CONTINUANCE OF POST ALLOWANCE GRANT DURING ABSENCE

In accordance with the provisions of section 225 of the Department of State Standardized Regulations, the post allowance grant to an employee without family continues:

a. While the employee remains in the country of assignment; and
b. While he/she is outside the country of assignment for short periods of absence (up to 30 consecutive calendar days). On the 31st day of absence, the grant is to be terminated.

The post allowance grant to an employee with family continues at the appropriate family size rate:

a. While the employee and all members of the family are outside the country of assignment for short periods of absences (up to 30 consecutive calendar days). On the 31st day of absence the grant is to be terminated;

b. While the employee is temporarily absent from the country of assignment under official duty orders and all members of the family remain in the country of assignment. On the 31st day of absence the family size will be reduced by one member; and

c. For a period not in excess of 30 days while any or all members of the family are temporarily absent from the post and the employee remains in the country. On the 31st day any grant shall be reduced appropriately.

In addition, the post allowance grant shall be appropriately revised effective the date of change in the employee’s family size (for example: reducing family size when a child reaches age 21 or adding to family size for a birth or adoption). It is the employee’s responsibility to submit a revised SF-1190, Foreign Allowances Application and Grant, through the DoDEA Allowances Processing System (DAPS) to notify DLA Human Resources Service DoDEA Team of any required change to his/her post allowance grant.

If you would like to read more on post allowance you may access section 220 of the Department of State Standardized Regulations at: http://aoprals.state.gov/ and click on DSSR Table of Contents.

If you have questions or concerns, please contact your local HR representative.
EDUCATIONAL TRAVEL

Educational Travel (EDT) may be authorized for dependent children of employees who are eligible for a living quarter's allowance. The employee must meet the eligibility criteria for a quarters allowance in Section 031.1 of the Department of State Standardized Regulations (DSSR) and the child must meet the definition of "child" in Section 040.m.

In accordance with Section 280 of the DSSR, the allowance permits one round trip annually between school and the foreign post of assignment for dependent children who are under the age of 23 and attending a college, university, technical or vocational school on a full time basis. Educational travel may be to a school outside the United States and it may be authorized at the graduate level for children who are still under age 23. This benefit is primarily intended to reunite a full-time student attending a college, technical or vocational school with the employee serving the U.S. Government in the foreign area. Transportation of unaccompanied personal baggage not to exceed 350 pounds may be included in payment or reimbursement for educational travel.

In lieu of the transportation of the child's unaccompanied baggage from the child's school, an employee may have the dependent child's unaccompanied baggage commercially stored in the school's vicinity. The payment or reimbursement may not exceed the cost that the Government would incur to transport the unaccompanied baggage in connection with the trip. Requests for educational travel are submitted in advance of the travel through the Travel Order Processing System (TOPS) on line. The employee will need to provide verification of a full-time college enrollment to DLA Human Resources Service DoDEA Team. If verification of enrollment is not available at the time of request for the EDT orders, the employee may be authorized EDT orders by signing "Educational Travel Certification Letter."

Additional information on Educational Travel is available from the Department of State's web page at the following address: http://aoprals.state.gov/

For questions or concerns regarding EDT orders, please contact your local HR representative.

Please note:

The information provided in this newsletter is gathered from sources which are thought to be reliable and is intended as a useful resource and convenience to the reader. Such use is strictly voluntary and does not constitute an official endorsement or approval by the Department of Defense Education Activity (DoDEA) of any product or service. DoDEA does not assume any responsibility for errors and all information is subject to change without notice.
SUMMER LIVING QUARTERS ALLOWANCE (LQA)

The Department of State Standardized Regulations (DSSR) and Department of Defense Instruction (DoDI) 1400.25-Volume 1250, govern the authorization and payment of living quarters allowances. In accordance with Section 723.1 of the DSSR, the LQA grant authorized under section 130 of the DSSR shall be continued during the recess period immediately preceding the next school year for a teacher who is in a teaching position at the close of a school year and who agrees to serve as a teacher for the next school year.

When a teacher is separating at the end of a school year or during the recess period, eligibility for allowances terminates on the teacher's last duty day. However, in order to allow teachers some flexibility in arranging pack-out and port calls after the last day of the school year, DoD Instruction 1400.25-Volume 1250 allows for the continuation of LQA and Temporary Quarters Subsistence Allowance (TQSA) for up to 14 days after the end of the school year, or the date of departure, whichever is earlier, for a teacher to await authorized transportation.

Additional information and Frequently Asked Questions on this subject are posted on our website at: [http://www.dodea.edu/Offices/HR/resources/faq/allowances.cfm](http://www.dodea.edu/Offices/HR/resources/faq/allowances.cfm) or visit the Department of State website at: [http://aoprals.state.gov/content.asp?content_id=231&menu_id=92](http://aoprals.state.gov/content.asp?content_id=231&menu_id=92)

LIVING QUARTERS ALLOWANCE (LQA) RECONCILIATION

LQA in economy quarters for an eligible employee initially is authorized based on his/her annual rent lease agreement and an estimated amount for utilities. After one year in economy quarters, employees are required to reconcile their LQA expenses within 45 days after reaching the one-year anniversary. Employees should submit a SF-1190 "Foreign Allowances Application, Grant and Report," LQA reconciliation Worksheet, and copies of bills/receipts for all utilities claimed for the entire first-year period, to their servicing Defense Logistics Agency (DLA) Human Resources Service DoDEA Team. Please note that if the receipts are in a foreign language, employees are required to identify in English on each receipt, the appropriate utility (e.g. electricity, water, garbage disposal, etc.).

Employees should consider conservative estimates when estimating utilities. DoDEA is trying to minimize debts while ensuring employees are paid properly for rent and utility expenses.

At the end of the first year, employees will complete their recon and will be reimbursed for any underpayment (out of pocket expenses) above their utility estimated amount. However, if an employee over estimates their utilities, they will incur a debt, which will be processed by Defense Finance and Accounting Services (DFAS) and employees will be asked to pay back the overpayment. No further reconciliation will be required for the same residence unless requested by the employee or by management. Please contact your local Human Resources representative with questions or concerns.
Federal Employee’s Compensation Act (FECA)

Do you know about all of the workers’ compensation benefits an injured Federal employee may be entitled to? The FECA (5 U.S.C. 8101 et seq.) provides compensation benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. Specific benefits provided under the FECA include:

**Medical Benefits** - The United States shall furnish to an employee who is injured while in the performance of duty, the services, appliances, and supplies prescribed or recommended by a qualified physician, which the Secretary of Labor considers likely to cure, give relief, reduce the degree or the period of disability, or aid in lessening the amount of the monthly compensation.

**Continuation of Pay (COP)** - For most employees who sustain a traumatic injury, the FECA provides that the employer must continue the employee’s regular pay during any periods of resulting disability, up to a maximum of 45 calendar days. This is called continuation of pay (COP). The employer, not OWCP, pays COP. Unlike wage loss benefits, COP is subject to taxes and all other payroll deductions that are made from regular income.

**Wage Loss Compensation** - Compensation is payable when an employee starts to lose pay if the injury causes permanent disability or if pay loss continues for more than 14 calendar days. Otherwise, compensation is payable on the fourth day after pay stops. Compensation may not be paid while an injured employee is in a continuation of pay status or receives pay for leave. Compensation for total disability is payable at the rate of $66\frac{2}{3}$ percent of the pay rate if the employee has no dependents, or 75 percent of the pay rate if the employee has at least one eligible dependent.

**Schedule Awards** - Compensation is provided for specified periods of time for the permanent loss or loss of use (impairment) of certain members and functions of the body. Partial loss or loss of use of these members and functions is compensated on a proportional basis.

**Vocational Rehabilitation** - The FECA provides for vocational rehabilitation services to assist disabled employees in returning to gainful employment consistent with their physical, emotional and educational abilities.

**Loss of Wage-Earning Capacity** - When medical evidence shows an employee is no longer totally disabled and medical evidence determines she/he can perform duties of a lower-paying job, compensation is paid on the basis of loss of wage-earning capacity. The FECA provides for a reduction in compensation to reflect a loss of wage-earning capacity (LWEC) when the disability for work is partial. The employee’s actual earnings may be used to calculate reduced compensation if these earnings are found to fairly and reasonably reflect his or her earning capacity.

**Death Benefits** - Survivors of a Federal employee whose death is work-related are entitled to benefits including compensation payments, funeral expenses, and transportation expenses for the remains.

It’s important to remember that to be entitled to benefits under the FECA, every job-related injury should be reported as soon as possible to your supervisor and written notice of a traumatic injury must be filed on Form CA-1 or Form CA-2 if the injury was an occupational disease or illness, no later than 30 days following the injury.

For more information see your immediate supervisor and/or your local HR servicing team.