

POST ALLOWANCE REQUIRED REPORTING AND DOCUMENTATION

*Submit together with SF-1190 to mcipac_chro_usemplrel@usmc.mil

This chart provides effective date of Post Allowance initiation or modification, and supporting documentations to submit together with Standard Form (SF) 1190 for initiation of your Post Allowance or most common situations which you are required to modify your Post Allowance. If you are unsure whether a situation affect your Post Allowance, you should contact the Labor and Employee Relations section in Civilian Human Resources Office at 645-7548 or email at mcipac_chro_usemplrel@usmc.mil

| SITUATION | EFFECTIVE DATE | SUPPORTING DOCUMENTATION |
|---|---|--|
| Initiating Post Allowance – Getting hired (non-LQA-eligible hires) | Entrance on Duty (EOD) date or arrival date at post of assignment | - Appointment SF-50 (showing your EOD date) - Post Allowance Statement of Understanding - Letter of Employment |
| Initiating Post Allowance – Starting to receive LQA (LQA-eligible hires) | On the date LQA starts and/or move-out date from temporary lodging (TQSA) | Request together with LQA initiation - DSSR 130 Worksheet - Lease Agreement - DD Form 2367 - Appointment SF-50 (showing your EOD date) - Post Allowance Statement of Understanding - Letter of Employment |
| Initiating Post Allowance – Active duty sponsor dependent hire | EOD date | - Appointment SF-50 (showing your EOD date) - Post Allowance Statement of Understanding - Letter of Employment |
| Initiating Post Allowance – Family member hire | On the date the sponsor reduced number of dependents (indicated in SF-1190) | - Appointment SF-50 (showing your EOD date) - Post Allowance Statement of Understanding - Letter of Employment - Sponsor’s SF-1190 (Showing the reduction of number of dependents claimed and signed by the HR Office) |
| Change in number of dependents - Marriage | Date of marriage | Marriage Certificate* showing marriage date |
| Change in number of dependents – Divorce | Date of divorce | Divorce Decree* showing divorce date |
| Change in number of dependents – Birth | Date of birth | Birth Certificate* showing birth date |
| Change in number of dependents - Death | Date of death | Death Certificate* showing death date and name (Cause of death and medical conditions redacted) |
| Change in number of dependents – Adoption | Finalized adoption date | Adoption Court Order* |
| Temporary absence of 31 days or more from the post (Employee) | The 31st calendar day of absence from the post | Travel itinerary |

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| Temporary absence of 31 days or more from the post (Family member[s]) | The 31st calendar day of absence from the post | Travel itinerary |
| Return to the post after temporary absence from the post | On the date of return to the post | Travel itinerary |
| Early Return of Dependent(s) (ERD) | Departure date from the post | - ERD approval letter - ERD travel order - Travel itinerary |
| Taking Renewal Agreement Travel (RAT) | - Stopping Post Allowance: Departure date from the post - Resuming Post Allowance : Arrival date on the post | - Travel itinerary/official receipt from Passenger Travel Office (PTO) |
| Dependent child taking Dependent Student Travel | -Departure date or arrival date if date falls on the first day of a pay period otherwise, first day of the next pay period | - Travel itinerary/official receipt from PTO |
| Dependent child reaching age 21 | On the date the child reaches age 21 | CHRO will verify the date of birth with documents on file |
| More than 14 consecutive days of Leave Without Pay (LWOP) | On the date an employee enters the non-pay status | - Copy of timesheet (SLCADADA) for less than 30 days or - LWOP SF-50 for more than 30 days |
| Permanent Change of Station (PCS) | - A day before temporary lodging move-in date; or - A day before departure date from the post if no TQSA | - PCS travel orders - PCS travel itinerary |
| PCS (Active duty dependent hire or Family member hire) | - A day before departure date from the post; or - A day before LWOP start date; whichever is earlier | - Sponsor's PCS travel orders - PCS travel itinerary - LWOP SF-50 - A copy of timesheet (SLDCADA) if taking leave prior to departure date from the post |
| PCS without travel orders issued by CHRO Okinawa | - A day before temporary lodging move-in date; or | - PCS travel orders - PCS travel itinerary |

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| | - A day before departure date if no TQSA | |
| Transfer to different agency with NO PCS | - A day before transfer date | - A copy of Final Job Offer |
| Separation from the Federal service | - Separation date; or - A day before departure date from the post; whichever is earlier | - Separation SF-50 - PCS travel orders and travel itinerary (if separating in a location other than current Permanent Duty Station [PDS]) |
| Retirement from the Federal service | - Retirement date; or - A day before departure date from the post; whichever is earlier | - Retirement SF-50 - PCS travel orders and itinerary (if separating in a location other than current PDS) |
| Dependent is hired and claims own post allowance -Sponsor reduces number of dependents | Dependent's Post Allowance effective date | - Indicate reducing number of dependent in remarks (Block 18 of SF-1190). |

* English translations must accompany all foreign documents. Translation is accomplished by a neutral third party, avoiding conflict of person's self-interest, professional interest, or publish trust. Employees or family members are prohibited from translating their own documents.