - **Waiver – Govt interest, physical/mental health, death, authority imposed obligations, etc.**
 - **Ineligible for Govt funded travel/HHG**
 - **If initial service agreement not complete**
 - **At employee personal expense**
 - **May be reimbursement after satisfying agreement**
 - **No reimbursement if the travel is taken before orders issued**
-



Renewal Agreement Travel (RAT)

- **Renewal Agreement Travel (RAT)**
 - **Eligibility:**
 - **Completion of 24-month tour /service agreement**
 - **Renewal tour of additional 24 months**
 - **Round trip for employee/dependents**
 - **Travel to residence at time of hire or alternate location**
 - **Must have 12 months of tour remaining after return**
 - **Suspend post allowance**
 - **Home leave normally used in conjunction w/RAT**
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Other Travel-Related Entitlements (NTS)

- **Non-Temporary Storage – Eligible employees authorized storage of HHG during post assignment**
 - **Storage at Govt expense continues until beginning of 2nd Month after last day of work at PDS**
 - **NTS Converted to SIT. May be authorized additional 90 Days Storage in Transit (SIT)**
 - **CPF Provides Fund Citation to TMO/JPPSO upon assignment/beginning of FY every year (Sep)**
 - **Please provide DD1299**
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FSCAU US Civilian Personnel

Allowance & Travel-Related Entitlements

**Ms. Yumino Tome
Ms. Rinka Yoshihara
718 FSS/FSCAU**



Allowance

- **Salary Advance**
 - **Foreign Transfer Allowance (FTA)**
 - **Miscellaneous Expense Allowance**
 - **Temporary Quarters Subsistence Allowance (TQSA)**
 - **Post Allowance**
 - **Living Quarter Allowance (LQA)**
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Salary Advance

Employees may need several thousand dollars for such things as a car purchase, rental security deposit, first month's rent, utility deposits, etc. An advance in pay is available to help meet these needs.

- Authorized up to 3 months base pay for PCS to foreign post and may be requested 3 weeks prior to / 2 months after arrival at foreign post
 - Repayment begins first pay period after receipt
 - Interest free
 - Maximum of 26 pay periods
 - Requested via SF1190 by employee
 - Processed via Remedy by losing or gaining CPF to DFAS
 - Paid offline via EFT to personal account
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Foreign Transfer Allowance (FTA)

- FTA authorized for PCF from US to foreign posts
 - Reimburse lodging, meals, laundry in temporary quarters for employees and their family members
 - May be granted up to ten days from date of HHG pick up to date of final departure from US
 - Receipts required for lodging/meals reimbursed flat rate of per diem for US permanent duty station
 - Claimed on SF1190 upon arrival at foreign post
 - CPF processed via Remedy to DFAS
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MISC Expense

- **Miscellaneous expense is an allowance to offset some of the costs involved in PCS moves**
 - **Current employees claim on travel voucher to CPTS or AFPC (IAW JTR, no CPS action)**
 - **First-duty station employees claim at CPF (IAW DSSR)**
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Temporary Quarters Subsistence Allowance (TQSA)

- TQSA is granted for reasonable cost of temporary lodging, meals, and laundry/dry cleaning expenses
 - Inbound: Up to 90 days after arrival at a new post in a foreign area
 - Outbound: 30 days authorized prior to departure from Kadena AB
 - Prohibited from receiving PA and TQSA simultaneously
 - Claimed on SF1190 w/receipts to Kadena CPF
 - CPF process via Remedy to DFAS
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Post Allowance

- **Purpose: Cost-of-living granted to employees stationed at a post where the cost of living is significantly higher than in Washington DC**
 - **Paid to full-time employees**
 - **Paid at a flat rate based on base pay, family size, and post of assignment**
 - **Subject to adjustment based on exchange rate or as costs fluctuate in Washington, DC.**
 - **Employee requests via SF1190**
 - **CPF updates/modifies in DCPDS**
 - **No Overlap payment with TQSA**
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Post Allowance

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Tools Fill & Sign Comment

**POST ALLOWANCE TABLE
(CATEGORY 20)**

NUMBER OF FAMILY MEMBERS Effective 12-14-2014

| | SALARY RANGE | EMPL ONLY | 1 DEPNS | 2 DEPNS | 3 DEPNS | 4 DEPNS | 5 + DEPNS |
|----|-----------------|-----------|---------|---------|---------|---------|-----------|
| A. | UNDER - 28,000 | 3140 | 3520 | 3920 | 4120 | 4500 | 4700 |
| B. | 28,000 - 29,999 | 3240 | 3660 | 4060 | 4260 | 4660 | 4880 |
| C. | 30,000 - 32,999 | 3400 | 3840 | 4260 | 4480 | 4900 | 5120 |
| D. | 33,000 - 35,999 | 3580 | 4040 | 4480 | 4700 | 5160 | 5380 |
| E. | 36,000 - 38,999 | 3760 | 4240 | 4700 | 4940 | 5400 | 5640 |
| F. | 39,000 - 41,999 | 3940 | 4420 | 4920 | 5160 | 5660 | 5900 |
| G. | 42,000 - 44,999 | 4120 | 4620 | 5140 | 5400 | 5920 | 6160 |
| H. | 45,000 - 47,999 | 4280 | 4820 | 5360 | 5620 | 6160 | 6440 |
| I. | 48,000 - 50,999 | 4460 | 5020 | 5580 | 5860 | 6420 | 6700 |
| J. | 51,000 - 54,999 | 4660 | 5240 | 5820 | 6120 | 6700 | 6980 |

Post Allowance shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate.



Living Quarters Allowance (LQA)

- * Annual Max Amount
- * Subject to adjustment
- * Reimbursement for actual amount

Living Quarters Allowance Group (DSSR TL: SR863)

Effective: 3 May 2015
Kadena AFB Okinawa Japan

| GROUP | GRADE/NSPS PAY BAND | NO OF DEPNS | 22-Mar-15 | 3-May-15 |
|-------|--|-------------|--------------|--------------|
| 2 | YA-3, YC-3 | W/0 | \$ 50,800.00 | \$ 51,200.00 |
| | YD-3, YF-3 | W/1 | \$ 50,800.00 | \$ 51,200.00 |
| | YK-3, YN-3 | W/2-3 | \$ 55,880.00 | \$ 56,320.00 |
| | YG-2, YG-3 | W/4-5 | \$ 60,960.00 | \$ 61,440.00 |
| | YH-3, YJ-3, YJ-4 | W/6+ | \$ 66,040.00 | \$ 66,560.00 |
| | GS-14 - GS-15 | | | |
| 3 | WS-11 - WS-19, WD-9 - WD-11, WG-14 - WG-15, WL-12 - WL-15, WN-05 - WN-09 | W/0 | \$ 47,600.00 | \$ 48,000.00 |
| | YA-2, YB-3, YC-2, YD-2, YE-3 | W/1 | \$ 50,800.00 | \$ 51,200.00 |
| | YE-4, YF-2, YK-2, YL-03, YL-4 | W/2-3 | \$ 55,880.00 | \$ 56,320.00 |
| | YN-2, YH-2, YI-3, YJ-2 | W/4-5 | \$ 60,960.00 | \$ 61,440.00 |
| | GS-10 - GS-13 | W/6+ | \$ 66,040.00 | \$ 66,560.00 |
| | | | | |
| 4 | WS-01 - WS-10, WD-01 - WD-08 WL-01 - WL-11, WG-01 - WG-13 WN-01- WN-04 | W/0 | \$ 41,400.00 | \$ 41,800.00 |
| | YA-1, YB-1, (YB-2*) (YC-1*) | W/1 | \$ 47,600.00 | \$ 48,000.00 |
| | YP-1, YD-1, YE-1, (YE-2*) (YF-1*) | W/2-3 | \$ 52,360.00 | \$ 52,800.00 |
| | YK-1, YL-1, (YL-2*), YM-1, (YM-2*) | W/4-5 | \$ 57,120.00 | \$ 57,600.00 |
| | (YN-1*), YH-1, YI-1, (YI-2*), (YJ-1*) | W/6+ | \$ 61,880.00 | \$ 62,400.00 |
| | GS-1 - GS-9 | | | |



Living Quarters Allowance (LQA)

- LQA maximum rates are based on grade of employee and how many dependents are living with the employee
 - Designed to reimburse substantially all costs for suitable, adequate, (not extravagant) living quarters, including **Rent, Utilities, (electricity, gas, kerosene, water, and trash collection) and Agency fee** up to a maximum limit.
 - **No reimbursement for rental or utility deposits** these are refundable.
 - Adjusted periodically to correspond with the yen/dollar exchange rate.
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Living Quarters Allowance (LQA)

1. It is important for individuals to know that LQA is a reimbursement, based on actual expenses.
 2. The annual LQA cost is divided by the number of days in the calendar year to obtain a daily rate and then multiplied by 14 to obtain a biweekly rate.
$$\text{¥}350,000 / \$3,000 \div 30\text{days} = \$100/\text{day}$$
$$\$100 \times 14\text{days} = \$1,400$$
 3. The LQA exchange rate is used the beginning day of pay period, by the State Department Rates.
 4. No Overlap Pay with TQSA
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Living Quarters Allowance (LQA)

2020 Holiday and Payday Calendar

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | |
|---------|-----|-----|-----|------|-----|-----|----------|-----|-----|-----|------|-----|-----|-------|-----|-----|-----|------|-----|-----|-------|-----|-----|-----|------|-----|-----|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

| MAY | | | | | | | JUNE | | | | | | | JULY | | | | | | | AUGUST | | | | | | |
|-----|-----|-----|-----|------|-----|-----|------|-----|-----|-----|------|-----|-----|------|-----|-----|-----|------|-----|-----|--------|-----|-----|-----|------|-----|-----|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 31 | | | | | | | | | | | | | | | | | | | | | 30 | 31 | | | | | |

| SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
|-----------|-----|-----|-----|------|-----|-----|---------|-----|-----|-----|------|-----|-----|----------|-----|-----|-----|------|-----|-----|----------|-----|-----|-----|------|-----|-----|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat | Sun | Mon | Tue | Wed | Thur | Fri | Sat |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

■ Holidays

■ Payday

■ End of Pay Period



Questions?
