

## **Post Allowance Statement of Understanding**

In accordance with Department of State Standardized Regulation (DSSR), **Post Allowance** is a cost-of-living allowance granted to an employee 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. The amount paid is a flat rate, varying based on basic salary, size of family, and post, regardless of individual expenses (DSSR 220, 222).

Each employee is responsible for notifying the Labor and Employee Relations section in the Civilian Human Resources Office (CHRO) when the Post Allowance claim needs modifications. The following are most common situations need modification of the Post Allowance:

- Family member\* other than spouse capable of self-support **reaches age 21**
- Birth, death, adoption, marriage, legal separation, divorce
- Departure of employee or family members from post on Renewal Agreement Travel
- Employee or family members are absent from post for **more than 30 calendar days**
- More than 14 consecutive days of Leave Without Pay (LWOP)
- Permanent Change of Station or transfer to a different command
- Separation or retirement from the Federal Service
- Dependent starts a Federal employment and claims own Post Allowance
- Early return of dependent(s)
- Student dependent child arrives/departs from post (Student Travel)

\*Definition family member (DSSR 040, m)

Children who are unmarried and under 21 years of age or, regardless of age, are physically or mentally incapable of self-support.

Failure to provide the information may result in delayed processing of the change. Employees may receive an indebtedness letter if the Post Allowance is paid beyond the date the entitlement changed or expired.

**I affirm that I have read both the memorandum, subject: Payment of Post Allowance to Federal Civilian Employees and the Post Allowance Statement of Understanding, and understand the requirements.**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_