



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

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Human Resources Regional Service Center

05-HRC-007
November 17, 2005

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
POLICY MEMORANDUM**

SUBJECT: Living Quarters Allowance for Employees GS-9 and Below

Overseas allowances and differentials (except post allowance) are not automatic salary supplements, nor are they entitlements. They are specifically intended to be recruitment incentives for United States citizen employees living in the United States to accept Federal employment in a foreign area. If a person is already living in a foreign area, the inducement is normally unnecessary.

The limited circumstances under which employees recruited outside the United States may be authorized a quarters allowance are outlined in Section 031.12 of the Department of State Standardized Regulations, and Department of Defense (DoD) 1400.25-M, "Civilian Personnel Manual," Subchapter 1250, dated December 03, 1996. However, DoD policy states that individuals shall not automatically be authorized these benefits simply because they meet eligibility requirements. Individuals authorized to approve allowances and differentials shall consider the recruitment need, along with the expense the activity or employing agency will incur prior to approval.

Recruitment from the United States is not normally undertaken to fill positions at the GS-9 and below level. Therefore, it is the policy of the Department of Defense Dependents Schools (DoDDS) that individuals selected for or reassigned/promoted to positions at the GS-9 and below level will not be authorized a quarter's allowance. This information will be included in vacancy announcements advertising positions at the GS-9 and below level. Current DoDDS employees at the GS-9 and below level, already authorized allowances, are exempt from this policy and may be selected for other positions within DoDDS without losing their living quarters allowance authorization.

Exceptions to the above policy may be authorized by the Chief of the Human Resources Regional Service Center on a case-by-case basis to meet specific recruitment needs.

Joseph D. Tafoya

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Director