

Instructions: How to Initiate Post Allowance

For more information, forms and worksheets on Post Allowance, please visit **Civilian Human Resources Office (CHRO) US Labor and Employee Relations (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/>

A. When to Initiate Post Allowance

This instruction only applies when you **initially** start your assignment with us.

Self-Sponsor without Living Quarters Allowance (LQA)

Military Spouse Employee

Federal Civilian Employee's Dependent Employee

Post Allowance will start on your Entry on Duty (EOD) date. (The date in Box 4 on your SF-50.) Request to initiate your post allowance claim within the first week of your start date.

Self-Sponsor with Living Quarters Allowance (LQA)

Post Allowance will start together with LQA. (Same date as LQA initiation date.) Request to initiate your Post Allowance when you request LQA initiation. (See LQA and Post Allowance Initiation Instruction under LQA section on CHRO LER website.)

B. Family Size for Post Allowance

Self-Sponsor with or without LQA

Claim yourself and all authorized dependents who are living together with you.

Military Spouse Employee

Claim only yourself.

Federal Civilian Employee's Dependent Employee

Option 1: Dependent employee do not claim his/her own Post Allowance. Sponsor employee who is a Federal Civilian employee claims all family member(s).

Option 2: Dependent employee claims his/her own Post Allowance. Sponsor employee who is a Federal Civilian employee needs to reduce claimed number of family size by 1 on his/her Post Allowance.

C. Instructions to Fill Out Your SF-1190

1. Enter all information required on page 1.
2. In Section 18 on page 1, enter your status, requested effective date of your Post Allowance, and the number of family member you are claiming for Post Allowance.

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Self-Sponsor Without LQA

Effective date is the same as your start (EOD) date and the date in Box 4 of your SF-50.

18. Remarks
Status: Self-Sponsor
Requested Effective Date: 06 JAN 2020
Post Allowance Family Size Claimed: 3 person(s)
Reason(s) of Post Allowance Request: New employment/assignment

Include the employee him/herself

If your spouse is also a self-sponsored Federal Civilian employee and receiving Post Allowance, you may not claim your spouse on your Post Allowance.

Military Spouse Employee

Effective date is the same as your start (EOD) date and the date in Box 4 of your SF-50.

18. Remarks
Status: Military Spouse
Requested Effective Date: 06 JAN 2020
Post Allowance Family Size Claimed: 1 person(s)
Reason(s) of Post Allowance Request: New employment/assignment

Claim only the employee him/herself

Employee can claim him/herself only.

Federal Civilian Employee's Family Member Employee

Effective date is the same as your start (EOD) date and the date in Box 4 of your SF-50.

18. Remarks
Status: Federal Civilian Employee's Dependent
Requested Effective Date: 06 JAN 2020
Post Allowance Family Size Claimed: 1 person(s)
Reason(s) of Post Allowance Request: New employment/assignment

Claim only the employee him/herself

If your spouse who is a Federal Civilian employee claims your Post Allowance, you will not claim your own Post Allowance. (no need to initiate your Post Allowance.)

If you decide to claim your own Post Allowance (example above), you claim only your own Post Allowance and your spouse who is a Federal Civilian employee need to reduce his/her Post Allowance by 1.

2. On page 2, enter your name (Last, First and Middle Initial) in Section 19.
3. Enter your social security number in Section 20.

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4. On page 2, in “Section 21a. Payments”, check the box to the left of “PA – Post Allowance – (DSSR 220)”.

21a. Payments [Check box(es). For calculations see DSSR chapter exhibits.]		
TQSA - Temporary Quarters Subsistence Allowance - (DSSR 120)		
Advanced	Beg. Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)
Biweekly	Beg. Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)
Lump Sum (upon completion)	Beg. Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)
LQA - Living Quarters Allowance (DSSR 130) [<input type="checkbox"/>]	Repair Allowance (DSSR 137) [<input type="checkbox"/>]	
EQA - Extraordinary Quarters Allowance (DSSR 138) [<input type="checkbox"/>]		
<input checked="" type="checkbox"/> PA - Post Allowance - (DSSR 220)		
Transfer Allowance: Foreign (DSSR 240) [<input type="checkbox"/>] or Home Service (DSSR 250) [<input type="checkbox"/>]		

5. Sign and date in Block 24.

24. Employee Statement and Signature: The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties (including fines and imprisonment) under 18 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.	
Employee's Signature: 	Date (mm-dd-yyyy)
Spouse's or Domestic Partner's Signature: 	

6. Save the completed SF-1190 in the following format:
 PA SF1190 – Last Name, First Name MI
 Example: PA SF1190 – McFly, Marty A

D. Required Documents to Submit for your Post Allowance Initiation to CHRO LER

1. Completed and signed SF-1190
2. Signed Post Allowance Statement of Understanding
3. Supporting Document(s)

Self-Sponsor without LQA Military Spouse Employee

- SF-50 which shows your overseas assignment EOD

Federal Civilian Employee's Dependent Employee

- SF-50 which shows your overseas assignment EOD
- Spouse's LES showing that number of claimed family member is decreased by 1
- Signed SF-1190 from spouse's HR office showing that number of family member claimed on your spouse's Post Allowance and effective date.

E. Submit Your Post Allowance Initiation Documents to CHRO LER by email to:

mcipac_chro_usemplrel@usmc.mil
 GAL name: “CHRO US Employee Relations”