



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER  
CIVILIAN HUMAN RESOURCES OFFICE  
UNIT 35020  
FPO AP 96373-5020

IN REPLY REFER TO:  
12592  
CHRO

From: Labor and Employee Relations, Civilian Human Resources Office  
To: All Full-Time, U.S Citizen Employees

Subj: PAYMENT OF POST ALLOWANCE TO FEDERAL CIVILIAN EMPLOYEES

Ref: (a) Department of State Standardized Regulations  
(b) Post Allowance Required Reporting and Documentation

Encl: (1) Post Allowance – Statement of Understanding  
(2) Standard Form -1190

1. Post Allowance is the official name for Cost of Living Allowance (COLA) for Federal civilian employees. In accordance with reference (a), Post Allowance reimburses an employee for certain living costs incurred while stationed in a foreign area where the cost of living is much higher than in Washington, D.C. The amount paid is a flat rate varying only by basic salary and size of family. To be eligible for Post Allowance, you must be a full-time and U.S. citizen employee.
2. If you have no dependents residing at your post, you will be paid the “without family” rate, otherwise the rate will be affected by your number of dependents. If your spouse is in the military and receiving COLA at the “with dependent” rate, you will only be authorized the single rate Post Allowance. If your spouse is a Federal Civilian employee and claim your portion of Post Allowance, you need to elect whether or not you will claim your own Post Allowance. If you elect to claim your own Post Allowance, you need to submit your spouse’s Standard Form (SF) 1190, signed by your spouse and the Approving Official, to show that your spouse is not receiving your portion of Post Allowance. If your spouse is in the military or a sponsor civilian employee and receives COLA or Post Allowance at the “without family” rate, you can be authorized the Post Allowance with dependents if there are dependents residing with you at your post.
3. You must report all situations that affect your Post Allowance to the Labor and Employee Relations section in the Civilian Human Resources Office (CHRO). Most common situations which require modification of your Post Allowance claim are listed in reference (b) and enclosure (1). If you are unsure whether a situation affect your Post Allowance, you should contact the Labor and Employee Relations section in CHRO at 645-7548 or email at [mcipac\\_chro\\_usemplrel@usmc.mil](mailto:mcipac_chro_usemplrel@usmc.mil).
4. To initiate your claim for Post Allowance, you must submit completed enclosure (1) and (2) and applicable required documentations listed in reference (b) to the Labor and Employee Relations section in CHRO by email at [mcipac\\_chro\\_usemplrel@usmc.mil](mailto:mcipac_chro_usemplrel@usmc.mil). All enclosures of this letter and additional information regarding Post Allowance are posted on the CHRO website at the following address: <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/G-1/Civilian-Human-Resources-Office/US/US-Employee-Labor-Relations-and-Benefits/>