

# HROM FACTSHEET

## Post Allowance

Issued: September 2017

### This Fact Sheet:

- Defines post allowance and its purpose
- Provides highlights on post allowance eligibility
- Explains how and when to submit post allowance requests

## Background

Post allowance is a cost-of-living allowance granted to full-time employees officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. Post allowance is based on the employee's salary, work schedule, number of family members, and duty station. The amount paid is a flat rate varying only by basic salary, size of family, and location of the assigned post. A change in exchange rates may raise or lower the post allowance.

## Highlights

- Part-time, intermittent, and U.S. family member winter/summer hire employees are not eligible for post allowance. The post allowance is paid to eligible full-time employees even though they may not be eligible for living quarters allowance, post differential or other allowances.
- Post allowance commences the date the employee arrives at a new post or the date the family arrives at the new post when the employee's arrival is delayed, except that no post allowance can be paid during any period when an employee or family member is receiving payment of temporary quarters subsistence allowance.
- Any changes that may affect the post allowance payment must be reported to the assigned Human Resources (HR) Specialist at the servicing Human Resources Office in Arlington, VA. This includes any changes in employee status, or family member status (i.e. marriage, divorce, addition to family, or child leaving for college/reaching maximum age), etc.

## Process & Required Documents

An employee is required to submit the following to his or her assigned HR Specialist or [SMB\\_HQMC\\_HROM\\_OVERSEAS@USMC.MIL](mailto:SMB_HQMC_HROM_OVERSEAS@USMC.MIL) to initiate, modify, and terminate post allowance payment. If modifying post allowance, supporting documentation is required (birth certificate, court order, etc.)

- [Foreign Allowances Application, Grant and Report \(SF-1190\)](#)

## Payment of Post Allowance

- Once received by HROM, post allowance generally takes up to two pay periods to process and begin payment. Post allowance is granted at a rate to be determined by the classification of the employee's post, his/her salary, family size, and the applicable rate prescribed in Section 299.1 of the Department of State Standardized Regulations (DSSR). The annual post allowance rate 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. It reflects on the Leave and Earning Statement (LES) as nontaxable income.

## Frequently Asked Questions

### **Q. How do I determine my post allowance rate?**

A. To calculate your post allowance authorization first check your post allowance percentage [here](#). Once you have identified your percentage, you can calculate your post allowance rate per pay period with the [DSSR Calculator](#). Please contact your HR Specialist for assistance in obtaining your rate.

### **Q. What if I am married to a military service member?**

Civilian employees who are spouses of military members receiving a cost of living allowance (COLA) at the “with family” rate will be granted the post allowance for the “without family” rate for one person only.

### **Q. What if I am married to a civilian employee who is receiving post allowance?**

If you are married to a civilian employee who is currently claiming you for post allowance, then your civilian spouse must concurrently make an adjustment to his/her post allowance authorization to delete you as a family member as there can be no duplication of benefits. When married couple employees without family members are both eligible for the post allowance, each may be granted the post allowance for one person. When married couple employees with family members are both eligible for the post allowance, one employee spouse, as his/her option, may receive the post allowance for family members. The other employee may be granted post allowance for one person only.

## **Additional Information**

Human Resources Organizational Management, Headquarters United States Marine Corps  
<http://www.hqmc.marines.mil/hrom/>

Department of State Standardized Regulations [https://aoprals.state.gov/content.asp?content\\_id=231&menu\\_id=92](https://aoprals.state.gov/content.asp?content_id=231&menu_id=92)

DoD Financial Management Regulation (FMR) 7000.14-R Volume 8, Chapter 3  
[http://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_08.pdf](http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_08.pdf)

## **Still need assistance?**

For additional questions or assistance with the post allowance or any Foreign Allowances, contact your servicing HR Specialist or [smb\\_hqmc\\_hrom\\_overseas@usmc.mil](mailto:smb_hqmc_hrom_overseas@usmc.mil)