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ALLOWANCES AND DIFFERENTIALS

Overseas and Territorial Allowances

Overseas and territorial allowances are administered by the Agency in accordance with applicable regulations issued by the Department of State and the Civil Service Commission.

I. The following overseas and territorial allowances may be granted to staff employees, staff agents, formal details, career agents, contract agents, and contract employees. The Division or Staff concerned will arrange with an officer of the Finance Division to have personnel entitled to these allowances briefed on the proper procedure to be followed in submitting claims, prior to their departure for an overseas post.

a. Temporary Lodging Allowance - A living quarters allowance granted for the cost of lodging, heat, light, and fuel (including gas and electricity) at temporary quarters upon first arrival at a new post.

b. Quarters Allowance - A living quarters allowance other than a temporary lodging allowance granted for living quarters, heat, light, and fuel (including gas and electricity.)

c. Post Allowance - A cost-of-living allowance granted where the cost of living is proportionately so high that an allowance is necessary to enable an individual to carry on his work effectively.

d. Special Post Allowance - A post and/or quarters allowance granted in lieu of any other post or quarters allowance at a post abroad where unusual conditions have been determined to exist.

e. Transfer Allowance - A cost-of-living allowance granted for extraordinary and necessary expenses deemed incident to the establishment of residence at a post of assignment; transfer involves travel from one post to another.

II. Separation Allowance - An allowance granted to assist an officer or employee who is compelled by reason of dangerous, notably unhealthy, or excessively adverse living conditions at his post abroad or for the convenience of the government to meet the additional expense of maintaining his wife and minor children elsewhere than in the country of his assignment.

a. May be granted to:

(1) Staff employees, staff agents, and formal details.

(a) Procedure

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(a) Procedure

Division or office concerned prepares memorandum to Chief, Finance Division, requesting a separation allowance and justifying payment of such an allowance. The request will be initialed by the Division Chief and forwarded via [] and [] to Chief, Covert Personnel Division, for signature.

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(2) Contract agents, contract employees.

(a) Procedure

Division or office concerned submits memorandum to Chief, Finance Division, requesting a separation allowance and justifying the payment of such an allowance. The request will be signed by the Division Chief and forwarded via [] to [] for approval.

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III. Territorial Cost-of-Living Allowance - Additional compensation payable at territorial posts where living costs are substantially higher than in the District of Columbia.

a. May be granted to:

(1) Staff employees, staff agents, formal details, contract employees and covert associates.

(a) Procedure

Allowance will be paid by headquarters when division or office concerned notifies the Finance Division that an individual has arrived at a post where a territorial cost-of-living allowance is granted.

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Foreign Post Differential and Territorial Post Differential

Foreign post and territorial post differentials are administered by the Agency in accordance with the provisions of applicable regulations issued by the Department of State and Civil Service Commission, and may be granted to staff employees, staff agents, formal details, contract employees and covert associates. These differentials will be paid by headquarters when the division or office concerned notifies the Finance Division that an individual has arrived at a post where such differentials are granted.

I. Foreign Post Differential - A per cent of basic compensation granted to any employee serving in an area where there are notably unhealthy or adverse conditions.

II. Territorial Post Differential - Additional compensation payable at any post having conditions of environment which differ substantially from conditions of environment in the States and warrant additional compensation as a recruitment incentive.

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