

ENCLOSURE 13

REQUEST FOR DETERMINATION OF ELIGIBILITY FOR FOREIGN ALLOWANCES
AND TRANSPORTATION BENEFITS

**Request for Determination of Eligibility
for Foreign Allowances and Transportation Benefits**

Name _____ Grade _____ Position Title _____

Duty Station _____ Entrance on Duty Date _____

Were you originally recruited in the United States? YES _____ NO _____
By the U.S. Government? YES _____ NO _____
By a firm providing return transportation to the U.S.? YES _____ NO _____

If you answered yes, what year? _____

Were you reassigned from another overseas area? YES _____ NO _____
If yes, was this a management directed action? YES _____ NO _____

Did you receive Living Quarters Allowance (LQA) at your last duty station? YES _____ NO _____

Were you hired in the overseas area for this position? YES _____ NO _____
Date you entered the overseas area: _____

Place of actual residence in the U.S.: _____
(Enter City and State)

Marital Status: _____ Employment status of spouse: _____

Reason for being in the country (if necessary, use a separate sheet to explain fully and account for all time since leaving the US):

FAMILY MEMBERS IN THE AREA

NAME	DOB	RELATIONSHIP TO YOU	DATE ARRIVED	RESIDING WITH YOU?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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Employee Signature Date

**Documentation Required for Eligibility Determination for
Overseas Allowances and Transportation Benefits**

Name: _____

RETIREEES/LOCALLY SEPARATED MILITARY (Submit all of the following):

- _____ Copy of DD-214; AND
- _____ Copy of Retirement/Separation Orders; AND
- _____ Copy of Orders to Overseas Area; AND
- _____ Copy of Last Leave & Earnings Statement; AND
- _____ Certification from transportation office that travel entitlement from military has not been used; AND
- _____ Certification from management that there are no other locally qualified candidates to fill the position

ENTERED THE OVERSEAS AREA AS A FAMILY MEMBER OF MILITARY OR
CIVILIAN SPONSOR ELIGIBLE FOR QUARTERS ALLOWANCE

SUBMIT:

- _____ Copy of orders showing travel to the overseas area as a family member.

PLUS ONE OF THE FOLLOWING:

- _____ Copy of Divorce/Legal separation documents from sponsoring spouse (i.e. court documents or marital separation agreement prepared by JAG office) and copies of lease agreements verifying you and your spouse are living separately; OR
- _____ Copy of Death Certificate of sponsoring spouse; OR
- _____ Copy of orders and flight itinerary showing sponsoring spouse left area permanently; OR
- _____ Copy of orders showing sponsoring spouse's work location became so separated that a common dwelling could not be maintained; OR
- _____ Documentation showing sponsoring spouse became physically or mentally incapable of continued employment with the Government

OTHER LOCAL HIRES (Submit item 1, or items 2 & 3):

- _____ 1. Copy of letter showing Management Directed Reassignment; OR
- _____ 2. Copy of orders/contract from firm in overseas area that provided travel and transportation to the overseas area and entitlement for return to the US; AND
- _____ 3. Letter from transportation office/company that travel entitlement to return to the US has not been used