

FREQUENTLY ASKED QUESTIONS ON FOREIGN TRANSFER ALLOWANCE (FTA)

Q1: What is Foreign Transfer Allowance (FTA)?

FTA is authorized only when there is a PCS move from the U.S. to an overseas area to cover extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee and the family. You may rate miscellaneous expense portion and subsistence expense portion coming to Okinawa from the U.S.

Q2: How many days are allowed? (Subsistence expense portion)

10 days are allowed for the entire family. If the employee and the family are traveling together, the 10 day may be split. For example, family can use 5 days and employee uses 5 days; or family uses 3 days and employee uses 7 days. In most instances, the number of days cannot exceed 10 days.

Q3: Does the 10 days have to be consecutive? (Subsistence expense portion)

The 10 days do not need to be consecutive. The 10 days may be anywhere in the U.S., however, the final departure must be from the U.S. post of assignment. Reimbursement for pre-departure subsistence expenses is always based on the employee's U.S. post of assignment per diem rate (not the per diem of where the employee stays).

Q4: Do the 10 days of pre-departure have to be exactly the last 10 days I am in the U.S.? (Subsistence expense portion)

The 10 days of pre-departure from the U.S. post of assignment do not need to be the last 10 days, however, your pre-departure subsistence expenses must commence no more than 30 days after vacating permanent quarters.

Q5: Can I claim expenses if I stay at my family/friend's house? (Subsistence expense portion)

Yes. You are able to claim only meals and incidental. Reimbursement for pre-departure subsistence expenses is always based on the employee's U.S. post of assignment per diem rate (not the per diem of where the employee stays).

Q6: What method is used to calculate subsistence expense portion of FTA?

The Total Actual Subsistence Method is used to calculate subsistence expense portion of FTA. Reimbursement is allowed for documented cost up to the maximum per diem rate.

Q7: How can I claim subsistence expense portion of FTA?

In order for Civilian Human Resources Office (CHRO) to process subsistence expense portion of FTA, you need to submit the following documents to CHRO Labor Employee

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Relations (LER) by email to mcipac_chro_usemplrel@usmc.mil (GAL name: CHRO US Employee Relations).

- Completed and signed SF-1190
- Completed FTA Subsistence Expense Worksheet (Available on the CHRO LER website)
- Paid Lodging Receipt
- Bill of lading (to confirm the date the household goods were picked up)

CHRO LER website:

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/US/US-Employee-Labor-Relations-and-Benefits/>

Q8: What is miscellaneous expense portion of FTA?

The miscellaneous expense portion of FTA is to help cover "miscellaneous" expenses incident to a foreign assignment such as pet transportation; vehicle registration; driver's license; utility fees or deposits not offset by an eventual refund; and conversion of appliances. Only new Federal employee (new appointee) who is assigned to overseas area is applicable for miscellaneous expense under FTA.

Q9: How much is miscellaneous expense portion of FTA authorized?

The following amounts may be granted without receipts:

- Employee without family – lesser of either one-week's salary or \$750
- Employee with family – lesser of two-week's salary or \$1500

Q10: How can I claim miscellaneous expense of FTA?

New Federal employee (new appointee)

You need to submit the following documents to CHRO.

- Completed and signed SF-1190
- Completed FTA - Foreign Transfer Allowance Worksheet (DSSR 240)

Transferred Federal employee

You need to claim it on your PCS travel voucher