

## Guidance and Procedures for Post Allowance Claims

### ELIGIBILITY:

1. You must be a U.S. citizen and have been employed in a Regular Full-time position with AAFES during the period of 1 December 2001 through 24 April 2008. You are required to provide documentation to support your claim, which should be received no later than 1 December 2009. Claims received after 1 December 2009 will only be considered for a period of six years back from the date received.
2. Current employees who are also former employees of another NAF Component and eligible for Post Allowance from both current and former employer are required to complete claim forms for each respective employer.

### CALCULATION OF POST ALLOWANCE REMEDIAL PAYMENTS:

3. Payments are calculated as follows:

- a. Spouses of military members: Current or former employees who, during the period of Post Allowance eligibility, were spouses of a military member who received a military cost of living allowance at the “with family” rate, will receive Post Allowance remedial payments calculated at the “without family” rate.

- b. Spouses of civilian Federal Government employees: Post Allowance payments for current or former employees who, during the period of Post Allowance eligibility, were included in the “with-family” Post Allowance rate of a spouse of a civilian Federal Government employee will be offset by the amount associated with inclusion of the civilian employee. To determine this offset, we will calculate the one-person rate, and subtract the amount the civilian spouse received for including the employee as a dependent.

- c. Dependents: If the NAF employee’s dependents were included in a military spouse’s COLA, or a civilian spouse’s Post Allowance, those dependents may not be included in the determination of the Post Allowance owed.

### REQUIRED DOCUMENTATION:

4. The primary documents needed to support evidence of Post Allowance eligibility are Official Personnel Actions containing the following:
  - a. Employee Name
  - b. Employing Activity

- c. Citizenship
- d. Employment Category (i.e., RFT)
- e. Dates of employment (e.g., date of hire/date of separation). Any changes in category or pay rate must be properly documented.

5. Other relevant documentation may be acceptable proof of eligibility:

- a. Payroll Records
- b. W-2's and/or Tax Returns
- c. Time and attendance records
- d. Official schedules
- e. Check stubs

#### CLAIM PROCESS:

6. Claims filed for remedial payment under this process accepted by an employee shall be deemed to be correct and to have fully corrected any pay error for the period of time covered by this guidance. The employee may not file another claim for Post Allowance earned from the employer during such time period through any other process or forum. The Back Pay Act, 5 U.S.C. § 5596 does not extend to these types of claims; therefore, interest on the claims will not be paid.

#### APPEALS:

7. A current employee shall have a right to present complaints and grievances to management and to request personal relief in matters relating to Post Allowance claims covered by the process implementing this guidance through the Negotiated Grievance Procedure, or the AAFES Grievance Procedures (EOP 15-10, Chapter 6), as appropriate.

8. Appeal procedures for former employees can be found [here](#).

9. Click [here](#) for appropriate forms needed to process your claim. Complete the form, sign and date it, and mail it with relevant documentation to:

HQ AAFES  
ATTN: HR-P, PA Claims  
P.O. BOX 660202  
Dallas, TX 75266-0202

10. POC for questions regarding Post Allowance Remedial Payments may be directed to [postallowance@aafes.com](mailto:postallowance@aafes.com).