



Current as of: 27 Aug 2012

MANPOWER & PERSONNEL FLIGHT FACT SHEET

SEPARATE MAINTENANCE ALLOWANCE (SMA)

GENERAL: SMA is an allowance intended to help civilian employees with additional expenses when a separate household for dependents must be maintained elsewhere.

REGULATION: Department of State Standardized Regulations (DSSR), Section 260:
<http://aoprals.state.gov/>

TYPES OF SMA:

- Convenience of the government (involuntary): when an employee is prohibited from maintaining dependents at the post of assignment (*not applicable at Ramstein AB, GE*).
- Convenience of the employee (voluntary): when an employee has a special need or hardship caused by compelling reasons to maintain family members elsewhere (i.e., career, educational or health reasons).
- Temporary SMA may be granted for 30-90 days if child needs to complete the school year.

SPECIFICS:

- SMA granted only for dependents who would be authorized government transportation and would normally accompany the employee.
- SMA is paid in lieu of any travel and transportation entitlements for the family members.
- Separation from dependents must be for at least 90 days (involuntary and voluntary SMA), except if child needs to complete school year.
- SMA is *not granted for*:
 - Voluntary legal separation (i.e., with intention of filing for divorce).
 - Child's legal custody being vested wholly, or in part, in a person other than the employee, unless joint custody is established.
 - Children over 18 years of age, unless they are attending secondary (high) school or are incapable of self-support (handicapped).

PROCEDURE:

- Request is made in writing to overseas allowances section of the Ramstein Manpower & Personnel Flight (86 FSS/FSEC-R) at time of assignment, *but prior to travel, to overseas area*, or at the time the need for SMA arises after arrival at the overseas duty station.
- Full justification and supporting documentation (i.e. *If health reason is involved, a statement from the physician is required*) has to be included in the request.