

Overseas Allowances & Entitlements Fact Sheet

Marine Corps Installations Pacific –

Marine Corps Base Camp Smedley D. Butler, Okinawa, Japan

The following information is provided by the Marine Corps Installations Pacific (MCIPAC) Civilian Human Resources Office (CHRO) as you make your decision and prepare for your Permanent Change of Station (PCS) move to Okinawa, Japan. This information is important since many benefits and entitlements at an overseas location are different than duty locations in the U.S.

Overseas allowances (except the advance pay) are not automatic salary supplement, nor are they entitlements. They are intended to be recruitment incentives for U.S. citizen civilian employees living in the U.S. to accept Federal employment in a foreign area. Please note that not all employees who are assigned in overseas location are eligible for all allowances and entitlement listed below.

You can find more detailed information, forms, Frequently Asked Questions, instructions on how to request these allowances/entitlements on the CHRO Labor Employee Relations website.

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

Overseas Allowances

Advance in Pay - An employee being assigned to a post in a foreign area may request an advance of up to three months of net base pay. Salary advances may be made three weeks prior to estimated arrival and up to 2 months after arrival at the new duty station. If the employee is new to Federal Government, the request can be made at the time of appointment. Repayment is by payroll deductions over a maximum of 26 pay periods beginning with the first pay period after receipt, or partial or lump-sum payment. Employees will need thousands of dollars to start living in a foreign duty location for such as a vehicle purchase, putting down payment for a rental quarters, paying first month's rent and etc. An advance in pay is available to help meet these needs.

Foreign Transfer Allowance (FTA) Subsistence Expense – This allowance is authorized only when there is a PCS move from the U.S. to overseas duty location and employee is eligible for Living Quarters Allowance (LQA). FTA is to help pay the subsistence expenses of employees and their family members for up to 10 days before final departure from the duty station in the U.S. to Okinawa/Japan/Korea, beginning no more than 30 days after employee and/or family member(s) have vacated residence (household goods are picked up and travel begins). The employee must leave from their duty station in the U.S. in order to receive FTA. Reimbursement is allowed for documented amount based on the allowable per diem rate. Lodging receipts and self-certified meals and incidental expenses are required to be submit to receive reimbursement.

Miscellaneous Expense - is an allowance to offset some of the costs involved with your PCS move. Unaccompanied civilians received a flat rate of \$750 (new appointee) / \$650 (transfer employee) and accompanied employees receive a flat rate of \$1500(new appointee) / \$1300 (transfer employee). No receipts are required for the flat rate reimbursement.

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Temporary Quarters Subsistence Allowance (TQSA) – TQSA is granted to employees for the reasonable cost of temporary lodging, meals, and laundry/dry cleaning expenses incurred after arrival in the overseas area. TQSA is intended to assist in covering the average cost of adequate, but not elaborate or unnecessarily expensive accommodations in a hotel or other transient quarters at the post of assignment, plus reasonable meal and laundry expenses. Actual cost not to exceed allowed per diem amount may be reimbursed. Paid receipts for lodging are required, and paid receipts for meals and laundry/dry cleaning expenses may be required to be reimbursed.

Living Quarters Allowance (LQA) – LQA is an allowance not an automatic entitlement. LQA must be granted by the employing command as a recruitment incentive prior to accepting a final job offer. LQA is provided to reimburse employees for suitable, adequate living quarters at posts where the U.S. Government does not provide quarters, up to a maximum limit for each location established by the Department of State. LQA maximum rates are based on grade of the employee and how many dependents are living with the employee, and are subject to change without advance notice. Also, the LQA rate is adjusted periodically to correspond with the dollar to a foreign currency exchange rate. LQA may be used to pay for rent, utilities (electricity, gas, kerosene, water, and trash collection fee), and fees required by local law.

Post Allowance - Post Allowance may be paid to full-time employees assigned to a foreign post where the cost of living is substantially higher than in Washington DC. It is a tax-free allowance paid at a flat rate and calculated using the spendable income, family size and the post of assignment. It is subject to adjustment based on the dollar to a foreign currency exchange rate.

Overseas Travel

Non-Temporary Storage (NTS) – is where household goods are stored in an approved government storage facility as arranged by the Distribution Management Office during an employee's overseas tour. NTS is considered as a part of an employee's household goods. The maximum weights of household goods authorized for PCS to overseas is 18,000 pounds. This 18,000 pounds is inclusive of household goods and unaccompanied baggage that you are shipping to your new Permanent Duty Station and NTS. NTS location is expected to be located near the origin (pick up) location. When you return from the overseas tour, the government is responsible to deliver within the commuting area of the civilian employee's actual residence. Employee is responsible for any excess cost incurred.

Student Educational Travel – Student Educational Travel allows payment for dependent child(ren) to travel between school and the sponsor's permanent duty station. Student Educational Travel is permitted for one round trip within a 12-month period up to the dependent's 23rd birthday or graduation, whichever occurs first. Dependent child must be a full-time student attending U.S. accredited educational institution. Student Educational Travel is available to employees with transportation agreements and granted LQA.

Environmental Morale Leave Travel (EML) - EML orders allow employees to use military flights on a space available basis to travel. EML is travel granted to the employee with a transportation agreement as well as his/her dependents. Employees must be on annual leave and/or comp time leave to use EML travel. Employees and his/her dependents may take up to

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two EML trips during a 12-month period. EML entitlements are not cumulative. If it is not used during the 12 month period, they are forfeited. Dependents unaccompanied by their sponsor must be at least 18 years old to travel alone. An employee is eligible to use EML six months after his/her tour begins and six months prior to the end of tour.

Emergency Visitation Travel (EVT) – If an employee with a transportation agreement experiences a medical emergency, death, or emergency elder care of immediate family members which meets the conditions outlined in the Joint Travel Regulations, the employee may be eligible to take funded EVT to the continental U.S. (CONUS), non-foreign CONUS, or other locations.

Renewal Agreement Travel (RAT) – Eligible employee (and his/her dependents) are granted RAT transportation to and from foreign duty location to the employee's actual residence at the time of assignment. This is available to employees who completed the initial tour of duty, have been granted another tour of duty, and have 12 months remaining on their extended tour. Extensions are management initiated with concurrence of the employee.