

# OVERSEAS MILITARY ALLOWANCE POINT OF CONTACT TRAINING

## OVERVIEW

The DTMO periodically conducts an in-depth, two-day training session for overseas military allowance points of contact (Country and Locality Allowance Coordinators). This training provides a working knowledge of overseas allowances, survey coordination, and reporting requirements. The objective of the class is to train overseas allowance coordinators to conduct and coordinate surveys, and submit accurate and complete allowance reports, and highlight the role that the Country and Locality Allowance Coordinator plays in the allowance setting process is also covered.

## WHO SHOULD ATTEND

The Senior Officer in country, as defined in Joint Federal Travel Regulations (JFTR), Appendix M, should allow new Country Allowance Coordinators to attend at least one session. Locality survey coordinators should attend this training prior to conducting annual Cost of Living Allowance (COLA) surveys. Any command, base, or duty station may send a representative to training.

## TRAINING DATES AND LOCATIONS

DTMO usually offers one or more training classes per year at our office in Arlington, Virginia. This training is geared towards Country and Locality Allowance Coordinators. Training provided by DTMO in the field is geared toward Country POCs, as well as individual duty station and locality POCs. Maximum participation is encouraged.

To inquire about signing up for the class or for additional details, send an email to: [pdtatac@dtmo.pentagon.mil](mailto:pdtatac@dtmo.pentagon.mil)

## Training Agenda:

- Day 1
  - DTMO Overview
  - Country and Locality Allowance Coordinators' Roles and Responsibilities
  - Overseas Cost-of-Living Allowance (OCOLA)
  - Q&A
- Day 2 (Half Day)
  - Overseas Housing Allowance (OHA)
  - Rates of Exchange (Currency) Adjustments: The Mechanics
  - Per Diem Rates: Overseas Foreign, Overseas Non-foreign, and CONUS Rates
  - Q&A



\*Information current as of 04/30/2010



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