

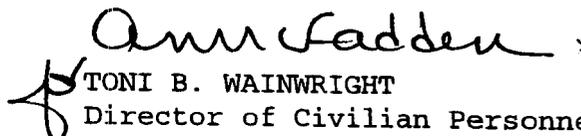
AEAGA-CE (ASA(M&RA)/1 Mar 00) (690-500K(E)) 1<sup>st</sup> End  
SUBJECT: Delegation of Authority to Approve Certain Foreign Allowances

Headquarters, United States Army, Europe, and Seventh Army,  
Office of the Deputy Chief of Staff, Personnel, Unit 29351,  
APO AE 09014 17 APR 2000

FOR SEE DISTRIBUTION

1. Effective immediately, approval authority for Simultaneous Payment of Living Quarters Allowance (LQA) and Temporary Quarters Subsistence Allowance (TQSA) is delegated to Civilian Personnel Advisory Center (CPAC) Chiefs. This authority may not be further delegated.
2. Approval authority for the following allowances has been delegated to HQUSAREUR and may not be further delegated.
  - a. Foreign Transfer Allowance (FTA), Extension of 10-Day Pre-Departure Subsistence Expense. Requests should be submitted to HQUSAREUR, Civilian Personnel Directorate (CPD).
  - b. Waivers for LQA Under Unusual Circumstances. Requests should be submitted to HQUSAREUR, CPD.
  - c. Separate Maintenance Allowances (SMA). Delegated to MACOMs by an earlier memorandum dated April 27, 1984. The reference updates that policy by maintaining the approval authority at the MACOM level. Requests should be submitted to HQUSAREUR, CPD for approval.
5. Point of contact is Ms Val Dean Dewhirst, Policy Management Division, 370-3943.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

  
TONI B. WAINWRIGHT  
Director of Civilian Personnel  
United States Army, Europe

DISTRIBUTION:

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Grafenwoehr Civilian Personnel Advisory Center, ATTN: AEAGA-CGR,  
Unit 28130, APO AE 09114  
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REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

March 1, 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Certain Foreign Allowances

The Department of State (DOS) has implemented changes in the Department of State Standardized Regulation (DSSR) for certain foreign allowances and delegated the authority for approving these changes to the heads of agencies. The Department of Defense (DoD) further delegated the authority for approving these allowances to the Service components. In turn, to support our efforts to streamline processes and eliminate levels of review where prudent, Major Army Commands (MACOMs) are hereby delegated the authority to approve certain foreign allowances as indicated in this memorandum.

The DSSR gave agencies the authority to extend the Foreign Transfer Allowance (FTA) for additional days based upon unusual circumstances for employees transferring from the continental United States to a foreign area. When unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the allowable 10-day limit established by the DOS, the agency may permit additional days beyond the 10-day limit. Effective immediately, MACOMs are hereby delegated authority to extend the 10-day limit for FTA. This authority may not be further delegated. Commanders are cautioned to use appropriate judgment and ensure consistency when using this authority.

In June 1999, the DSSR was changed to permit payment of both Living Quarters Allowance (LQA) and Temporary Quarters Subsistence Allowance (TQSA) for up to five days after vacating residence quarters because heavy cleaning is required by the real estate agent and/or the lessor. Effective immediately the authority to approve simultaneous payment of TQSA and LQA is delegated to the MACOMs. This authority may be further delegated but cannot be delegated below the local Commander.

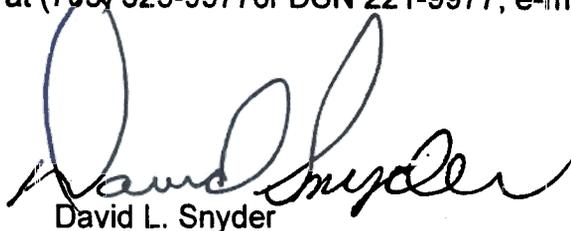
The Civilian Personnel Manual 1250, Overseas Allowances, paragraph E, 1(2)(b), authorizes head of agency waivers for LQA for locally hired U.S. citizen employees when unusual circumstances exist or when one of the following situations exists:

- a. Death of the sponsoring spouse;
- b. Sponsoring spouse becomes physically or mentally incapable of continuing employment with the Government;
- c. Divorce or legal separation;
- d. Sponsoring spouse left the post or area permanently;
- e. Spouses could not maintain a common dwelling due to the relocation of either spouse's work place;
- f. The employee is an incumbent of a position designated as emergency essential in accordance with DoD Directive 1404.10 (reference (e)).

Effective immediately, MACOMs are delegated the authority to approve waivers for LQA when unusual circumstances exist or when situations a through f, above exist. Commanders are cautioned to carefully and judiciously administer this waiver authority. This authority cannot be further delegated.

The authority to approve Separate Maintenance Allowances (SMA) has been delegated to the MACOMS by an earlier memorandum dated April 27, 1984. This memorandum updates that policy by maintaining the approval for SMA at the MACOM level. This authority cannot be further delegated. However, recommend MACOMs coordinate work with the overseas command so the approval is within the boundaries set by the overseas command. This will ensure accuracy and consistency if the employee transfers at a later date to another overseas command.

If you have additional questions or concerns, the point of contact is Ms. Neva Christine Cejka. She can be reached at (703) 325-9977 or DSN 221-9977, e-mail [cej kac@asamra.hoffman.army.mil](mailto:cej kac@asamra.hoffman.army.mil).



David L. Snyder  
Deputy Assistant Secretary  
(Civilian Personnel Policy)