



**DEPARTMENT OF THE DEFENSE
EDUCATION ACTIVITY
HUMAN RESOURCES
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Human Resources Directorate

10-HRD-001
Date: **NOV 18 2010**

**HUMAN RESOURCES REGIONAL SERVICE CENTER
STANDARD OPERATING PROCEDURE**

SUBJECT: Eligibility for Overseas Allowances

References: (a) Department of Defense Education Policy Memorandum, Eligibility for Overseas Allowances, 08-HRC-004, dated May 23, 2008
(b) Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), current edition
(c) DoD Instruction 1400.25-M, Volume 1250, current edition
(d) DoD Directive 1404.10, DoD Civilian Expeditionary Workforce, January 23, 2009

1. PURPOSE. This Standard Operating Procedure (SOP) outlines the DoDEA policy for eligibility for overseas allowances. This SOP supersedes DoDEA Policy Memorandum, 08-HRC-004, dated May 23, 2008.

2. APPLICABILITY. This SOP applies to DoDEA employees.

3. POLICY.

a. It is DoDEA policy that employees recruited in the United States for employment in foreign areas may be authorized a living quarters allowance (LQA) and post differential as outlined in section 031.12 of Reference (b) and DoD Instruction 1400.25-V1250. Overseas allowances and differentials (except post allowance) are not automatic salary supplements, nor are they entitlements. They are specifically intended to be recruitment incentives for U.S. citizen employees living in the United States to accept Federal employment in a foreign area. If an individual is already living in a foreign area, the inducement is normally not required. A locally hired candidate is not eligible for LQA if the position is one for which out-of-country recruitment is normally not undertaken.

b. Recruitment from the United States is not normally undertaken to fill positions at the GS-9 and below level. Therefore individual selected for or reassigned/promoted to positions at the GS-9 and below level will not be authorized LQA unless the position has a target level of a GS-11 or above. Current DoDEA employees in lower graded positions who are already authorized LQA are exempt from this policy and may be selected for other positions within DoDEA without losing their LQA authorization during a period of continuous employment with DoDEA.

c. An employee who enters a foreign area as the accompanying spouse of a sponsor who is eligible for LQA may be eligible for a waiver of section 031.12b of reference (b). LQA may be approved for a 1 year period if one of the following occurs: (1) the sponsoring spouse dies, (2) the sponsoring spouse becomes physically or mentally incapable of continued employment with the Government, (3) the couple is divorced or legally separated, (4) the sponsoring spouse left the post or area permanently, (5) the spouse could not maintain a common dwelling due to the relocation of either spouse's work place, or (6) the employee is an incumbent of a position designated as emergency-essential according to DoD Directive 1404.10 (Reference (d)). A waiver under these provisions will not be granted to employees in positions at the GS-9 and below level where recruitment from the United States is not normally undertaken.

d. Individuals returning to the United States from DoD employment in a foreign area must complete a continuous 12 month residency in the United States, or a territory or possession of the United States, to be eligible for appointment as a Continental United States (CONUS) hire with eligibility for LQA. Former Department of Defense Dependents Schools (DoDDS) educators, who have returned to the United States from a foreign overseas area, must reside in the United States or non-foreign overseas area for at least 1 school year from the date of separation or date of return to the United States to be eligible for a subsequent DoDDS assignment with LQA.

e. Overseas employees on leave without pay (LWOP) are considered to be current agency employees, and if returned to duty in the foreign area may not be eligible for LQA, and are also subject to the 12 month or 1 school year residency requirement after the date the employee enters LWOP status.

f. Exceptions to this policy may be authorized by this office on a case-by-case basis to meet specific recruitment needs.

4. EFFECTIVE DATE. This SOP is effective immediately.


Lenoir Graham
Human Resources Director