

FOREIGN ALLOWANCES

I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for foreign allowances.

II. Scope

This directive applies to all DHS organizational elements serviced by the DHS Office of the Chief Financial Officer. All organizational elements that receive financial management support from another Federal agency or that have existing programs, should continue to use those procedures until a DHS-wide system is developed and implemented.

III. Authorities

This directive is governed by numerous national policy, such as:

- A. Department of State Standardized Regulations (DSSR) are the overriding regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. The DSSR can be accessed on the following website: www.state.gov/m/a/als
- B. Supplement to the Department of State Standardized Regulations, Section 925, provides maximum rates of per diem allowances for travel in foreign areas as established by the Secretary of State and apply to all U.S. Government employees and contractors. The Supplement can be accessed on the following website: www.state.gov/m/a/als/prdm/2003/16373.htm
- C. Foreign Affairs Manual (FAM): The FAM can be accessed on the following website: foia.state.gov/Famdir/Fam/fam.asp.

IV. Definitions

- A. **United States**: When used in a geographical sense, this means the several States of the United States of America, including Alaska and Hawaii, and the District of Columbia. (See also Sections 241.1c and 251.1c of the DSSR regulations).

- B. **Continental United States:** The several States of the United States of America, excluding Alaska and Hawaii, but including the District of Columbia.
- C. **Foreign Area:** Any area (including the Trust Territory of the Pacific Islands) situated outside the United States, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the possessions of the United States. With respect to teachers defined in subsection n of the DSSR regulations, hereof, "foreign area" also includes the Midway Islands.
- D. **Country of Assignment:** The country listed in column 1, Section 920 of the DSSR regulations, in which the employee's post is located.
- E. **Post:** The place designated as the official station of the employee, regardless of whether he/she is detailed elsewhere or resides at another place with the authorization or approval of the head of his/her agency.
- F. **Cost of Living Allowance:** Allowance granted under the authority of title 5 U.S.C. 5924. Cost of living allowances include the post allowance, the foreign transfer allowance, the home service transfer allowance, the separate maintenance allowance, the education allowance and educational travel. Cost-of-living allowances are intended to reimburse an employee for certain excess costs, exclusive of any quarters costs, which result from being officially stationed in a foreign area.
- G. **Quarters Allowance:** Allowance granted under the authority of title 5 U.S.C. 5923 and Sections 120 or 130 of the DSSR regulations. The quarters allowance is intended to reimburse an employee for substantially all costs for either temporary or residence quarters whenever Government-owned or Government-rented quarters are not provided to the employee without charge.
- H. **Representation Allowances:** Allowances granted pursuant to Section 905 of the Foreign Service Act of 1980, or other acts providing allowances equal or similar to representation allowances provided for the Foreign Service under that section. The allowances are for the purpose of furthering abroad the interests of the United States. Representation allowances are intended to cover allowable items of expenditure by employees, including foreign national employees, whose official positions entail responsibility for establishing and maintaining relationships of value to the United States in foreign countries and by adult family members acting with or on behalf of these employees. Upon submission of vouchers, reimbursement may be effected or payment may be made on behalf of such employees for allowable items of expenditure. To the maximum extent practicable, use shall be made of American products, including American wine.
- I. **Detail:** The temporary assignment or temporary duty (including temporary duty for consultation) of an employee away from his/her post.

J. **Transfer**: Change in an employee's post within the same government agency.

V. Responsibilities

A. The **Under Secretary for Management** shall be responsible for all aspects of this directive.

B. The **Chief Financial Officer** shall:

1. ensure all organizational elements within DHS comply with the DSSR and 6 FAM 100 as applicable. Any DHS internal regulations cannot be less restrictive than the DSSR
2. conduct periodic oversight reviews will be conducted travel coordinators DHS organizational elements to ensure that applicable laws and regulations are being followed.
3. approve foreign allowances (beyond salary allowance) in accordance with DHS procedures.

C. The **Chief Human Capital Officer** shall approve foreign allowance in accordance with DHS procedures.

VI. Policy & Procedures

A. **Policy**: All foreign allowance entitlements shall be approved by the Chief Financial Officer and Chief Human Capital Officer in accordance with the rules and regulations contained in the DSSR and 6FAM 100. The authority to approve foreign allowance entitlements may be further delegated in writing.

B. **Procedures**: All foreign allowance entitlements will be approved in accordance with procedures to be developed by the Chief Financial Officer and Chief Human Capital Officer.

C. **Questions or Concerns Regarding the Process**: Any question or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management.