

B-170403



REPORT TO THE CONGRESS

Appendix Supplement To Fundamental Changes Needed To Achieve A Uniform Government-Wide Overseas Benefits And Allowances System For U.S. Employees B-180403

Multiagency

*BY THE COMPTROLLER GENERAL
OF THE UNITED STATES*

710772

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C o n t e n t s

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NUMBER OF U.S. GOVERNMENT EMPLOYEES
STATIONED OVERSEAS ON JUNE 30, 1972, BY REGION

Department or agency	East Asia, Pacific	Latin America, Caribbean	Africa	Europe	Near East, South Asia	Other (note a) foreign	Total foreign	U.S. Territories	Alaska and Hawaii	Total nonforeign overseas	Total
State	1,031	1,049	849	1,617	882	-	5,428	1	11	12	5,440
Agency for International Development (AID)	1,685	504	325	8	279	79	2,880	-	-	-	2,880
United States Information Agency (USIA)	257	210	158	249	200	-	1,074	-	2	2	1,076
Agriculture	24	58	11	73	15	-	181	446	650	1,096	1,277
Commerce	15	49	2	37	9	5	117	116	764	880	997
Health, Education, and Welfare (HEW)	17	19	49	16	9	-	110	372	1,438	1,810	1,920
Housing and Urban Development (HUD)	-	-	-	1	-	-	1	113	80	193	194
Interior	17	25	15	6	48	4	115	321	2,128	2,449	2,564
Justice	58	96	1	137	32	-	324	295	174	469	793
Labor	11	2	-	8	-	-	21	-	-	-	21
Transportation (note b)	466	60	4	319	37	-	886	1,336	5,467	6,803	7,689
Treasury	57	45	-	103	2	-	187	435	393	828	1,015
General Services Administration (GSA)	15	-	-	2	-	-	17	58	117	175	192
National Science Foundation (NSF)	3	-	-	-	6	-	9	-	-	-	9
Atomic Energy Commission (AEC)	3	2	-	9	-	-	14	6	4	10	24
Veterans Administration (VA)	21	-	-	-	-	-	21	1,199	134	1,333	1,354
American Battle Monuments Commission (ABMC)	2	1	2	35	-	-	40	-	-	-	40
Environmental Protection Agency (EPA)	5	1	-	-	-	-	6	5	52	57	63
Tennessee Valley Authority (TVA)	1	-	-	4	-	-	5	-	-	-	5
Smithsonian Institution	-	-	1	-	-	-	1	17	-	17	18
National Aeronautics and Space Administration (NASA)	1	4	-	11	-	-	17	-	4	4	21
ACTION (note c)	45	69	87	-	37	-	238	9	3	12	250
Export-Import Bank	1	-	-	1	-	-	2	-	-	-	2
Canal Zone Government	-	-	-	-	-	-	-	3,998	-	3,998	3,998
Civil Service Commission (CSC)	-	-	-	-	-	-	-	-	38	38	38
Federal Communications Commission (FCC)	-	-	-	-	-	-	-	5	21	26	26
Federal Deposit Insurance Corporation (FDIC)	-	-	-	-	-	-	-	6	7	13	13
Federal Maritime Commission (FMC)	-	-	-	-	-	-	-	2	-	2	2
Federal Claims Settlement Commission (FCSC)	-	-	-	-	-	-	-	4	-	4	4
National Credit Union Administration (NCUA)	-	-	-	-	-	-	-	1	5	6	6
National Labor Relations Board (NLRB)	-	-	-	-	-	-	-	25	5	30	30
Selective Service System	-	-	-	-	-	-	-	115	38	153	153
Small Business Administration (SBA)	-	-	-	-	-	-	-	70	65	135	135
Postal Service	-	-	-	-	-	-	-	2,451	2,990	5,441	5,441
U.S. Courts	-	-	-	-	-	-	-	79	59	138	138
General Accounting Office (GAO)	33	-	-	54	11	-	98	-	42	42	140
Library of Congress	2	1	1	4	5	-	13	-	-	-	13
Department of Defense (DOD):											
Military (note d)	224,000	3,000	3,000	263,000	10,000	96,000	599,000	29,000	64,000	93,000	692,000
Civilians	6,725	326	107	8,813	368	8	16,347	9,011	26,209	35,220	51,567
Total	254,475	5,521	4,613	274,507	11,940	96,096	627,152	49,496	104,900	154,396	781,548

Note: Figures for the Central Intelligence Agency and the National Security Agency are classified and have not been reported.

^aIncludes personnel in Antarctica as well as those whose location indeterminate.

^bFigures for the Department of Transportation include uniformed military personnel of the Coast Guard.

^cPeace Corps Volunteers are not included in the ACTION figures.

^dDOD military figures are estimates.

APPENDIX III

SCHEDULE OF OBLIGATIONS REPORTED BY AGENCIES
 BY BENEFIT OR ALLOWANCE FOR FOREIGN COUNTRIES,
 U.S. TERRITORIES, AND ALASKA AND HAWAII

<u>Allowance or benefit</u>	<u>Foreign country costs</u>	<u>United States territorial costs</u>	<u>Alaska and Hawaii costs</u>
Travel transportation costs	\$ 742,279,000	\$ 3,394,000	\$ 5,205,000
Storage of household furnishings	1,453,000	193,000	66,000
Loan of household furnishings	1,670,000	19,000	-
Temporary lodging allowance	37,314,000	266,000	415,000
Supplemental post allowance	97,000	-	-
Post allowance (cost of living)	120,667,000	3,285,000	26,467,000
Housing	286,950,000	1,317,000	4,680,000
Foreign and home service transfer	569,000	6,000	-
Educational allowance	159,827,000	472,000	3,000
Educational travel	89,000	28,000	3,000
Post differential (hardship)	103,235,000	8,966,000	1,121,000
Travel for rest and recuperation	1,072,000	-	-
Home leave	3,117,000	1,181,000	300,000
Medical treatment travel and examinations	3,289,000	90,000	15,000
Visitation travel (family and emergency)	923,000	-	1,000
Vacationing travel	-	-	408,000
Evacuation allowance	55,000	-	-
Local travel	1,784,000	60,000	45,000
Real estate expenses	-	454,000	33,000
Separate maintenance allowance	34,019,000	53,000	115,000
Commissary and mess benefits	100,000	28,000	-
Other	-	3,000	9,000
Representation allowance	1,529,000	-	-
Official residence expense	2,167,000	-	-
Total	<u>\$1,502,205,000</u>	<u>\$19,815,000</u>	<u>\$38,886,000</u>

AGENCY-BY-AGENCY COMPARISON OF BENEFITS AND ALLOWANCES

The following table presents an agency-by-agency comparison of benefits and allowances authorized for U.S. Government employees in foreign areas. The table was primarily on the basis of data submitted by each agency in response to questions on their authorizations, practices, and policies for providing allowances and benefits. Additional data was obtained from interviews with U.S. Government employees assigned to the various overseas missions. The table does not evaluate in detail all the differences that might exist for each allowance but does highlight some of the more significant differences.

EPA and HUD are not specifically shown. EPA employees are uniformed personnel and receive the same benefits as Public Health Service employees. HUD employees are employed under a participating agency service agreement and receive the same benefits as AID employees.

JOINT TRAVEL REGULATIONS
 VOLUME I
 Armed Forces military
 Commerce Department:
 National Oceanic and
 Atmospheric Administration
 HEW,
 Public Health Service
 Transportation Department,
 Coast Guard

37 U.S.C. 403

"

"

"

"

In countries where housing costs exceed the basic allowance for quarters, uniformed personnel are entitled to an additional allowance which is paid regardless of their duty assignment location. No quarters or housing allowances are paid to occupants of Government housing. The housing allowance authorized for specified areas defrays the average excess costs experienced by members on permanent duty overseas. The excess costs are derived by comparing the average cost of housing by members in each area with the average cost of housing for similar members in the United States. No limits are established on the amount of the post flat rate which may be pocketed. The basic quarters allowance for an enlisted member (Sergeant E-5) with family is \$1,663 a year.

<u>Post location</u>	<u>Bedrooms needed</u>	<u>Allowance</u>
SHAPE, Village Apartments, Belgium	2	\$1,773.75
	3	2,117.00
	4	2,390.75
Seoul, Korea	2	\$1,022.00
	3	1,660.75
	4	2,117.00

DEPARTMENT OF DEFENSE
 INSTRUCTION 1418.1

5 U.S.C. 5923

The payments authorized to employees will be set at 10 percent above the employee's estimate of their actual allowable expenses but will not exceed the flat rate specified in the Standardized Regulations. (See example above.) Rates may be further reduced or withheld altogether by officials.

2. Post Differential--Payable in designated areas which involve extraordinarily difficult living conditions. The allowance is the same for all civilians, except ACTION personnel. Enlisted personnel of the uniformed services receive foreign duty pay.

<u>Standardized Regulations Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 5925	A post differential is established as a recruitment and retention incentive for any place when, and only when, the post involves extraordinarily difficult living conditions, excessive physical hardship, or notably unhealthful conditions affecting the majority of employees officially stationed or detailed at that place. Living costs are not considered in differential determination.
ATD	"	Full-time employees and employees appointed for temporary periods may be paid 10, 15, 20, or 25 percent of their basic compensation, depending upon the particular post classifications. The maximum which may be paid for this purpose is set at 25 percent by legislation.
Agriculture Department	"	
ABMC	"	Examples of the range of the payments for an employee at different posts follows.
AEC	"	
Commerce Department	"	Employee's basic
Export-Import Bank	"	
CAO	"	<u>compensation</u>
GSA	"	\$8,555 to \$36,000
HEW	"	<u>Post rate</u>
Interior Department	"	10 to 25 percent
Justice Department	"	<u>Payment</u>
Labor Department	"	\$855 up to \$8,500
Library of Congress	"	Foreign Service officer
NASA	"	Grade 8-1 and grade 2-6
NSF	"	The post differential rate at which payment is made shall be reduced, if necessary, so that the combined per annum post differential and basic compensation or post differential and salary authorized for the employee does not exceed an amount which is \$100 less than the per annum salary authorized for the chief of mission. Payment of this allowance, though authorized is not provided to ACTION staff personnel in recognition of its policy that it would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards.
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
DOD civilian personnel	5 U.S.C. 5925	Same as other Government civilians. (See above for detail.)
Department of Defense Instruction 1418.1		
<u>Not authorized for</u>		
Uniformed Services	37 U.S.C. 305	Post differential is not paid to members of the uniformed services. However, foreign duty pay is authorized at designated places to enlisted members only. This pay is intended to compensate for the exceptional rigors of duty caused by climatic conditions, lack of normal community facilities, etc.
Armed Forces military	"	Rate payable vary from \$8 to \$22.50 a month, depending on grade.
Commerce Department,	"	
National Oceanic and Atmospheric Administration	"	
HEW, Public Health Service	"	
Transportation Department,	"	
Coast Guard	"	

3. Post (cost-of-living) allowance--Granted to employees for certain excess costs which result from being officially stationed in a foreign area. Post allowances differ between the civilian and military members in that allowance rates computed for civilians are based on average costs in Washington, D.C., allowance rates computed for military personnel are based on average costs in the United States. It is not paid to ACTION personnel.

Standardized Regulations

<u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 5924 (1)	The post allowance is granted to employees stationed at a post where the cost of living is substantially higher than in Washington, D.C. The amount paid is a flat rate based on employee salary, family size, and the post location. Examples of these differences for a General Schedule 9 employee are (allowances in effect Feb. 1973):
AID	"	
Agriculture Department	"	
ABMC	"	
AEC	"	
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	

<u>Post location</u>	<u>Family status</u>	<u>Annual allowance</u>
Toronto, Canada	No cost-of-living allowance is provided civilians at this post	
Osaka-Kobe, Japan	Without family	\$1,660
	With family	2,075
	Each additional child beyond the first	80
Moscow, Soviet Union	Without family	995
	With family	1,245
	Each additional child beyond the first	70

Payment of this allowance, though authorized, is not provided to ACTION staff personnel, in recognition of its policy that it would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards.

If the cost of living at a post is lower than in Washington, D.C., no negative adjustment is made for ACTION employees or for employees of the other agencies.

Joint Travel Regulations Volume I

<u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
Uniformed Services	37 U.S.C. 405	The cost of living allowance is authorized for defraying the average excess cost of living for members on permanent duty outside the United States. The excess costs are derived by a comparison of the average cost of living in each area outside the United States with the average cost of living for similar members in the United States. The amount paid is based on the location of the members permanent duty station. No negative adjustment is made where costs at the post are lower than in the United States. Examples of these differences for (Sergeant E-5) are (allowances in effect Feb. 1973):
Armed Forces Military	"	
Commerce Department,	"	
National Oceanic and Atmospheric Administration	"	
HEW, Public Health Service	"	
Transportation Department, Coast Guard	"	

<u>Post location</u>	<u>Family status</u>	<u>Annual allowance</u>
Toronto, Canada	Without dependents	\$ 657.00
	1 dependent	766.50
	2 dependents	821.25
Osaka-Kobe, Japan	Without dependents	2,317.75
	1 dependent	2,737.50
	2 dependents	2,920.00
Moscow, Soviet Union	Without dependents	1,770.25
	1 dependent	2,080.50
	2 dependents	2,208.25

Department of Defense Instruction 1418.1
DOD civilians 5 U.S.C. 5924(1)

Same as other civilians. No negative adjustment is made where the cost of living is lower than in the United States.

4. Education Allowance --Assists an employee in meeting expenses incurred by reason of his service in a foreign area to provide an elementary and secondary education for his children. In those areas where an adequate school is not available, this allowance also assists with the cost of room and board and periodic transportation between such posts and the nearest locality where an adequate school is available. Grades permitted by the allowance, the standards for schools and the payments authorized differ between civilians and military. (See also Education Travel Allowance.)

<u>Standardized Regulations Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 5924 (4)(a)	<u>Grades</u>
AID	"	The education allowance is provided for grades 1 through 12 to reimburse employees for tuition, books, supplies, fees, room, and board.
Agriculture Department	"	<u>Standards</u>
ABMC	"	An adequate school is defined as one providing a curriculum and services reasonably comparable to those normally provided without a direct charge in public schools in the United States.
AEC	"	<u>Payments</u>
Commerce Department	"	Rates vary by post and are provided for (1) schools at post, (2) schools away from post, and (3) home study. Where a local school is adequate and employees elect to send their children to a school away from post, the employee must bear the additional cost. Where a local school is inadequate, an allowance rate is established to assist with the costs of attending the nearest, least expensive, adequate boarding school, including transportation. Separate rates are available for home study courses or private instruction. Where an American-sponsored school is available at post and employees elect to enroll their children in other schools, they must bear the whole cost unless they can convince State Department officials that they should be excepted from the policy.
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
Department of Defense Directive 1342.6 and Department of Defense Instruction 1342.4		
Uniformed Services		<u>Grades</u>
Armed Forces military	DOD's annual defense budget	An education allowance is not paid to DOD civilians and military employees where overseas dependent schools have been established to provide education opportunities through 13 years of school (kindergarten through grade 12).
HEW) Public Health Service	HEW's Annual Appropriation Act	<u>Standards</u>
Transportation Department,	Transportation Department's	To insure that educational opportunities are of high quality and are comparable in all respects to the <u>better school systems</u> of the United States and to maintain such schools in sufficient numbers and types and properly staffed and equipped DOD military and civilian personnel stationed in overseas areas.
Coast Guard	Annual Appropriation Act	<u>Payments</u>
		Payments for dependents of military employees in non-DOD schools will be approved when circumstances warrant. No specific rates are established for military dependents attending non-DOD schools.
DOD civilians	5 U.S.C. 5924(4)(a)	For DOD civilians, payment of tuition at Government expense for schools in foreign areas is authorized only where no service-operated schools exist, in accordance with the Standardized Regulations.
<u>Authorization not clear</u>		
Commerce Department,		Administrators believe that, due to a lack of legislative clarity, they are not sure whether the agency has specific authority for advancing this allowance to their employees. Generally, this allowance has not been provided to employees in foreign areas.
National Oceanic and Atmos- pheric Administration		

5. Educational Travel Allowance--Permits payment of travel expenses to and from a school in the United States for secondary education. The type of travel authorized differs between civilians and military. Dependents of civilian employees use commercial aircraft, but military dependents fly on a space-available basis, otherwise the member pays the cost.

<u>Standardized Regulations Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 5924(4)	Permits payment of travel expenses for a child under 21 years of age to a school in the United States from the employee's post for secondary or college education (including college education of children of employees stationed in the Canal Zone) and return to the post, once each way for high school and for college. The age limit can be extended under certain circumstances.
AID	"	Payment or reimbursement for educational travel may include actual expense for transporting a child, travel per diem within maximum rates authorized by law, and expenses for transporting unaccompanied personal baggage.
Agriculture Department	"	
ABMC	"	
AEC	"	
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Commerce	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
<u>Types of Educational Travel</u>		
		<u>Secondary education</u> <u>College education</u>
	<u>Travel from United States to post</u>	One trip from the school in the United States to the employee's post in a foreign area.
	<u>Travel from post to United States</u>	One trip from a foreign area to a high school in the United States.
		One trip from the school in the United States to the employee's post in a foreign area.
		One trip from a foreign area to a college in the United States.
DOD Civilians		Same as other civilians except travel can be allowed for secondary education only when the secondary school operated by or under contract approved by duty station as to necessitate room and board. In addition, dependents of DOD civilian employees may use military aircraft on a space-available basis.

Joint Travel Regulations Volume 2		
<u>Not authorized for</u>		
Uniformed Services		Not authorized for military dependents; however, military aircraft may be used for this purpose on a space-available basis. Flight limited to one round trip a year.
Armed Forces military		
HEW, Public Health Service		
Transportation Department,		
Coast Guard		
<u>Authorization not clear</u>		
Commerce Department		Administrators believe that, due to a lack of legislative clarity, they are not sure whether the agency has specific authority for advancing this allowance to their employees. Generally, this allowance has not been provided to employees in foreign areas.
National Oceanic and Atmos- pheric Administration		

6. Medical Treatment Expenses--Authorizes payment of hospitalization and other medical costs for illness or injury while abroad. This allowance is not provided by all agencies. Military members and their dependents receive medical treatment at no personal cost. Civilians usually pay some portion of the medical expense. The amount depends on the employee's agency, the type of medical service available, the type of insurance coverage selected, and other factors.

<u>Foreign Affairs Manual Authorized for (note a) ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
AID Agriculture Department	Peace Corps Act, as amended (22 U.S.C. 2501 et seq) 22 U.S.C. 1156 7 U.S.C. 1763 Executive Order 11530	Includes payments for hospitalization and related expenses for illness or injury to employees or dependents abroad. Conditions and limitations include: <u>For employees</u> No time limitations for hospital care; however, payments for outpatient treatment is limited to 12 months from the initial date unless a waiver is granted. <u>For dependents</u> Payment above a \$35 deductible is made for institution and outpatient treatment, limited to 120 days of treatment. Expenses must be incurred within 12 months of the initial date unless the Deputy Assistant Secretary for Medical Service determines, in writing, that the illness or injury is or has been located abroad.
Justice Department, Drug Enforcement Administration	Justice Department Annual Appropriation Act	Many Foreign Service employees are enrolled in a health insurance plan which does not indemnify for any expenses paid by the U.S. Government. The Government contributes to the cost of this insurance as well as paying the full medical expense.
Library of Congress NASA	2 U.S.C. 143(a) National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2451 et seq)	Note a. (Doctors, nurses, health rooms, and hospitals are also often available at embassies and military establishments overseas at nominal or no cost to the employees on a space-available basis. In addition, many employees are enrolled in group insurance plans for which the Government contributes to the cost of insurance. Dental benefits are not provided; however, military dentists are sometimes used on a space-available basis and for emergencies at military prices.)
State Department Transportation Department, Federal Aviation Administration	22 U.S.C. 1156 Public Law 85-726	
Treasury Department: Bureau of Customs Office of International Affairs	31 U.S.C. 686a 31 U.S.C. 822a	
USIA	22 U.S.C. 1156	
Veterans Administration	38 U.S.C. 235	

Department of Defense Directive 6010.4		
Uniformed Services	10 U.S.C.	Military members receive full medical and dental coverage in the United States and overseas.
Armed Forces military	Chapter 65	However, dependents are subject to the availability of space and facilities, and the capabilities of the professional staff.
Commerce Department National Oceanic and Atmospheric Administration	"	
HEW, Public Health Service	"	
Transportation Department Coast Guard	"	

<u>Not authorized for</u>		
ABMC	Interior Department	TVA
AEC	Justice Department:	Transportation Department, Federal Highway Administration
Commerce Department	Immigration and	Treasury Department:
Export-Import Bank	Naturalization	Bureau of Accounts
GAO	Services	Internal Revenue Service
GSA	Federal Bureau of	Secret Service
HEW	Investigation	DOD civilians
	Smithsonian Institute	

7. Medical Travel--Pays travel expenses to the nearest locality where suitable medical care can be obtained. Allowance is not authorized for all agencies.

<u>Foreign Affairs Manual Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	Peace Corps Act, as amended (22 U.S.C. 2501 et seq.) 22 U.S.C. 1157	An employee or any of his dependents who requires medical care for illness or injury not the result of vicious habits, intemperance, or misconduct, while located or stationed abroad in a locality where there is no qualified person or facility to provide such care, shall be eligible to travel at Government expense to the nearest facility where suitable medical care can be obtained, whether or not the medical care is at Government expense. No prior period of duty at the post is required.
AID Agriculture Department	7 U.S.C. 1763 and Executive Order 11530 Public Law, 91-145	
GAO Justice Department, Drug Enforcement Administration	Justice Department Annual Appropriation Act 2 U.S.C. (143(a))	
Library of Congress NASA	National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2451 et seq.) 22 U.S.C. 1157	
State Department Transportation Department, Federal Aviation Administration	Public Law, 85-726	
Treasury Department, Bureau of Customs Office of International Affairs	31 U.S.C. 686a 31 U.S.C. 822a	
USIS	22 U.S.C. 1157	
DOD Regulation 4515.13R Uniformed Services Armed Forces military	DOD Directive 4515.13 "	<u>Members</u> All members may have approved transportation to a medical facility when required.
Commerce Department, National Oceanic and Atmos- pheric Administration	"	<u>Dependents</u> Dependents accompanying members (on active duty for 30 days or more) outside the United States may, when approved by competent authority, have transportation authorized to the nearest facility where adequate medical care is available. Transportation may be authorized or approved regardless of the member's rank or grade and may include ambulance transportation to and from carrier terminals. Upon termination of hospitalization or medical care, transportation of the dependent is authorized either to the member's duty station or to such other places determined appropriate under the circumstances by the issuing authority.
HEW, Public Health Service	"	
Transportation Department, Coast Guard	"	
DOD civilians	DOD Directive 4515.13	DOD civilian employees are provided medical travel similar to civilians of other Government agencies. Travel to and from the nearest medical facility will be furnished to dependents of civilian employees stationed outside the United States when medical care in the locality is not adequate.
<u>Not authorized for</u>		
ABMC	Justice Department	Transportation Department,
AEC	Immigration and	Federal Highway Administration
Commerce Department	Naturalization	Treasury Department:
Export-Import Bank	Service	Bureau of Accounts
GSA	Federal Bureau of	Internal Revenue Service
HEW	Investigation	Secret Service
Interior Department	Labor Department	Veterans Administration
	Smithsonian Institution	

8. Home Leave--Provides that an employee may be granted a leave of absence at the rate not to exceed 1 week for each 4 months of service for use in the United States or its territories. No comparable benefit for military personnel. There are also differences between civilian employees at the same post. Also see "travel in connection with home leave."

<u>Federal Personnel Manual</u> <u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 6305	After 24 months of continuous service outside the United States, employees are eligible for travel at Government expense for home leave in the United States, the Commonwealth of Puerto Rico, or possessions of the United States.
AID	"	
Agriculture Department	"	
ABMC	"	a. An employee who accepts as a condition of employment with his agency an obligation to accept assignments anywhere in the world as the needs of his agency dictates will earn 15 days.
AEC	"	
Commerce Department	"	
Export-Import Bank	"	b. An employee who is serving with a U.S. mission to a public international organization will earn 15 days.
GAO	"	
GSA	"	c. An employee is serving at a post for which payment of post differential of 20 percent or more is authorized will earn 15 days.
HEW	"	
Interior Department	"	
Justice Department	"	d. An employee not included under items a, b, or c, who is serving at a post for which payment of a post differential of at least 10 percent but less than 20 percent is authorized will earn 10 days.
Labor Department	"	
Library of Congress	"	
NASA	"	e. An employee not included under items a, b, c, or d will earn 5 days.
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
Department of Defense Instruction 1424.3 DOD civilians	5 U.S.C. 6305	Same as other civilians when individual has agreed to serve an additional tour overseas.

<u>Not authorized for</u>		
Uniformed Services Armed Forces military Commerce Department, National Oceanic and Atmospheric Administration HEW, Public Health Service Transportation Department, Coast Guard		DOD military personnel are not authorized home leave; however, space-available travel on military aircraft is permitted when regular leave (30 days a year) is taken.

8a. Travel in Connection with Home Leave--Provides for payment of necessary travel and expenses for employees and dependents in connection with home leave. Modes of transportation differ between civilian personnel. Not applicable for military personnel. Although no home leave is authorized for the military, space-available travel on Military Airlift Command is permitted.

<u>Foreign Affairs Manual</u> <u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	Peace Corps Act as amended 22 U.S.C. 2501 et seq.	The expense of surface transportation including first-class ship travel, or a combination of air and surface transportation, is authorized. Employees are considered to be in transit

APPENDIX IV

AID	22 U.S.C. 1136(1)	while outside the United States. For computing per diem, the travel begins when the airplane, ship or other mode of travel departs and ends when it actually arrives at its scheduled destination.
Agriculture Department	7 U.S.C. 1763/ Executive Order 11530	
State Department	22 U.S.C. 1136(1)	AID and USIS have established a policy that air travel must be used at least one way. If the employee uses a mode of travel slower than air, he is allowed only per diem based on the air travel at least one way and is charged annual leave for each work day beyond the time estimated as required for the more rapid mode. Per diem is not allowed for the time spent in leave status. Exceptions can be made.
Transportation Department, Federal Aviation Administration	Public Law, 85-726	
USIA	22 U.S.C. 1136 (1)	
Veterans Administration	38 U.S.C. 235	
<hr/>		
Federal Travel Regulations		
ABMC	5 U.S.C. 5728 and	<u>Surface and air</u>
AEC	5 U.S.C. 5733	Transportation is authorized for home leave. In selecting a method of transportation, consideration should be given to the total cost to the Government, including per diem, overtime, lost worktime, and actual transportation costs. 5 U.S.C. 5733 requires that the travel of an employee shall be by the most expeditious means practicable.
Commerce Department	"	Only the Bureau of Customs have established regulations designating the mode of travel to be used by its personnel. Regulations state that Bureau of Customs employees shall travel by air to save time and expense GAO requests that its' employees use jet aircraft, though other modes of transportation may be authorized when sufficient justification is presented.
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
TVA	"	
Transportation Department, Federal Highway Administration	"	
Treasury Department	"	
<hr/>		
Joint Travel Regulations Volume 2		
DOD civilians	5 U.S.C. 5728	Same as other civilians authorized travel under 5 U.S.C. 5728

9. Travel for Rest and Recuperation--Pays travel expenses of the employee and family serving at posts specifically designated by the Secretary having significant difficult living conditions. Allowance is not provided by all agencies. A comparable allowance is provided to the military - and Morale Leave". Payment rates differ between civilians and military. ACTION personnel are not provided the allowance.

<u>Foreign Affairs Manual</u> <u>Authorized for</u> <u>ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
AID	Peace Corps Act, as amended (22 U.S.C. 2501 et seq.)	Rest and recuperation travel may be granted if it is found: a. Living conditions at the post present distinct and significant difficulties for an employee and his family of sufficient severity to justify temporary relief. Factors include unfavorable climatic conditions, isolation, inadequate transportation within the country, lack of adequate recreation facilities, unsuitable housing and sanitary conditions, lack of essential services, lack of medical or dental care, prevalence of communicable disease, and unusual personal hazards.
Agriculture Department	22 U.S.C. 1136(9)	b. Transportation costs from the post to a suitable relief area is so great as to make it unreasonable to expect that the employee could finance his family's travel.
GAO	7 U.S.C. 1763/Executive Order 11530	To qualify for rest and recuperation travel, an employee must be assigned to one or more of the posts so designated for a total period of at least 2 years unbroken by home leave.
Library of Congress	Public Law 91-145	<u>Rate of payment</u>
State Department	2 U.S.C. 143a	Government cost may not exceed the transportation expenses to the designated relief area and return. An employee whose salary is \$11,000 or less per year shall pay the first \$50 of the total travel cost for himself and his family with the Government paying the balance. An employee whose salary exceeds \$11,000 will pay the first \$100 of the total travel cost. Rest and recuperation time may be charged to annual or other leave. Payment of this allowance, though authorized, is not provided to ACTION staff personnel in recognition of their policy: "It would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards."
Transportation Department, Federal Aviation Administration	22 U.S.C. 1136(9)	
Treasury Department	Public Law 85-726	
Office of International Affairs	31 U.S.C. 822a	
USIA	22 U.S.C. 1136 (9)	

Department of Defense Regulations 4515.13R		
Uniformed Services	DOD Directive 4515.13	Military personnel, without regard to grade, and their dependents, and U.S. citizen employees of DOD and their authorized dependents may participate in an Environmental and Morale leave program as follows:
Armed Forces military	"	a. Normally one trip per year on a space-available basis; local commanders, however, may permit additional trips.
Transportation Department, Coast Guard	"	b. Dependents may travel only when accompanied by their sponsor.
DOD civilians	"	c. Sponsor must be in a leave status.
		d. Travel opportunity will be afforded on an equitable basis to all employees and their accompanying dependents with regard to rank, grade, or branch of service or whether they are military or civilian.
		e. DOD owned or controlled aircraft will not be scheduled primarily for this program, and no additional expenditure of funds or flying hours are authorized.
		f. Participants will (1) have sufficient personal funds available to defray the cost of the return trip to home base via commercial transportation if space-available transportation cannot be provided and (2) not to exceed the maximum baggage allowance of 66 pounds per passenger.

Not authorized for
ABMC
AEC
Commerce Department
Export-Import Bank
GSA
HEW

Interior Department
Justice Department
Labor Department
NASA
NSF
Public Health Service
Smithsonian Institution
TVA
Transportation Department
Federal Highway Administration
Treasury Department:
Bureau of Accounts
Bureau of Customs
Internal Revenue Service
Secret Service
Veterans Administration

10. Separate Maintenance Allowance--Assists an employee in maintaining his dependents away from his post of assignment when required because of adverse conditions. The allowance is the same for all civilians, except for ACTION personnel. The payment rates and persons eligible for the allowance differ between civilians and military.

<u>Standardized Regulations</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
<u>Authorized for</u>		
ACTION	5 U.S.C. 5924(3)	<u>Persons eligible</u>
AID	"	May be granted to any employee when the agency head determines that the employee is compelled to maintain any or all dependents elsewhere than at his post of assignment because of dangerous, unhealthful, or excessively adverse living conditions. The allowance is intended to help offset the additional expenses incurred by an employee compelled to maintain a separate household for his family.
Agriculture Department	"	
ABMC	"	
AEC	"	
Commerce Department	"	
Export-Import Bank	"	
GAO	"	<u>Rates</u>
GSA	"	Rates are based on the number and composition of the dependents maintained away from the post of assignment. The rates in the payment table are based on costs in Washington, D.C., and do not vary by location of the separate household.
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
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Pay and Allowances Manual of the Uniformed Services		
Uniformed Services	37 U.S.C. 427	Two types of separate maintenance allowances are paid within the Uniformed Services:
Armed Forces military	"	Type I--When separated from dependents for more than 30 days because of temporary duty or change of permanent station and when dependents are not authorized Government transportation to the new station.
HEW,		
Public Health Service	"	
Transportation Department,	"	<u>Persons eligible</u>
Coast Guard	"	Granted only to enlisted(E) members of E-4 grade (with a minimum of 4 years service) and above.
		<u>Rates</u>
		The payment is \$30 per month.
		Type II--When Government-furnished quarters are not available outside the United States at a permanent duty station to which movement of dependents is not authorized.
		<u>Persons eligible</u>
		Authorized for all members regardless of grade.
		<u>Rates</u>
		When quarters are not furnished, payment is made at the rate of the monthly quarters allowance authorized for a member of the same grade without dependents. Payments range from \$720 to \$2,764 per year.
<hr/>		
Department of Defense Instruction 1418.1		
DOD Civilians	5 U.S.C. 5924(3)	Ordinarily this allowance will not be paid. In exceptional circumstances when payment is believed to be necessary, a request fully justifying the payment shall be submitted to the Assistant Secretary of Defense (Manpower and Reserve Affairs) for prior approval.

Unless an exception is specifically provided in such approval, the allowance will be paid only when the family as defined in the Standardized Regulations (Government Civilians, Foreign Areas) is maintained outside the country of the employee's assignment.

Not authorized for
Commerce Department,
National Oceanic and Atmos-
pheric Administration

11. Travel for Family Visitation--Permits family visitation when employee's family is prevented from accompanying him to post and in emergencies involving personal hardship. No comparable allowance for DOD uniformed personnel. However, they are permitted travel on Military Airlift Command aircraft on a space-available basis which may be used for this purpose.

<u>Foreign Affairs Manual Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	Peace Corps Act, as amended (22 U.S.C. 2501 et. seq.)	Provides for the payment of the travel expenses of employees for up to two round trips each year for family visitation when the family of the employee is prevented by official order from accompanying such employee to, or has been ordered evacuated from, his assigned post because of danger from hostile activity.
AID	22.U.S.C. 1136 (11)	Additional trips may be authorized by the Secretary as deemed appropriate not to exceed the equivalent cost of two round trips of less than first class to the District of Columbia, for employees of their dependents, for purposes of family visitation in emergencies. The facilities of the Military Airlift Command shall be used when possible.
Agriculture Department	7 U.S.C. 1763/Executive Order 11530	
GAO	Public Law 91-145	The employee or eligible dependent pays a deductible or 1- percent of the total commercial fare cost of \$100, whichever is less, if the employee's salary is \$11,000 or less, or 25 percent of the total commercial fare cost or \$200, whichever is less, if the employee's salary is over \$11,000. No deductible is payable for travel performed by Military Airlift Command aircraft.
Library of Congress		
State Department		
Transportation Department, Federal Aviation Administration		
Treasury Department, Office of International Affairs	31 U.S.C. 822a	
USIA	22 U.S.C. 1137(11)	

Not authorized for

ABMC

AEC

Commerce Department

Export-Import Bank

GSA

HEW

Interior Department

Justice Department:

Drug Enforcement Administration

Immigration and Naturalization

Service

Federal Bureau of Investigation

Labor Department

NASA

NSF

Smithsonian Institution

TVA

Transportation Department:

Coast Guard

Federal Highway Administration

Treasury Department:

Bureau of Accounts

Bureau of Customs

Internal Revenue Service

Secret Service

Veterans Administration

Uniformed Services:

Armed Forces military

HEW,

Public Health Service

DOD civilians

12. Payments During Evacuation--Granted to employees and their dependents when they are ordered to evacuate because of military or other activities endangering their lives. Civilians are entitled to advances and evacuation payments. Military employees are entitled to advances and an additional relocation allowance. The amount of the advances and repayments may also differ because specific arrangements are left to the discretion of agency officials.

Standardized Regulations	Authorized for	Pursuant to	Description and remarks
	ACTION	5 U.S.C. 5522	When ordered to evacuate, employee may be advanced funds needed for expenses incident to evacuating himself and his dependents up to the amount of all compensation and allowances authorized him up to the specified date of evacuation. The advances may not exceed amounts due beyond 30 days. If it turns out that the employee is advanced more than he is entitled to receive, recovery or waiver of recovery may be made as agreed upon by the payroll office having jurisdiction over the employee.
	HEW		Payments made during the evacuation period are based on the rate of compensation, allowances, and post differential the employee was entitled before the evacuation order. These payments are based on the employee's regularly scheduled workweek and may not exceed 180 days. Payments may include travel and subsistence.
	HEW		Justice Department
	HEW		Labor Department
	HEW		Library of Congress
	HEW		NASA
	HEW		NSA
	HEW		Smithsonian Institution
	HEW		State Department
	HEW		TVA
	HEW		Transportation Department
	HEW		Treasury Department
	HEW		USIA
	HEW		Veterans Administration
Joint Travel Regulations Volume 1	Armed Forces military	37 U.S.C. 405(a)	Advances may be made for evacuating dependents to cover the cost of travel, food, and other needs as specified by the employee but not to exceed 2 months' basic pay. The service secretaries are authorized to waive recovery of not more than 1 month's basic pay advanced thereunder when such recovery would be against equity and good conscience or against the public interest.
	HEW		Dislocation allowance authorized to employees with dependents to cover the expense of relocating their households incident to an evacuation. Where command-sponsored dependents are evacuated to a designated place, an amount equal to 1 month's basic allowance for quarters is payable.
Department of Defense Instruction 1400.11	Public Health Service	5 U.S.C. 5522	Dislocation allowance authorized to employees with dependents to cover the expense of relocating their households incident to an evacuation. Where command-sponsored dependents are evacuated to a designated place, an amount equal to 1 month's basic allowance for quarters is payable.
	HEW		Transportation Department,
	HEW		Coast Guard
	HEW		Department of Defense Instruction 1400.11
	HEW		Same as other Government civilians.

13. Medical Services After Death or Separation--Granted for taking care of acute hardships which arise coincident with the death or separation of employee from Government service. This service is not provided by all civilian agencies. Similar service is provided for all military personnel regardless of their duty assignments. DOD civilians must pay a premium for medical services which at death or retirement may be continued at the option of their dependents; other civilians receive medical service at no personal expense.

<u>Foreign Affairs Manual Authorized for ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
AID Agriculture Department	Peace Corps Act, as amended (22 U.S.C. 2501 et. seq.) 22 U.S.C. 1159 7 U.S.C. 1763/Execu- tive Order 11530	As part of the Department of State Medical and Health Program, the Medical Director is authorized to approve payments for the examination and treatment for an employee after his separation and for a dependent after the employee's separation or death. Treatment is limited to illness discovered at time of separation or death and an illness not discovered at time of separation but was clearly caused by employee presence overseas.
Justice Department, Drug Enforcement Administration Library of Congress NASA	Justice Department Annual Appropriation Act 2 U.S.C. 143 (a) National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2451 et. seq.) 22 U.S.C. 1159	
State Department Transportation Department, Federal Aviation Administration	Public Law 85-726	
Treasury Department Bureau of Customs Office of International Affairs USIA	31 U.S.C. 686a 31 U.S.C. 822a 22 U.S.C. 1159	
Department of Defense and Department of Health, Education, and Welfare	Joint Medicare Directive 10 U.S.C. 1076	Uniformed members and dependents are entitled to medical and dental care facilities of the uniformed services, which they were entitled to before the sponsoring members death or separation. This includes the unmarried widow and the unmarried legitimate child, if such child has not passed his 21st birthday.
Uniformed Services Armed Forces military	"	
Commerce Department, National Oceanic and Atmos- pheric Administration	"	
HEW, Public Health Service	"	
Transportation Department, Coast Guard	"	
<u>Not authorized for</u>		
ABMC	Justice Department	
AEC	Immigration and Naturalization Service	
Commerce Department	Federal Bureau of Investigation	
Export-Import Bank	Labor Department	
GAO	NSF	
GSA	Smithsonian Institution	Secret Service
HEW	TVA	Veterans Administration
Interior Department	Transportation Department	DOD civilians
	Federal Highway Administration	
	Treasury Department:	
	Bureau of Accounts	
	Internal Revenue Service	

14. Medical Examinations--Authorizes physical examinations for employees going overseas. Physical examination practices differ among civilian agencies and between civilian and military agencies.

<u>Foreign Affairs Manual</u> <u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	Peace Corps Act, as amended(22 U.S.C. 2501 etseq.)	An employee, as a participating member in the Department of State Medical and Health Program and to comply with the eligibility for medical treatment at Government expense, must have medical examinations during employment as follows:
AID	22 U.S.C. 1158	1. The employee and his dependents are required to take the prescribed medical examination before departure for a post abroad.
Agriculture Department	7 U.S.C. 1763/Executive Order 11530	2. Upon direct transfer to another post abroad.
Justice Department	Justice Department Annual Appropriation Act	3. Upon return to the United States for assignment, separation, or home leave.
Drug enforcement Administration		
Library of Congress	2 U.S.C. 143(a)	
NASA	National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2451 etseq.)	
NASA	22 U.S.C. 1158	
State Department		
Transportation Department,		
Federal Aviation Administration	Public Law 85-726	
Treasury Department,		
Bureau of Customs	31 U.S.C. 686a	
Office of International Affairs	31 U.S.C. 822a	
USIA	22 U.S.C. 1158	
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Individual Agency Regulations	5 U.S.C. 7901	Legislative authority permits agencies to use their discretion in establishing their own policies. The agency head, within the limits of appropriations available, may establish a health service program to promote and maintain the physical and mental fitness of his employees, which includes preemployment and other examinations. Policies by agency are as follows:
ABMC	"	Agency does not provide for medical examinations.
AEC	"	Before departure all employees and dependents are required to pass a medical examination; upon return from overseas assignment, only the employees are given an examination.
Commerce Department	"	Provided only to employees when assigned overseas.
Export-Import Bank	"	Employees are required to take a medical examination upon their assignments. Eximbank policy does not cover dependents of the employee.
GAO	"	Provided only to employees going overseas.
GSA	"	Employees going overseas are required to pass a medical examination or present an acceptable medical certificate not more than 60 days old.
HEW	"	Agency does not provide for medical examination.
Interior Department	"	Agency does not provide for medical examination.
Justice Department:		
Immigration and Naturalization Service	"	Agency does not provide for medical examination.
Federal Bureau of Investigation	"	Personnel are given annual examinations, irrespective of an overseas assignment.
Labor Department	"	Agency does not provide for medical examinations.
NSF	"	Agency does not provide for medical examinations.
Smithsonian Institution	"	Agency does not provide for medical examinations.
TVA	"	Agency does not provide for medical examinations.
Transportation Department:		
Federal Highway Administration	"	Agency does not provide for medical examinations.
Treasury Department:		
Bureau of Accounts	"	Agency does not provide for medical examinations.

Internal Revenue Service		Provided only to employees going overseas
Secret Service		Personnel are given annual examinations, irrespective of an overseas assignment.
Veterans Administration	"	Agency does not provide for medical examinations.
Individual Department Regulations		
Uniformed Services	10 U.S.C. 1074(a)	Military members and their dependents are provided medical examinations when required by duty and as part of their overall health benefits entitlements at no charge to the members or dependents.
Armed Forces military	"	
Commerce Department,		
National Oceanic and Atmos-	"	
pheric Administration	"	
HEW,		
Public Health Service	"	
Transportation Department,		
Coast Guard	"	
DOD civilians	5 U.S.C. 7901	Medical examinations are provided to employees and their dependents when appropriate officials decide an examination is required by overseas or other duty. Dependents of DOD civilian employees are not given medical examinations before going overseas.

15. Storage of Household Goods--Authorize payment of storage costs for household goods when circumstances prohibit shipment to assignment. Maximum weight allowances for combined storage and shipment differ between civilians and uniformed members, also, weight allowances differ between grades and family status. Weight limitations are subject to reduction by administrative actions.

Foreign Affairs Manual
Authorized for
ACTION

Authorized for ACTION	Pursuant to	Description and remarks		
		Maximum weight allowance for combined shipment and storage	With family	Without family
AID	Peace Corps Act, as amended (22 U.S.C. 2501 et. seq.)	<u>Allowance group</u>		
Agriculture Department	22 U.S.C. 1136(4)	Chief of Mission, Career Ambassador	16,000	12,000
State Department	7 U.S.C. 1763/Executive Order 11530	Career Minister, Career Minister for Information, U.S. AID Mission Director		
Transportation Department, Federal Aviation Administration	22 U.S.C. 1136 (4)	Foreign Service Officer 1-3, Foreign Service Staff-1	12,000	7,200
USIA	Public Law 85-726	Foreign Service Officer 4-6, Foreign Service Staff 2-5	10,000	6,000
Veterans Administration	22 U.S.C. 1136 (4)	Foreign Service Officer 7-8, Foreign Service Staff 6-8	7,500	4,800
	38 U.S.C. 235	Foreign Service Staff 9-10	5,000	3,000
		Additional for each dependent over two in number	500	-

Federal Travel Regulations

Authorized for	Pursuant to	Maximum weight allowance for combined shipment and storage
ABMC	5 U.S.C. 5726	1. 11,000 pounds net for employees with families
AEC	"	2. 5,000 pounds net for employees without families
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
TVA	"	
Transportation Department, Federal Housing Administration	"	
Treasury Department	"	

Joint Travel Regulations Volume 1

Authorized for	Pursuant to	Maximum Weight allowance for combined shipment and storage			
		Rank or grade	Weight allowance	Rank or grade	Weight allowance
Uniformed Services	37 U.S.C. 406	Officer-10	24,000	Officer-2	10,000
Armed Forces Military	"	" -9	18,000	Officer-1 and Enlisted-9	9,500
Commerce Department, National Oceanic and Atmospheric Administration	"	" -8	14,500	Enlisted-8	9,000

Annual appropriation acts limit to 13,500 pounds. (Armed Services only-not applicable to Coast Guard, Public Health, or the National Oceanic and Atmospheric Administration.)

HEW,	37 U.S.C. 406	Officer-7	13,500	Enlisted-7	8,500
Public Health Service	"	" -6	13,500	" -6	8,000
Transportation Department	"	" -5	13,000	" -5 and 4 (over 2 years service)	7,000
Coast Guard		" -4	12,000		
		" -3	11,000	Aviation Cadet	400

Joint Travel Regulations Volume 2
DOD civilians

5 U.S.C. 5726

Maximum weight allowance for combined shipment and storage

1. 11,000 pounds net for employees with families
2. 5,000 pounds net for employees without families

16. Shipment of household goods--Authorizes payment of expenses incurred when transporting household goods and personal effects to a new post of assignment. Weight limitations, time allowed for temporary storage, and miscellaneous expense allowance differ between agencies. Allowable items for shipment are comparable between military and civilians and among civilian agencies. The maximum net weight limitations are combined for shipment and storage. See "Storage of household goods" for details for all groups.

<u>Foreign Affairs Manual Authorized for ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
	Peace Corps Act, as amended (22 U.S.C. 2501 et seq.)	1. The following are some of the expenses that may be included. --Packing, crating, unpacking, and necessary incidental cartage, including construction or purchase of necessary wooden containers.
AID	22 U.S.C. 1136 (3)	--Hire of lift vans.
Agriculture Department	7 U.S.C. 1763/ Executive Order 11530	--Freight by any type of carrier, including air if specifically authorized or more economical or advantageous to the Government.
State Department	22 U.S.C. 1136 (3)	--Transshipment and handling charges, tonnage fees, cartage and storage enroute, unavoidable demurrage, and all similar expenses incidental to direct shipment.
Transportation Department, Federal Aviation Administration	Public Law 85-726	--Services of customs brokers when the overseas establishment or United States Dispatch Agency cannot make the customs entry.
USIA	22 U.S.C. 1136 (3)	--Cartage at destination from the shipping terminal to the residence or place of unpacking and thence to the residence or, when the effects are stored at Government expense, from the shipping terminal to the place of storage and thence to the residence.
Veterans Administration	38 U.S.C. 235	Other miscellaneous expenses, not enumerated above, may be allowed when necessarily incurred in connection with the shipment of effects.
		2. Effects may be temporarily stored for a period not over 3 months from date of arrival at new post.
		3. The shipment of an additional 14,000 pounds may be authorized for an employee with representational responsibilities. Normally, this is restricted to chiefs of a diplomatic mission.

Federal Travel Regulations ACTION	5 U.S.C. 5724	1. Except for such general expenses as mentioned above, miscellaneous expenses not specifically enumerated may not be allowed.
ABMC	"	2. The time allowable for temporary storage will not exceed 60 days provided that an additional 30 days may be allowed when an employee returns to his place of actual residence for leave before serving a new tour of duty outside the continental United States.
AEC	"	
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
TVA	"	
Transportation Department, Federal Highway Administration	"	
Treasury Department	"	

Joint Travel Regulations Volume 1		
Uniformed services	37 U.S.C. 406 (b)	
Armed Forces military	"	1. Except for such general expenses as mentioned above, miscellaneous expenses not specifically enumerated may not be allowed.
Commerce Department,	"	2. Temporary storage is limited to 60 days.
Nation Oceanic and Atmospheric		
Administration	"	
HEW,	"	
Public Health Service	"	
Transportation Department	"	
Coast Guard		
<hr/>		
Joint Travel Regulations Volume 2		
DOD civilians	5 U.S.C. 5724	Same as provided other civilians by Federal Travel Regulations.

17. Shipment of privately owned vehicle--A privately owned vehicle may be transported at Government expense when an employee is assigned to a post other than for temporary duty. Criteria for shipping a car differ between civilian agencies as a result of legislative authorities, and criteria also differ between civilian and military agencies.

<u>Foreign Affairs Manual</u> <u>Authorized for</u> <u>ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
AID Agriculture Department	Peace Corps Act, as amended (22 U.S.C. 2501 et. seq.) 22 U.S.C. 1138 7 U.S.C. 1763/ Executive Order 11530	The authorization for shipping a privately owned motor vehicle is based upon title 22, and a policy decision that an employee's effectiveness at an overseas post of duty is enhanced thereby. Actual practice therefore results in shipment of privately owned vehicles for all employees regardless of post as needed or official duty.
State Department Transportation Department, Federal Aviation Administration	22 U.S.C. 1138 Public Law 85-726	
USIA Veterans Administration	22 U.S.C. 1138 38 U.S.C. 235	
<u>Federal Travel Regulations</u>		
ABMC	5 U.S.C. 5727	The authorization for shipping a privately owned vehicle is based upon title 5, as follows:
AEC	"	"***To transport the effects of an employee and the individual does not serve as authorization to transport the employee's automobile. His automobile may be transported at Government expense provided *** the head of the agency concerned has determined that it is in the best interest of the Government***,"
Commerce Department	"	As provided in Federal Travel Regulations, each agency should determine that:
Export-Import Bank	"	--Use of the privately owned vehicle will not be primarily for the convenience of the employee and his immediate family.
GAO	"	--Local conditions at the official station where the privately owned vehicle is to be used make it desirable from the Government's viewpoint for the employee to have the use of a privately owned vehicle.
GSA	"	--Use of a privately owned vehicle by the employee will contribute to his effectiveness in his job.
HEW	"	--Use of a privately owned vehicle of the type involved will be suitable in the local conditions of the official station.
Interior Department	"	--The cost of transporting the privately owned vehicle to and from the official station will not be excessive considering the time the employee has agreed to serve at the official station.
Justice Department	"	--The privately owned vehicle is of U.S. manufacture unless (1)the agency head or his designee determines that only vehicles of foreign manufacture may be used effectively at the official station concerned, (2)the privately owned vehicle to be transported was purchased by the employee before he was aware that he would be assigned to duty at an official station to which the transportation of a privately owned vehicle would be authorized, or (3)for other reasons and considering the current U.S. balance of payments situation, it is determined that the employee should be allowed to ship a vehicle of foreign manufacture.
Labor Department	"	All of the above criteria must be met.
Library of Congress	"	Agency policies only restate that the Federal Travel Regulations criteria must be met.
NASA	"	
NSF	"	
Smithsonian Institution	"	
TVA	"	
Transportation Department, Federal Highway Administration	"	
Treasury Department	"	

Joint Travel Regulations Volume 1		
Uniformed services	37 U.S.C. 406 (h) (2)	<p>Shipment of a privately owned vehicle at Government expense is restricted to a member on active duty as an officer or warrant officer, E-4, with over 4 years' service, E-4 with more than 2 years' service but with obligated active service sufficient to increase the total active service to 6 years or more, or an enlisted member of higher grade on the effective date of permanent change-of-station orders. A member of an appropriate rank or grade who is ordered to make a permanent change of station to, from, or between places outside the United States or upon official change in home yard or home port of the vessel to which assigned, is entitled to have one motor vehicle owned by him and for his personal use or the use of his dependents shipped to his new duty station or other place authorized.</p> <p>Shipment of privately owned motor vehicles to an area may be restricted, suspended, or prohibited because of military necessity or other reasons. A member who desires to ship a privately owned vehicle which exceeds 20 measurement tons will be required to sign an agreement to pay the transportation costs for the measurement tons exceeding 20. Collection of such excess costs will be made in accordance with administrative regulations of the service concerned.</p>
Armed Forces military	"	
Commerce Department,	"	
National Oceanic and Atmospheric Administration	"	
HEW,	"	
Public Health Service	"	
Transportation Department,	"	
Coast Guard		
<hr/>		
Joint Travel Regulations Volume 2		
DOD civilians	5 U.S.C. 5727	Same as other civilians.

18. Temporary lodging allowance--Authorized to defray reasonable costs incurred for temporary quarters upon arrival at a foreign post. The allowance differs regarding the number of days, allowable items, and amount for which payments are made between civilian agencies and DOD uniformed personnel. It is not paid to ACTION employees.

<u>Standardized Regulations</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
<u>Authorized for</u>		
ACTION	5 U.S.C. 5923 (1)	<u>Length</u>
AID	"	The temporary lodging allowance is authorized to reimburse employees for the cost of temporary quarters incurred by the employee and his family <u>not to exceed 3 months after first arrival at a new post</u> in a foreign area and also may be granted for 1 month immediately preceding final departure from the post in a foreign area.
Agriculture Department	"	
ABMC	"	
AEC	"	
Commerce Department	"	<u>Allowable items</u>
Export-Import Bank	"	Allowable expenses include the daily cost of the room, heat, light, fuel, and water; cost of mandatory service fees; and taxes imposed by the management or local government. <u>The cost of food, tips, beverages, or personally ordered services may not be included.</u> Where meals and lodging are furnished at a single combined rate, the cost of lodging, including any mandatory service fees and taxes, shall not be considered to be more than 60 percent of the total cost.
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	<u>Payments</u>
Library of Congress	"	Maximum daily rates that may be granted to an employee are determined by the classification of the post and his family status. Examples of these are:
NASA	"	
NSF	"	<u>Family status</u> <u>Range of maximum daily rates</u>
Smithsonian Institution	"	Employee and each member From \$1 to \$15 of higher depending on the post
State Department	"	over 11 years old classification
TVA	"	Additional member under From \$0.50 to \$7.50 or higher depending on the
Transportation Department	"	11 years old post classification.
Treasury Department	"	Payment of this allowance, though authorized, is not provided to ACTION staff personnel in recognition of its policy that it would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards.
USIA	"	
Veterans Administration	"	
<hr/>		
Joint Travel Regulations Volume 1		
Uniformed services	37 U.S.C. 405	<u>Length</u>
Armed Forces military	"	The temporary lodging allowance is usually payable during the period of entitlement not to exceed 60 days unless entitlement is approved beyond the 60-day maximum.
Commerce Department,	"	
National Oceanic and Atmospheric		<u>Allowable items</u>
Administration		Includes all costs incurred in hotels and restaurants at overseas stations upon arrival.
HEW,	"	
Public Health Service		<u>Payments</u>
Transportation Department,	"	Rates granted are determined by number of persons in family. Examples of these are:
Coast Guard		Number of personnel Percentage of travel Range of maximum
		<u>applicable in family</u> <u>per diem applicable</u> <u>daily rates</u>
		Member or one dependent 50% From \$6 to \$34 depending
		on post location

Member and one dependent or two dependents only	100%	From \$12 to \$68 depending on post location
For each additional member of family over two, add	25%	

The designated Overseas commander for acceptable reasons of employee noncompliance with the applicable instructions may deny payment of or further entitlement to the allowance.

Department of Defense
Instruction 1418.1
DOD civilians

5 U.S.C. 5923 (1)

Same as other Government civilians above.

19. Supplementary post--Authorized to help defray costs of restaurant meals for an employee and his family occupying temporary nonhousekeeping quarters when such costs are unusually high. The allowance is the same for all civilians except for ACTION personnel. It is not authorized for uniformed employees.

<u>Standardized Regulations Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>												
ACTION	5 U.S.C. 5924 (1) (2)	<p>The supplementary post allowance is intended only for those employees faced with unusually heavy expenses because of the necessity for providing high cost hotel or restaurant meals for a family while compelled, because of current unavailability at the post of suitable quarters having kitchen facilities, to occupy temporary nonhousekeeping quarters during periods up to the first 3 months after first arrival at a new post. It is expected that an employee will normally spend a substantial portion of his salary for restaurant meals while living in a hotel, and this allowance is intended to help only those employees faced with unusually heavy food expenses.</p> <p>The supplementary post allowance is a fixed daily rate that varies by size of family and may be granted only on behalf of family members exceeding one.</p> <table border="1"> <thead> <tr> <th><u>Size of family</u></th> <th><u>Daily rates for each member of family</u></th> <th><u>Daily supplementary post allowance</u></th> </tr> </thead> <tbody> <tr> <td>Employee and spouse</td> <td></td> <td>\$-</td> </tr> <tr> <td>Employee, spouse, and two children (under 21)</td> <td></td> <td>\$6</td> </tr> <tr> <td>Employee, spouse, and mother</td> <td></td> <td>\$3</td> </tr> </tbody> </table> <p>These are the maximum daily rates payable; however, the officer designated to authorize the allowance may determine that a lesser amount is warranted. Payment of this allowance, though authorized, is not provided to ACTION staff personnel in recognition of their policy that it would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards.</p>	<u>Size of family</u>	<u>Daily rates for each member of family</u>	<u>Daily supplementary post allowance</u>	Employee and spouse		\$-	Employee, spouse, and two children (under 21)		\$6	Employee, spouse, and mother		\$3
<u>Size of family</u>	<u>Daily rates for each member of family</u>		<u>Daily supplementary post allowance</u>											
Employee and spouse			\$-											
Employee, spouse, and two children (under 21)			\$6											
Employee, spouse, and mother			\$3											
AID	"													
Agriculture Department	"													
ABMC	"													
AEC	"													
Commerce Department	"													
Export-Import Bank	"													
GAO	"													
GSA	"													
HEW	"													
Interior Department	"													
Justice Department	"													
Labor Department	"													
Library of Congress	"													
NASA	"													
NSF	"													
Smithsonian Institution	"													
State Department	"													
TVA	"													
Transportation Department	"													
Treasury Department	"													
USIA	"													
Veterans Administration	"													
Department of Defense Instruction 1418.1 DOD civilians	5 U.S.C. 5924 (1) (2)	Same as other Government civilians above.												
<u>Not authorized for</u> Armed Forces military Commerce Department, National Oceanic and Atmospheric Administration HEW, Public Health Service Transportation Department, Coast Guard		(see "Temporary lodging allowance.")												

20. Loan of household furniture and equipment--The kinds and amounts of furnishings and equipment that may be provided for both civilians and military depends primarily on the availability of funds. Household furnishings may be provided to employees on a loan basis if it is found to be in the interest of the Government as a means of eliminating transportation costs or other costs.

<u>Foreign Affairs Manual Authorized for ACTION</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
AID	Peace Corps Act, as amended (22 U.S.C. 2501 et seq.)	The Government may supply furnishings and equipment for residential quarters of U.S. direct-hire and contract employees to meet long-range basic requirements rather than the short-term needs of individual occupants. The actual procurement of furnishings and equipment by each agency shall be subject to the availability of funds.
Agriculture Department	22 U.S.C. 1137	
State Department	7 U.S.C. 1763/ Executive Order 11530	
Transportation Department, Federal Aviation Administration	22 U.S.C. 1137 Public Law 85-726	The furnishings which may be provided at Government expense are as follows: --Sofas; chairs; tables; breakfronts; desks; dining room furniture; bedroom furniture, including mattresses and box springs; porch and terrace furniture; and card tables and chairs. --Draperies, linings, curtains, and bedspread material or bedspreads. --Rugs, carpeting, and carpet pads. --Table and floor lamps. --Fireplace equipment. --Mirrors. --Shower curtains. --Stoves, refrigerators, food freezers, washing machines and clothes dryers, electric fans, vacuum cleaners, and carpet sweepers.
USIA	22 U.S.C. 1137	Furnishings and equipment for residential quarters of the following officers are not subject to the limitations prescribed for other employees: Principal Officer U.S. AID Deputy Mission Director U.S. AID Mission Director or Country Public Affairs Officer AID Representative ACTION has established a policy that limits the amount of furniture that may be purchased. Residential furniture may be acquired not to exceed \$1,500 for quarters occupied by unmarried staff, \$2,000 for quarters for a married couple without dependents, and \$3,000 for quarters for married couple with dependents.
Individual Agency Regulations		
ABMC	5 U.S.C. 5912	Under regulations prescribed by the head of an agency concerned and approved by the President, an employee's quarters may be furnished, though only within the limits of appropriations.
AEC	"	All agencies have legislative authority to provide furnishings within the limits of their appropriations.
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
TVA	"	

Transportation Department,
 Federal Highway Administration
 Treasury Department
 Veterans Administration

"
 "
 "

Department of Defense
 Instruction 4165.43
 DOD uniformed services

Department of
 Defense Annual
 Appropriation Act

Government-owned furnishings shall normally be provided for Government quarters outside the continental United States. A recurring provision in the Department of Defense Annual Appropriation Act provides that furnishings, without charge, in other than public quarters occupied by DOD personnel on duty outside the continental United States may be provided upon a determination that such action is advantageous to the Government.
 Same as DOD uniformed services above.

Armed Forces military
 DOD civilians

"
 "

DOD civilians

Not Authorized For

Commerce Department,
 National Oceanic and Atmospheric
 Administration
 HEW,
 Public Health Service
 Transportation Department,
 Coast Guard

21. Official residence expense allowance--Granted to defray unusual expenses incident to operating and maintaining official residences suitable for principal representatives of the United States at that post. The allowance is the same for all civilians, though maximum funds payable differ between civilians and military personnel.

<u>Standardized Regulations Authorized For</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C, 5913	
AID	"	Defraying official residence expenses is intended to make possible the operation and maintenance of official residences in which principal representatives can properly represent the United States abroad by extending official hospitality to foreign dignitaries and important visitors.
Agriculture Department	"	
ABMC	"	
AEC	"	The Secretary of State will designate the positions whose incumbents shall be considered principal representatives. The agency head shall determine which residences at a post shall be considered as official residences for occupancy by principal representatives. Official residence expenses may be paid or reimbursed as shown below.
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	<u>Allowable items</u>
Interior Department	"	1. House servants--the agency head is required to limit the number of household servants that may be employed at Government expense consistent with the needs of such representatives.
Justice Department	"	
Labor Department	"	2. Household operation and maintenance--rent, repair, and upkeep of furnishings; drycleaning, and telephone costs.
Library of Congress	"	3. Household supplies--light bulbs, linen, paper, and cleaning supplies.
NASA	"	
NSF	"	<u>Amounts Payable</u>
Smithsonian Institution	"	Full cost is paid by the Government except that a portion of the amount of annual usual household expenses must be borne personally by the principal representative according to class of mission for Chiefs of Mission and grades for other officers. The amounts of personal contributions range from \$2,000 for a Chief of a class 1 mission to \$900 for other principal representatives not Chiefs of Mission.
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
Department of Defense Directive 1100.12 and Department of Defense Instruction 4165.43 DOD Uniformed services	10 U.S.C. 2387	<u>Allowable items</u> The Family Housing Management Account will be used to purchase such items as table linens, dishes, glassware, and silverware for official quarters of incumbents of the designated special command positions which qualify. <u>Amounts payable</u> Maximum funds are \$3,500 for an original outfitting and \$400 for maintenance, repair, and replacement in any one fiscal year for any individual set of quarters. Other funds are also available for servants and other purposes similar to the official residence expense for civilian agencies. The title of funds and amounts available for these purposes are not readily available.

Department of Defense
Instruction 1418.1
DOD civilians

5 U.S.C. 5913

Same as other Government civilians above.

Not authorized for
Commerce Department,
National Oceanic and Atmospheric
Administration
HEW,
Public Health Service
Transportation Department,
Coast Guard

22. Local travel to and from work--May be authorized by administrative officials when within their discretion locally provided transportation is unsafe or not available.

<u>Foreign Affairs Manual Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	22 U.S.C. 2678	
AID	"	
Agriculture Department	"	
ABMC	"	
AEC (note a)	"	Legislation delegates the Secretary of State permission to authorize the transportation of all U.S. Government civilian employees in any foreign country. Specific implementing regulations have not been established; however, the Chiefs of Mission, in consultation with heads of other overseas establishments at his post, uses his discretion to prescribe local rules on the use of vehicles. A charge for such transportation shall be imposed except when determined that unusual and unique circumstances exist which justify waiving the charge. However, the required reimbursement is often not collected from employees.
Commerce Department	"	
Export-Import Bank	"	
GAO	"	
GSA	"	
HEW	"	Local policies regarding this benefit are the subject of numerous employee complaints.
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	
Veterans Administration	"	
DOD Directive 4500.36		
DOD Uniformed services	10 U.S.C. 2632	
Armed Forces military	"	Local travel to and from the place of employment may be provided when the Secretary of a military department determines that such transportation is necessary for the effective conduct of the affairs of that department. A charge for such transportation may be imposed.
DOD civilians	"	

Not Authorized for
 Commerce Department,
 National Oceanic and Atmospheric
 Administration
 HEW,
 Public Health Service
 Transportation Department,
 Coast Guard

a) AEC has not implemented any regulations covering this benefit and is not sure that it could be made available to AEC employees under the provisions of the Foreign Affairs Manual which contains policies, regulations, and procedures applicable to the activities of the Department of State.

23. Representation funds allowance--Authorized to cover expenses of employees whose official positions entail responsibility for establishing and maintaining relationships of value to the United States in foreign countries. May be authorized for any agency through individual legislation. Authorizations are often stated in general terms without specifically relating to overseas or domestic expenditure. Uniformed services have at least two allowances which can be used for similar purposes: (1)personal money allowances and (2)contingency funds.

<u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	Peace Corps Act, as amended	<p><u>General</u></p> <p>Title 22 of the United States Code provides for the granting to any employee of the Foreign Service allowances to provide for the proper representation of the United States. Other acts provide for an allowance equal to or similar to that authorized by title 22 for other agencies.</p> <p>Types of expenditures allowable are outlined in general for all agencies in the Standardized Regulations. Distribution of the funds is determined by the implementing regulations of the responsible agencies.</p> <p>Allowable expenditures include:</p> <ul style="list-style-type: none"> --Entertainment of protocol nature, such as that normally offered by the principal and high-ranking subordinate officers of the Foreign Service at posts abroad on such occasions as national holidays and on such other important occasions as visits of noted personages or of public vessels or aircraft. --Entertainment undertaken by employees to promote personal relationships necessary to performing their official duties. --Tips and gratuities (in addition to those related to entertainment) to persons not employed by the United States, where such gratuities are customary in a foreign country and are necessary or desirable for promoting U.S. national interests. --Purchase of flowers, wreaths, and similar tokens for presentation in accordance with local custom on appropriate occasions, such as weddings, births, or deaths of important personages. --Other representational expenses which the agency head may authorize or approve as being of a type to promote the interests of the United States. <p>Each agency, through its own legislation, authorizes representation allowances as follows:</p> <p>Section 15(d) (5) of the Peace Corps Act limits the use of entertainment funds to \$5,000 in any one fiscal year. These funds are generally for domestic use and for entertaining foreign officials.</p> <p>Section 7 (a) (2) provides for a representation allowance, separate from the entertainment funds. Representation allowances may be used only in connection with official overseas functions attended by both Peace Corps Foreign Service Officers or Reserve Officers and citizens of foreign countries. Expenses may be incurred in amounts up to \$100 per fiscal year and may not be exceeded without the Regional Director's prior written approval. FY 72 obligations amounted to \$1,000.</p>

AID	22 U.S.C. 1131	Representation funds are made available to a mission and not to any one employee. They may be used at the discretion of the Chief of Mission for any expenditure, incurred on behalf of the U.S. Government to further U.S. foreign policy objectives. This is the only reason for the availability of such funds, and this must be the only criterion for their use. The actual granting of representation funds to officers and employees is determined by each chief of mission as it fits the conditions peculiar to his post. Fiscal year 1972 expenditures were approximately \$1,000,000 for State, \$134,000 for AID, and \$110,000 for USA.
Agriculture Department	7 U.S.C. 1766	Funds made available for use in extending courtesies to representatives of foreign countries when so provided in an appropriation or other law. The annual appropriation acts provide specific dollar limitation on the amount which may be used for representation allowances abroad and for entertainment in the United States. For FY 1972 approximately \$1,500 was made available to overseas offices and is used by employees for official entertainment.
AEC	Annual Appropriation Act	Representation funds are appropriated annually. For fiscal year 1972 the U.S. Travel Service received \$3,500; the Maritime Administration, \$2,375; and the Domestic and International Business Administration, \$4,200.
Commerce Department: Domestic and International Business Administration Maritime Administration U.S. Travel Service Export-Import Bank	Annual Appropriation Act Not applicable	Export-Import Bank regulations state that the "entertainment allowance" (funds provided out of bank earnings) is provided to assist and enable bank officials to accomplish their responsibilities. Allowance is available for expenses incurred in or outside the United States and must be directly related to Export-Import Bank business. The entertainment allowance in fiscal year 1972 was about \$12,000. Within the limitation of funds available, it is NSF policy to reimburse NSF officials who, during official business, incur authorized reception and representation expenses. Authority, if at all possible, will be obtained in advance to incurring the expenses by the requesting Division or Office Head from the Director. Funds expended during fiscal year 1972 were approximately \$161. (See "AID" for description and remarks.) Funds are available for official entertainment that furthers the interests of the Department. Expenditures are limited to the demands of established social customs with regard for official status of the host and the status of the guests. For fiscal year 1972, \$5,000 was spent by the Federal Aviation Administration, \$500 for the Office of the Secretary, and \$300 for the Coast Guard. Funds expended by other divisions are not identifiable. (See "AID" for description and remarks.) Authorized only for Director, Veterans Administration Regional Office, Manila Philippines, to cover expenses to promote necessary relations in performing of official duties. A maximum allowance of \$2,000 per year has been approved.
NSF	Annual Appropriation Act	
State Department Transportation Department, Federal Aviation Administration Office of Secretary Coast Guard	22 U.S.C. 1131 Annual Appropriation Act	
USIA Veterans Administration	22 U.S.C. 1131 38 U.S.C. 235 (a)	

Uniformed Services Pay and Allowances Manual and Defense Annual Appropriation Act
 Uniformed Services
 Armed Forces military

37 U.S.C. 414

There are two separate representation accounts for the military.

Personal money allowance

1. \$500 a year, while serving in the grade of lieutenant general or vice admiral or in an equivalent grade or rank;
2. \$1,200 a year, in place of any other personal money allowance authorized by this section, while serving as Surgeon General of the Public Health Service;
3. \$2,200 a year, in addition to the personal money allowance authorized by clause (1) of this subsection, while serving as senior member of the Military Staff Committee of the United Nations.
4. \$2,200 a year, while serving in the grade of general or admiral or in an equivalent grade or rank; or
5. \$4,000 a year, in place of any other personal money allowance authorized by this section, while serving as Chief of Staff of the Army, Chief of Naval Operations, Chief of Staff of the Air Force, Commandant of the Marine Corps, or Commandant of the Coast Guard.

Contingency funds

Funds are appropriated in the DOD Annual Appropriations to maintain the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries. Authorized categories of entertainment are:

- Entertainment required to maintain civic or community relations.
- Entertainment incident to visits by distinguished American citizens and foreign nationals.
- Special occasions, such as dedication ceremonies and Armed Forces Day activities.

Individuals who may be entertained under this fund are:

- Prominent Federal, State, and local officials on appropriate occasions; namely the President of the United States, Members of the Cabinet, Members of Congress, senior diplomatic personnel, Governors of States, mayors of cities, and distinguished foreigners.
- Prominent or distinguished citizens of the United States.
- The following members of DOD may be entertained at installations when deemed appropriate in the judgment of the individual commander: Deputy Secretary of Defense, the service Secretaries and under Secretaries, the Chiefs and Vice Chiefs of the Air Force and Army, the Chief and Vice Chief of Naval Operations, and the Chairman of the Joint Chiefs of Staff.

DOD civilians

DOD Appropriations Act

This allowance is authorized only for employees whose positions are designated by the Secretary of Defense as eligible for it.

24. Miscellaneous Expenses Allowances Incident to Resettlement of Employee at New Assignment--Granted to help offset some of the expenses incurred in connection with a transfer to a new post of assignment and establishment of residence. The type of allowances are comparable though the amount of compensation differs between civilian and military employees.

<u>Standardized Regulations Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
ACTION	5 U.S.C. 5924(2)	<u>Type of allowance</u>
AID	"	Civilian employees are authorized (1) a foreign transfer allowance and (2) a home service transfer allowance.
Agriculture Department	"	
ABMC	"	<u>Amount payable</u>
AEC	"	Foreign transfer allowance upon assignment to a foreign post amounting to \$100 for a single employee and \$200 for an employee with a family is authorized for miscellaneous expenses of establishing a new residence. Also, upon transfer between climatic zone, a flat \$75 to \$175 rate is paid depending upon the size of the family and zone to reimburse personnel for the extraordinary and necessary expenses of purchasing new wardrobes. Ceiling reimbursement of the combined types of expenses shall not exceed the 1 week's salary for an employee without a family and 2 weeks' salary for an employee with a family. Expenses may not exceed the rate of an employee with a GS-13, step 10 (approximately \$490 and \$980, respectively).
Commerce Department	"	
Export-Import Bank	"	The home service transfer allowance is composed of three elements: (1) the miscellaneous expenses portion similar to that provided in the foreign transfer allowance, (2) a single transfer payment of \$75 to \$175 depending on size of family and zone for expenses similar to those authorized by the foreign transfer allowance and (3) a temporary lodging portion to reimburse for hotel expenses while the employee is looking for permanent residence in the States. This portion is limited to a maximum daily rate of \$12 for an employee; \$9 for employee's wife or one family member, age 11 years or over; and \$6 for each additional family member.
GAO	"	
GSA	"	
HEW	"	
Interior Department	"	
Justice Department	"	
Labor Department	"	
Library of Congress	"	
NASA	"	
NSF	"	
Smithsonian Institution	"	
State Department	"	
TVA	"	
Transportation Department	"	
Treasury Department	"	
USIA	"	Payment of this allowance, though authorized, is not provided to ACTION staff personnel in recognition of their policy that it would be inconsistent to compensate the staff personnel upon any basis suggesting that difficult living conditions justify special rewards.
Veterans Administration	"	
Joint Travel Regulations Volume I		
Uniformed Services	37 U.S.C. 407, 1006(a)	The wardrobe portion of the foreign transfer allowance is paid to AEC employees, when applicable, in accordance with the Standardized Regulations.
Armed Forces military	"	
Commerce Department,		<u>Type of allowance</u>
National Oceanic and Atmospheric Administration	"	A dislocation allowance is authorized to partially reimburse members for the expenses incurred in relocating their household upon a permanent change of station or incident to an evacuation.
HEW,		<u>Amounts payable</u>
Public Health Service	"	The amount payable is equal to one months basic allowance for quarters. For a member not eligible to transfer his dependents, however, the amount will be the basic quarters allowance for a member without dependents even though he may have dependents for the purpose of receiving quarters allowance.
Transportation Department,	"	
Coast Guard	"	
AEC	5 U.S.C. 5924(2)	<u>Type of allowance</u>
		Civilian employees are authorized (1) an allowance for miscellaneous expenses and (2) Subsistence while occupying temporary quarters.
		<u>Amount payable</u>
		Allowance upon permanent change of station amounting to \$100 for an employee without immediate family and \$200 for an employee with immediate family is authorized for miscellaneous expenses of establishing a new residence. Larger amounts may be approved provided that the aggregate amount does not exceed 1 week's salary for an employee without family and 2 weeks for an employee with family.

Subsistence expenses are paid to an employee and his immediate family while they occupy temporary quarters upon transfer from a foreign station to a new official station in the United States for a maximum of 30 consecutive days. Reimbursement will be only for actual subsistence expenses incurred.

Allowable subsistence expenses include only charges for meals; lodging; fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothes.
 Note: Most of the agencies are authorized to be reimbursed for miscellaneous expenses under the Standardized Government Regulations or the Federal Travel Regulations. Sometimes a combination of the two regulations may be used; for instance, AEC employees receive the wardrobe portion of the foreign transfer allowance and subsistence while occupying temporary quarters in accordance with the Federal Travel Regulations. Some agencies are not authorized to receive miscellaneous allowances under both sets of regulations. For instance, foreign service officers are only authorized the home service transfer under the Standardized Government Regulations. They are at a disadvantage in that they do not receive the allowance incident to a final return to the States, such as for retirement or in connection with domestic transfer.

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Type of allowance

A miscellaneous expense allowance is authorized for defraying various contingent costs associated with a relocation of residence.

Amounts payable

The following amounts may be paid without being supported by receipts or itemized statements.

1. The lesser of \$100 or 1 week's basic compensation for an employee without dependents or, for an employee with dependents, whose dependents and household goods are not relocated.
2. The lesser of \$200 or 2 weeks' basic compensation for an employee with dependents.

Additional miscellaneous expenses supported by paid bills or other acceptable evidence may be authorized or approved provided the aggregate amount does not exceed the employee's basic salary for 1 week if the employee is without dependents or 2 weeks' basic salary if he has dependents.

25. Miscellaneous Allowances and Benefits--Because of the widely varying conditions among posts, the following groups of benefits and allowances, though not available at every post, are generally available to employees of all agencies.

<u>Authorized for</u>	<u>Pursuant to</u>	<u>Description and remarks</u>
Civilian commissary, mess, and recreation facilities	22 U.S.C. 1139	As provided in the Foreign Affairs Manual: Circumstances differ so widely that it is not practicable to establish uniform rules for all situations. Consequently, such activities are left to the discretion of the participating employees at individual posts. Examples of these include swimming pools and tennis courts. Commissary privileges are not extended to ACTION personnel because it would be inconsistent to compensate its overseas staff upon any basis suggesting that difficult living conditions justify special rewards or privileges. Usually a tax-free courtesy offered by the host government.
Tax free gasoline/and purchases of automobiles		
Military post exchange privileges, club post restaurants, recreation facilities, and commissaries	Through acknowledgment by the Congress in adopting the regulations of the Army in 1861 10 U.S.C. 7601	May be extended to civilians. However, use of the post exchange and commissary by civilians is subject to in the "Status of Forces Agreements" negotiated between the Armed Forces and the Department of State with the host government.
Armed Forces Post Office	39 &.S.C. 3401	May be extended to civilians; it is subject to the "Status of Forces Agreements" with the host government. Armed Forces Post Office privileges are not extended to ACTION personnel because it would be inconsistent to compensate its overseas staff upon any basis suggesting that difficult living conditions justify special rewards or privileges. Administrative action at post determines which national holidays will be observed by the U. S. Mission. Number of days observed may vary depending upon the country. For example, in Brazil U.S. employees were granted 10 local holidays in addition to the U.S. legal holidays. Because of administrative action at the post level, not all agencies received the holidays. The use of military and other U.S. medical treatment facilities is generally extended to civilians. Available only to members of the Armed Forces on permanent duty outside the United States or its possessions. Maximum interest rate set at 10 percent a year.
Local and national holidays		
Military or other U.S. hospitals	24 U.S.C. 34 5 U.S.C. 7901 10 U.S.C. 1035	
Overseas Savings Deposit Program	39 U.S.C. 3401 24 U.S.C. 34 5 U.S.C. 7901	

COMPARISON OF BENEFITS AND ALLOWANCES PROVIDED TO
EMPLOYEES OF U.S. GOVERNMENT, UNITED
NATIONS, CANADIAN GOVERNMENT, AND U.S. PRIVATE INDUSTRY

We have compared the overseas benefits and allowances provided to employees of the United States, principally foreign service personnel; United Nations; Canada; and U.S. private industry. Data was obtained from various publications, regulations, and reports and through discussions with representatives of each system. We attempted to outline the major similarities and differences of each allowance and benefit, even though the names given the allowances may vary by system. The comparison was made to provide an easy reference to the systems used by others than the U.S. Government. The value of the comparisons is limited because comparisons of other directly related and influential factors are omitted. For instance, salaries, retirement systems, fringe benefits, tax advantages, promotions incident to transfer, and other tangible factors are not included. Data for comparing the real worth of total compensation packages by system or location was not readily available and the effect of the customs, social structures, and other intangible factors were impossible to compile or evaluate satisfactorily. Also, practices of private industry vary so much that, even though the data presented may represent the prevalent practices of companies surveyed, it may not be representative or even represent a significant number of companies. Data on private industry is presented solely to show the similarity of practices in general. In some cases private industry simply adopts State Department data and practices. Nevertheless, we believe the information and perspective provided can be of value.

FOREIGN SERVICE PREMIUM

United States (Foreign Service Premium)--The United States has no specific Foreign Service premium; its overseas premium is included in housing, post differential, tax advantages, and the underlying purpose of some other benefits and allowances. The specific overseas premiums provided by housing and post differential range from 20 to 45 percent of salary and can be as much as \$15,700 a year. The actual

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value can be higher when the premium portions of other benefits and allowances are considered.

United Nations (no comparable allowance)

Canada

(Foreign Service Premium)--This premium is a tax-free, nonaccountable salary supplement, which varies according to the employee's occupational group, salary level, and family status. The basic premium applied to the post index is composed of occupational groups with corresponding dollar amounts ranging from \$1,260 to \$4,350. When hardship differential is added, the maximum premium an employee can receive is \$8,325.

U.S. private industry (Overseas Premium)--Companies pay the premium as a percentage of base pay, ranging from zero to 25 percent. Some employers pay the same percentage to all expatriates, amounts vary by country; some use a sliding scale, such as 15 percent of the first \$10,000 and 10 percent of salary above that or set a maximum on the amount of the premium. Experience indicates that several companies have adopted programs of diminishing premiums because the longer an employee resides at a foreign location, the more he adapts to local conditions. This reduction might be over a period of 5 years, at a diminishing rate of 20 percent a year. Recent practices indicate a trend toward lower overseas premium.

Comment: The comparison included only readily identifiable, formalized incentives to overseas service. Any of the above systems may have other tangible incentives available which are not formalized. For instance, acceptance of an overseas assignment may include a promotion for many of even most employees as a practice rather than a policy. In addition, many individuals may be attracted by a number of unmeasurable or intangible incentives which may not attract other individuals; for instance, a chance to travel or an overseas position which pays a salary higher than a previous job. Our comparison necessarily omits these and possibly other incentives not brought to our attention.

HOUSING

United States (Housing)--The United States pays the full cost of employee housing overseas, including rent, heat, light, fuel, gas, electricity, and water. The Government either provides housing or pays a living quarters allowance which is not subject to income tax and which adds about 20 percent to employee salaries as an overseas premium for recruitment and retention. Any cost of housing above 20 percent of employee salaries is attributed to the high cost of housing at the post.

United Nations Some accommodations for staff members are provided at certain duty stations.

Canada (Accommodation)--Canada pays only the difference between the average cost of housing (rent norms) for a post and the average cost of housing in Ottawa (employee rent shares). The averages vary according to salary, family size, and representational duties. When an employee occupies crown-held quarters, he pays the monthly rent share applicable to him. Utilities are paid in the same manner.

U.S. private industry (Housing Allowance)--Companies usually pay only the difference between housing costs and what the employee might reasonably be expected to pay for shelter in the United States. Some companies pay the full cost of housing. One practice is to pay 75 percent of housing costs above 15 percent of base salary. Most companies avoid camp construction and home ownership except in the most remote and desolate areas where no other alternative is feasible. Company-owned housing requires larger financial commitments than other alternatives and, complicates employee relations by adding the problem of a landlord-tenant relationship.

Comment: That portion of housing for U.S. Government employees which they would reasonably be expected to pay in the United States is an overseas premium. Many U.S. employees complain about the inequities in housing between single and

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married employees and employees of different agencies and about inadequate living quarters allowance and Government-furnished housing. The United State is the only one of the four systems which always provides housing.

POST DIFFERENTIAL

United States (Post Differential)--As a recruitment and retention incentive the United States pays extra compensation of 10, 15, 20, and 25 percent of salary at posts having difficult living conditions. Payments can range from \$480 to \$8,500. This is the only benefit and allowance subject to income tax.

United Nations No comparable allowance

Canada (Post Differential)--Pays this allowance in recognition of undesirable conditions at certain posts. Fixed amounts are paid from a minimum of \$450 to a maximum of \$1,800 depending on marital and dependency status and levels of hardship attributable to posts.

U.S. private industry (Hardship Differentials)--Most companies pay hardship differentials as part of the total overseas premium, which typically ranges from 0 to 5 percent in Canada, 10 to 15 percent in Europe and other highly developed countries, 15 to 20 percent in South America, and 20 to 25 percent in countries having difficult living conditions. Local climate, health, safety, educational, cultural, recreational and living conditions are considered in determining overseas premiums. A 1972 survey of U.S. companies indicated a trend toward decreasing overseas premiums. One management consultant firm recommends a hardship premium ranging up to 25 percent of salary plus a 15 percent expatriation premium.

INCOME TAX ARRANGEMENTS

United States (Income Tax)--U.S. employees overseas continue to pay Federal taxes but only on base salary and post differential. All other payments are

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For example, the company may deduct estimated U.S. income taxes from the employees' salary and pay all foreign taxes, which eliminates any tax advantage or disadvantage.

Tax advantages or disadvantages may be considered in determining the overseas salary premium and in determining overseas cost of living allowances.

DEPENDENCY ALLOWANCES

United States (Dependency Allowances)--Has no specific dependency allowance. However, housing, cost-of-living allowance, the U.S. tax system, and some other allowances provide for dependency benefits.

United Nations (Dependency Allowance)--Pays directly for professional and field service, as follows:
\$400 a year for dependent spouse
\$300 a year for each dependent child
\$200 a year for one secondary dependent (if no allowance is paid for a dependent spouse)

Canada (Family and Youth Allowance)--Current legislation prohibits the payment of this allowance for children who are nonresidents. Canada's policy is to provide an allowance established at rates and conditions applicable to family and youth allowances and adjusted by the relevant post index. The allowance system includes dependent benefits also in the cost of living allowance, foreign service premium, and post differential.

U.S. private industry Has no comparable allowance; however, housing, cost of living, and other allowances may provide extra benefits for dependents.

POST ALLOWANCE

United States (Post Allowance)--Payments are made at posts where the cost-of-living is higher than in Washington, D.C. Present salary increments range from 5 to 50 percent of spendable income (includes a factor for housing cost) to arrive at a flat rate of payment by salary level and

tax free. U.S. employees generally do not pay State and local taxes when assigned overseas.

United Nations (Staff Assessment Plan)--Taxation is progressive but takes no account of difference in family situation. (See dependency allowance for specific alternative adopted by the United Nations.) An assessment is applied to the salaries and other emoluments of staff members computed on the basis of salary excluding post adjustments.

The assessment is collected by the United Nations at the following rates.

<u>Assessable payments</u>	<u>Assessment</u> percent
First \$1,000 a year	5
Next \$1,000 a year	10
Next \$1,000 a year	15
Next \$1,000 a year	20
Next \$6,000 a year	25
Next \$6,000 a year	30
Next \$8,000 a year	35
Next \$8,000 a year	40
Next \$8,000 a year	45
Remaining assessable payments	50

Canada (Home Tax)--Overseas officials continue to pay home tax on their salaries and on the Canadian leave allowance. They pay no tax on any other allowances.

U.S. private industry (Income Tax Allowance)--Employees are subject to U.S. tax laws regardless of assignment location. Under certain conditions income earned abroad is exempt from Federal tax, although exempt employees may be under a greater tax burden in other countries.

Companies almost always pay the excess of foreign taxes over income taxes. Some companies equalize the foreign tax by applying an adjustment technique.

dependency status. No negative adjustment is made where the post cost of living is lower than in Washington, D.C.

United Nations (Post Adjustments)--Payments are made at posts where cost of living is higher than a certain amount. Such posts are given class designations ranging up to approximately class 16, with each class representing a 5-percent increase in the cost of living. Each class represents a 4.6-percent net adjustment at the bottom salary level to about 4-percent net at the top salary level. Negative adjustments are made where the cost of living is lower. Rates vary by salary and dependency status.

Canada (Salary Equalization)--Payments are made at posts where the current cost of living is higher than in Ottawa. Payments range from 5 percent to 55 percent, computed on 60 percent of salary. Negative adjustments of 5 to 25 percent are made where the post cost of living is lower. Both adjustments are made in combination with the foreign service premium.

U.S. private industry (Cost of Living Allowance)--Typically makes payments at posts where the cost of living is higher than in Washington, D.C. Salary increments range from 1 to about 60 percent of spendable income. Negative adjustments are made by a few companies where the post cost of living is lower. Salary deductions range from 1 to 37 percent of spendable income.

EDUCATION ALLOWANCE

United States (Education Allowance)--Pays the full amount of usual expense, such as tuition and books for children in grades 1 to 12 in schools at post of assignment; the costs of boarding schools when local schools are inadequate; and costs of supplemental home study where necessary.

United Nations (Education Grant)--Pays staff members stationed outside their home countries 75 percent of the costs of attendance and board where applicable, for children under 21 attending schools in their home country up to the end of secondary level. The grant pays only for attendance at a university if it is not in the same country as the staff member's duty station. Payments are limited to children of internationally recruited staff outside their home countries and cannot exceed \$1,500 a year.

Canada (Educational Allowance)--Pays for primary and secondary education. Payments are limited to \$2,000 for schools at the post. At schools in Canada, payments are limited to \$2,930 for boys, \$2,270 for girls, and the cost of education at the post for certain primary schools. At schools away from post but not in Canada, payments are limited to \$2,000 or, at certain schools, the cost of education at the post.

U.S. private industry (Education Allowance)--Most companies pay the full cost of tuition and enrollment fees for employees' children attending primary and secondary schools. When schools at the post are inadequate, most companies also pay boarding expenses at schools away from post.

EDUCATION TRAVEL

United States (Educational Travel Allowance)--Pays travel expenses of sending employees' children to U.S. schools (grades 9 to 12) or to undergraduate U.S. colleges and return to post. Only one round trip between the post and the United States during high school career and one round trip during college career is allowed.

United Nations (Education Travel Grant)--Pays for one round trip each scholastic year for staff member's children by air, economy or tourist class, between duty station and school up to the cost of a journey between duty station and home country.

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Canada (Education Travel)--Pays travel expenses for a dependent student to a primary or secondary school when authorized by the deputy head. Travel expenses to a postsecondary educational institution may also be authorized.

Student and family reunion trips--When a student is attending approved educational institutions either in Canada or other countries away from duty post he is usually granted two return trips to the duty post in a 12-month period except that one return trip is authorized in the case of attendance in a postsecondary institution outside of Canada and the duty post.

U.S. private industry If no adequate school is within daily commuting distance, companies usually pay travel expenses to the nearest adequate school. Most companies permit each child two rounds trips yearly to visit their parents at the foreign location when in elementary or secondary school and one trip when enrolled in college.

Comment: The above systems all provide for payment of travel costs to educational institutions outside duty posts, and, except for the U.S. system, specific provision is made for students to visit their families at posts during each year.

MEDICAL TREATMENT EXPENSE

United States (Medical Treatment Expense)--Pays for hospitalization or treatment of U.S. civilian employees incurring illness or injury overseas. Outpatient treatment expenses for employee, if approved, will be paid for 1 year. If dependents are hospitalized, the Government will pay up to 120 days regardless of inpatient or outpatient status. In addition, the Government contributes to the cost of private medical insurance.

United Nations (Medical Expenses)--Staff covered by medical and hospital insurance. Subsidies by the organization range from 80 percent at the

lowest levels to 20 percent at the highest levels.

Canada (Normal and Special Health Care Expenses)--When local health care costs are above the amount reimbursed by Government insurance, an employee may be reimbursed the excess. When illness or injury occurs which would not normally occur in Canada, expenses are met by the Government when authorized by the deputy head.

U.S. private industry (Medical Expenses)--Usually only the standard company plan for domestic employees is available. If, the employee has unusual medical expenses the company will often consider absorbing such cost.

MEDICAL TRAVEL

United States (Medical Travel)--Pays travel of Foreign Service employees or dependents from a locality having inadequate medical facilities to nearest locality where suitable medical care can be obtained. Also may provide for travel of attendant if person requiring care is too young or ill to travel alone.

United Nations Cost of medical evacuation may be paid at the discretion of the organization.

Canada (Medical Travel)--When the deputy head is satisfied that suitable health care facilities or services are not locally available for an employee or his dependents, he may approve payment for travel and living expenses during outpatient treatment, and for living expenses for an escort when deemed necessary by physician.

U.S. private industry (Medical Travel)--In countries where medical service is inferior, employees are usually sent to approved facilities outside the country. Expenses of transportation are generally paid by the companies.

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HOME LEAVE

United States (Home Leave)--For each 12 months of creditable service abroad, home leave accrues as follows: (1) An employee who accepts an obligation to take assignments anywhere in the world, one serving with a U.S. Mission to a public international organization, and one serving at a post for which payment of post differential of 20 percent or more is authorized will earn 15 days, (2) An employee serving at a post for which payment of differential is at least 10 percent will earn 10 days, (3) others will earn 5 days. Payment is made for travel expense and per diem. Travel is sometimes limited to air. Travel by ship for one or both ways is authorized by Foreign Service agencies where American lines are available.

United Nations (Home Leave)--No extra leave time, except that travel time for round trip to home country is allowable every 2 years. The route must be approved by the Secretary-General. Travel expenses on less than first class are paid for up to Director-2 employees and by first class for Under and Assistant Secretaries.

Canada (Canadian Leave and Allowance)--Home vacation leave for staff who are subject to rotational overseas assignments is accumulated at the rate of half a day a month of service abroad and may be taken after not less than 12 days have been accumulated, that is every 2 years. Home leave must be taken in Canada. Government pays transportation to home leave center. Staff limited to certain post assignments are not granted home leave.

U.S. private industry (Home Leave)--Companies usually grant home leave every 2 years. However, many grant home leave either annually or every 3 years, and many have an option in those years home leave is due whereby they pay all or part of the travel expenses employees would be granted if they and their families were returning to the U.S. This enables an employee to vacation

where he wishes. The average number of days away from work is between 30 and 40 days.

Comment: The United States is more generous than the other two governmental systems in the number of days extra leave is authorized. Other features seem to be comparable.

TRAVEL FOR REST AND RECUPERATION

United States (Travel for Rest and Recuperation)--Pays travel expenses for employees and dependents at posts having adverse environmental conditions for rest and recuperation to other locations abroad having different environmental conditions. Such travel is limited to one round trip during any continuous 2-year tour unbroken by home leave and two round trips during any continuous 3-year tour without home leave.

United Nations In non-home-leave years and, if for use of dependents, expenses are paid to recognized home leave cities in the region.

Canada (Vacation Travel Assistance)--At certain posts where difficult living conditions may be compounded by the lack of reasonably accessible vacation areas and facilities, transportation expenses for an employee and dependents residing with him may be paid to assist him in taking vacation leave at a more suitable location and thereby contribute to his continual effectiveness and wellbeing.

U.S. private industry (Vacation Away From Undersirable Areas)--Local vacations for overseas employees are normally the same number of days as for domestic employees, typically from 2 to 4 weeks. A few companies pay the expense of transportation for local vacations. Probably, transportation is paid when the cost to a suitable vacation site is unusually high.

SEPARATE MAINTENANCE ALLOWANCE

United States (Separate Maintenance Allowance)--Assists with the cost of maintaining a separate household

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for families unable to live at employees' posts. Payments are made as follows:

1 child only	2 or more children	1 adult only	1 adult and 1 additional dependent	1 adult and 2 or 3 additional dependents	1 adult and 4 or more additional dependents
\$1,350	\$2,400	\$2,700	\$3,200	\$3,700	\$4,300

United Nations No comparable allowance

Canada (Family Separation Expenses)--To assist an employee with the cost of temporarily maintaining two residences when he precedes one or more dependents to a new place of duty, he may be reimbursed for actual living expenses up to 7 days and up to \$300 a month for 6 additional months.

U.S. private industry (Family Separation Allowance)--Helps employees meet additional expenses of maintaining families outside the country of assignment as a result of notably unhealthy or generally adverse local living conditions. The State Department table of payments is used by many firms.

FAMILY VISITATION TRAVEL

United States (Family Visitation Travel)--Pays for two round trips each year for purpose of family visitation in situation where family of employee cannot accompany him to assigned post because of danger from hostile activity. Military Airlift Command is used when available.

United Nations If no family members join employee at his duty station, he may visit his family in non-home-leave years. His children can visit him on education grant travel, and his wife can visit him in lieu of his visit.

Canada (Family Reunion Travel)--To minimize the separation of families directly caused by the employee's being stationed at a post, the

employer provides for reunion of families at public expense at least once a year. However, this benefit is used in connection with, not in addition to, student and family reunion trips.

U.S. private industry No comparable allowance.

EVACUATION PAYMENTS

United States (Evacuation Payments)--Pays expenses incident to emergency evacuation from post by employees and/or dependents because of military or other reasons or because of imminent danger to their lives. Salary, post differential, and other allowances may be paid in advance for 30 days, and salary and certain allowances may continue to be paid for up to 180 days.

United Nations Subsistence is paid up to 2 months at a daily rate for staff and dependents.

Canada (Emergency Evacuation and Loss)--Pays to evacuate an employee and his family in the event of hostilities, natural disaster, or other threatening circumstances and to safeguard employee possessions. Canada pays up to \$12,000 for any loss to possessions and up to 6 months of salary for monetary loss in the form of bank deposits.

U.S. private industry (Evacuation)--Companies usually pay full transportation and living expenses for employees and dependents who are at evacuation points.

MEDICAL SERVICES AFTER DEATH OR SEPARATION

United States (Medical Services after Death or Separation)--Pays for the cost of examination and treatment for an employee after his separation and for dependents after separation or death. Treatment is limited to illness discovered at time of separation or death and illness not discovered at time of separation but clearly caused by employee's presence overseas.

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United Nations If death occurs in service, salary continues for a minimum of 1 month and a maximum 9 months.

Canada (Death of an Employee or his Dependent Abroad)--When an employee or his dependent dies abroad, the employer may authorize payment of certain expenses related to the occurrence including cost for ambulance, hearse, embalming, outside care, and transportation of the body to the employee's headquarters.

U.S. private industry No comparable allowance.

EMERGENCY VISITATION TRAVEL

United States (Emergency Visitation Travel)--Emergency visitation travel by an employee or by an eligible dependent located abroad, either at post or away from post, is authorized in instances of serious illness, injury, or death of a member of an employee's immediate family, or the immediate family of an eligible dependent. The employee or eligible dependent pays a deductible (for each round trip) of 10 percent of the total commercial fare cost or \$100, whichever is less, if the employee's salary is \$11,000 or less, or 25 percent of the total commercial fare cost or \$200, whichever is less if the employee's salary is over \$11,000. No deductible charge is payable for travel by military aircraft.

Canada (Compassionate Travel)--Compassionate travel is designed to compensate an employee at a post for expenditures rising from serious illness of a dependent child or critical illness or death of a child or parent which are over and above those he would have incurred had he been serving in his headquarters city. Generally, the government pays traveling expenses of a return journey to and from employee's post and the location(s) of the person's illness or death, less expenses of return from employee's headquarters to location of person's illness or death.

United Nations No comparable allowance

U.S. private industry Most companies allow some time off in personal emergencies, such as the serious illness or death of an expatriate's wife, child, or parent.

MEDICAL EXAMINATIONS AND INOCULATIONS

United States (Medical Examinations and Inoculations)-- Authorizes the Secretary of State to provide for physical exams to the Foreign Service and other U.S. employees and their dependents and provides for administering inoculations or vaccinations to same individuals.

United Nations--Examinations provided every other year and inoculations provided as necessary.

Canada (Medical Examinations and Inoculations)-- Employee and dependents who are to reside with him at his post or are to be in full-time attendance at an educational institution outside of Canada shall have the right to, or may be required to, undergo a dental and medical examination, including specialist services, psychological assessments, X-rays, and immunization against diseases.

U.S. private industry (Medical Examination and Care)--Nearly all companies require physical examination at company expense for employees and family members who are expected to reside abroad. Companies generally pay for inoculations and immunizations.

STORAGE AND SHIPMENT OF HOUSEHOLD FURNISHINGS AND EQUIPMENT

United States (Storage and Shipment of Household Furnishings and Equipment)--Pays for storing personal property or transporting it to the duty post and for the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges. Maximum weight of household goods which may be transported to the

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duty post or stored varies. For most agencies it is limited to 11,000 lbs. for employees with immediate families and 5,000 lbs. for employees without immediate families.

United Nations (Removal Expenses)--Storage not normally provided. Maximum weight and volume that may be transported at U.N. expense is 1,080 cubic feet (27 measurement tons of 40 cubic feet each), including packing crates and lift vans, for staff members without dependents and 1,800 cubic feet (45 measurement tons) for staff members with dependents residing with them at official duty stations. An assignment allowance may be granted in lieu of cost of transporting household goods if an official is assigned outside his home country to a field duty station for more than 1 but less than 5 years or to a headquarters for less than 2 years. The assignment allowance ranges from \$800 to \$1,400 depending upon grade and family status.

Canada (Relocation of Household Effects)--Payments authorized for shipment of household effects, including packing, crating, cartage, transportation, incidental storage for a period not exceeding 12 months, and unpacking. For household effects not authorized for shipment, pays for packing, crating, cartage and storage, and transportation to nearest suitable storage facilities. Shipping weights range from 4,500 net lbs. for a single employee under a yearly income of \$9,000 to 19,000 net lbs. for an employing earning \$22,500 and above with six persons in the household. When employee lives in furnished quarters at the post, the employee is required to pay an additional 20-percent rent share. If the government does not pay storage costs for the employee's own household goods, the rent share is not increased.

U.S. private industry (Moving Expense and Storage)--Actual moving expenses paid, including packing, crating, trucking, freight costs, and customs charges for personal and household effects.

Most companies do not impose severe weight restrictions; some decide weight allowances on an individual basis; others set policy limitations. A typical limitation is 3,000 pounds for each family member. Storage is sometimes provided, but there seems to be no uniform practice. Some companies encourage storage to avoid shipping.

SHIPMENT OF PRIVATELY OWNED VEHICLES

United States (Shipment of Privately Owned Vehicles)--The cost of transporting a privately owned vehicle may be paid if the department concerned has determined it is in the best interest of the Government for the employee to have the use of his privately owned vehicle at his post outside the continental United States. As a matter of policy all Foreign Service agencies provide shipment of vehicles for employees.

United Nations (Removal Expenses)--75 percent of transportation cost for privately owned automobiles to certain countries will be paid if staff member is assigned for 2 years or if a shorter assignment is extended.

Canada (Shipment of Personally Owned Automobile)--Cost of shipping an employee's personal automobile may be paid one way either from Canada to the post or from the post to Canada if advance approval has been obtained from the deputy head.

U.S. private industry (Transportation of automobile)--About 75 percent of the companies either pay cost of transporting family cars or grant allowances to assist in the purchase of new automobiles at overseas locations. Purchase of automobiles at the overseas location made by manufacturers of that nation avoids shipping charges, import duties, and other import restrictions. Many companies absorb the complete costs of new cars, this varies depending on distances from the United States, local laws, and customs.

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TEMPORARY LODGING ALLOWANCE

United States (Temporary Lodging Allowance)--Pays transient lodging costs overseas upon arrival at posts for 3 months. Also pays necessary lodging cost for 1 month before final departure. A separate allowance (supplementary post allowance) is available only when an employee is subject to unusually high-cost restaurant meals. For second and additional members of employee's family, \$6 a day is allowed the first 3 months at post while in non-housekeeping quarters.

United Nations (Installation Allowance)--Per diem payment for 30 days after arrival at post if accompanied by dependents; 15 days without dependents. One-half amount payable to dependents. Rates vary by post and may be extended to 90 and 75 days where accommodations are difficult to find. At certain duty stations outside Europe and North America, a lump sum is paid in the amount of \$300 for a staff member without dependents or \$600 with.

Canada (Temporary Accommodation)--Pays actual expenses of an employee before his departure from his old duty station and immediately after his arrival at a post--for a total of 21 days for a married employee and 10 days for a single employee. Upon expiration of this time, the employee may claim living expenses, but his applicable rent share shall be deducted and he will be required to pay \$1 a day for himself and each accompanying dependent.

U.S. private industry (Temporary Lodging Allowance)--Pays maximum rates which cover average costs of adequate but not elaborate or unnecessarily expensive accommodations, including lodging, heat, light, fuel, water, and obligatory service charges. Cost of meals excluded. Industry often uses Department of State temporary quarters allowance rates as general guidance.

LOAN OF HOUSEHOLD FURNISHINGS AND EQUIPMENT

United States (Loan of Household Furnishings and Equipment)
--The Government may, if in its interest as a

means of eliminating transportation costs, provide officers and employees with basic household furnishings and equipment for use on a loan basis in personally owned or leased residences. The practice varies between agencies, posts, and employees. Sometimes all furnishings are provided, sometimes part are provided and sometimes none are provided.

United Nations No comparable allowance.

Canada No comparable allowance; however, where Crown-held accommodation is provided, it will generally be furnished.

U.S. private industry Some companies provide various major appliances if they are not available at the location at reasonable costs; others prefer that employees obtain furnished houses or apartments overseas. Some companies pay the costs of shipping personal effects as well as costs of storing household furniture in the United States.

OFFICIAL RESIDENCE ALLOWANCE

United States (Official Residence Allowance)--Pays the additional cost of household servants and household maintenance which principal representatives must incur because of official positions. Readily available data shows the range of payments to be from about \$400 to \$79,000 a year for eligible employees.

United Nations (Official Residence Allowance)--Only the Secretary-General receives the use of a furnished residence. The cost of his maintenance and repairs are also paid.

Canada (Official Residence)--May authorize heat, lights, and water; telephone, other than long distance personal calls; and maintenance of building and grounds. Heads of posts shall be provided with a furnished house.

U.S. private industry No comparable allowance.

APPENDIX V

LOCAL TRAVEL TO AND FROM WORK

United States (Local Travel to and From Work)--Authorize transportation for employees between homes and work locations in Government-owned vehicles on a charge basis. Usually provided to high level officials and to others at a limited number of locations, but the charge may be waived under certain circumstances.

United Nations No comparable allowance.

Canada (Post Transportation)--An employee who accepts a Crown-held automobile agrees to pay 13¢ a mile for personal use or a total of \$750 for a 12-month period, whichever is the greater amount.

U.S. private industry (Operation of Automobile)--Although companies frequently furnish autos for business purposes, employees usually pay all operating expenses for personal use of autos. In firms that pay all expenses, employees reimburse the company at an agreed rate for each personal-use mile.

Comment: Except for the United Nations, the policies seem to be quite similar in that employees are expected to pay for personal transportation. Differences may occur in application of policies, such as the inconsistent reimbursement to the U.S. Government.

REPRESENTATION ALLOWANCE

United States (Representation Allowance)--Granted to further U.S. interests abroad (entertaining foreign officials, protocol, and ceremonies). The United States spent at least \$42,000 in one country in fiscal year 1972.

United Nations (Representation Allowance)--The Secretary-General receives a \$22,500 representation allowance. Under Secretaries-General, Assistant Secretaries-General, and Directors are compensated for special costs incurred in performing duties assigned to them by the Secretary-General.

Canada (Representation Allowance)--The head of posts is granted at least \$150 a month for indirect representation, additional amounts as approved by the Under Secretary for direct representation, and up to \$1,200 a year if he has representational duties in third countries outside of this post.

U.S. private industry--No comparable allowance. Usually reimbursed as a business expense.

TRAVEL FOR PERMANENT CHANGE OF STATION

United States (Travel for Permanent Change of Station)--All travel paid for staff and dependents, customarily at economy-class air fare.

United Nations (Travel and Removal)--Economy-class air fare for staff and, if appointment is for more than 2 years, for dependents.

Canada (Relocation Travel)--Air travel is the standard mode of transportation on transfer; comfort and speed of modern aircraft and cost considerations dictate that economy class shall normally be used. Exceptions may be made when justified.

U.S. private industry (Mode and Class of Transportation)--Most of the companies surveyed have adopted direct route, economy class, jet air transportation as the standard for all company travel, with exceptions for higher ranks.

FOREIGN TRANSFER ALLOWANCE

United States (Foreign Transfer Allowance)--May grant up to \$100 for an employee without immediate family and \$200 for an employee with family for miscellaneous expenses. A wardrobe expense may also be authorized for transfers between climatic zones up to \$75 for an employee without immediate family, \$125 for an employee with one family member, and \$175 for an employee with more than one .

APPENDIX V

United Nations No comparable allowance.

Canada (Clothing Allowance-Resettlement)--Pays a clothing allowance when an employee is transferred from a tropical to a nontropical post. Payments range from \$73 to \$2070, determined by salary, marital and dependency status, and number of months of duty at the tropical post.

U.S. private industry (Transfer Allowance)--84 percent of companies provide a transfer allowance to compensate employees for initial expenses of settling in new environments. The prevalent practice is to pay actual expenses with no maximum. Other methods include those based on salary, marital status, or flat payments.

HOME SERVICE TRANSFER ALLOWANCE

United States (Home Service Transfer Allowance)--A transfer allowance to compensate an employee for extraordinary and reasonable expenses incident to his establishment at a continental U.S. post from a foreign area assignment. This allowance consists of (1) a wardrobe portion for interzone transfer ranging from \$75 to \$175, (2) a miscellaneous expense portion up to \$100 for a single employee and \$200 for an employee with a family, which is similar to the Foreign Transfer Allowance, and (3) a temporary lodging portion to offset hotel lodging costs for a maximum of 30 days. The current maximum is \$12 a day for the initial occupant age 11 or over, \$9 a day for second occupant, age 11 or over, and \$6 a day for each additional member of employee's family and employee if not included above.

United Nations No comparable allowance.

Canada (Clothing Allowance-Resettlement)--Pays a clothing allowance when an employee is transferred from a tropical post to Canada. Payments range from \$73 to \$2070, determined by salary, marital and dependency status, and number of months of duty at the tropical post.

U.S. private industry--No comparable allowance.

TRAVEL PER DIEM ALLOWANCE

United States (Travel Per Diem Allowance)--Transportation costs and per diem is paid to employees and dependents on appointment, official business, change of duty station, home leave, and separation from the service. (See education allowance travel). All travel by minimum first class on propellor planes or economy-class on jet planes. No berth if trip is less than 18 hours. Travel by ship is minimum first class. Per diem rates vary by locality.

United Nations (Travel Per Diem Allowance)--Transportation costs and per diem is paid for staff in professional category and above on appointment, official business, change of duty station, home leave (see Home Leave Section), and separation from the service. Travel of dependents is paid on appointment, change of duty station, home leave, and separation from the service. (See education grant travel). Staff at grades equivalent to Under Secretaries-General and Assistant Secretaries-General travel by first class. Staff at Director (D-2) level travel by first class for official business and by economy class for all other travel. All other staff travels by economy class. Per diem rates vary with locality. Under Secretaries and Assistant Secretaries receive 40-percent additional, Directors 1 and 2 receive 15-percent additional.

Canada (Travel Expenses)--Per diem is not used in Canada. An employee shall be reimbursed for his actual expenses for commercial accommodations. Food allowance in the United States is \$14.25 each full day for an officer and in Canada it is \$11.00.

U.S. private industry (Travel Per Diem Allowance)--Companies sometimes base travel allowances on the rates set by the State Department.

APPENDIX V

PX FACILITIES

United States (PX Facilities)--Military post exchange facilities are available for employees at certain posts abroad.

United Nations No comparable allowance, but some countries allow importation of liquor.

Canada No comparable allowance.

U.S. private industry No comparable allowance.

COMMISSARY, MESS, AND RECREATIONAL FACILITIES

United States (Commissary, Mess, and Recreational Facilities)--Emergency commissary and mess services may be established and maintained on a temporary basis. Non-Government-operated commissary, mess, and recreation facilities may also be maintained by Foreign Service officers and employees.

United Nations No comparable allowance.

Canada No comparable allowance.

MILITARY OR OTHER HOSPITALS AVAILABLE

United States (Military or other Hospitals Available)--U.S. military or other hospitals are available at certain posts abroad to which Government employees have access.

United Nations No comparable allowance.

Canada No comparable allowance.

U.S. private industry No comparable allowance.

CLUB MEMBERSHIPS

United States (Club Membership)--At some posts, civilians and military employees overseas have access to military officer and NCO clubs. Under certain circumstances, the Government pays

membership and dues to private clubs for some employees.

United Nations No comparable allowance.

Canada (Club Allowance)--A club allowance may be paid to the head of post in the amount of the actual club fees paid by him to clubs up to but not exceeding \$300 a year. Personnel under heads of posts, such as diplomatic officers, have membership privileges.

U.S. private industry (Club Membership)--About 50 percent of the companies pay initiation fees and dues to clubs for executive and middle management personnel overseas. Other personnel are included if membership would benefit the company or if clubs are the only form of recreation. A few companies pay initiation fees only. The remainder provide no financial assistance for club memberships.

OTHER ALLOWANCES AND BENEFITS
PROVIDED TO CANADIAN EMPLOYEES

Accountable advances	Available to all employees for all expenses authorized under the foreign service directives and must be accounted for within 10 or 15 days.
Posting loan	Provides for loans up to \$2,500 at rate of interest not available through commercial channels. (For purchasing items one wishes to have at his post.)
Automobile posting loan	A loan of \$1,500 may be granted to an employee to purchase an automobile for his use at a post. Conditions are similar to those of post loans.
Security deposit advance	The employer recognizes that to acquire housing employees may be required to pay the lessor a security deposit. In such cases the employer provides an advance.

APPENDIX V

Incidental accommodation expenses	Expenses not encountered in Canada, such as legal fees, duty stamps, real estate agent fees, inventory charges, and compulsory insurance, relating to acquiring or disposing of accommodations may be reimburse.
Safe storage expense benefit	Due to the risk of burglary when an employee leaves his post temporarily, Canada will pay actual and reasonable expenses of storage and custodial services during his absence.
Post Parking Expenses	Authorizes approved parking expenses if they represent the most economical appropriate parking facilities within this context.
School holiday maintenance	Designed to compensate an employee for the cost of maintaining, during a school holiday recess, a dependent student who is attending an educational institution away from the post.
Special leave	The deputy head may grant special leave if, in his judgement, an employee is subject to a hardship beyond that which would occur in Canada; no more than 8 days for each circumstance.
Foreign language allowance	Paid to encourage an employee to achieve and retain proficiency in a foreign language which is required in the performance of his duties at a post.
Conference meal allowance	May be paid as a result of authorized overtime work by an employee engaged in conferences away from his normal place of work.

Transfer expenses	An employee who is assigned to or from a post may be subject to incidental expenses and unusual moving costs for which specific payment authority does not exist.
Leave for Post-attributable injury and illness	Any absence caused by an injury or illness determined by the Department of National Health and Welfare as not being endemic to Canada is not chargeable to an employee's leave credits, regardless of the location of the employee at the time the absence occurs. Other absences due to illness or injury not covered by this directive are subject to the provisions of the appropriate collective agreement or applicable regulations.

OTHER ALLOWANCES AND BENEFITS
PROVIDED TO UNITED NATIONS EMPLOYEES

Language allowance	Extra payments to staff members in general service and full service categories who pass appropriate tests and demonstrate continued proficiency in use of two or more official languages. Amount determined by Secretary-General.
Non-Resident's allowance	Applicable to general service staff recruited outside their duty stations or for whom the organization assumes an obligation to repatriate.

APPENDIX VI

AID EMPLOYEES IN THAILAND

AID computed total compensation packages for all its employees in Thailand for the year ended December 31, 1972, including salary, post differential, education allowance, and housing. All other benefits and allowances were excluded. The compensation, is shown as follows.

	<u>Number of employees</u>	<u>Salary category</u>
	4	\$45,000 to \$50,000
	14	\$40,000 to \$45,000
	13	\$35,000 to \$40,000
	27	\$30,000 to \$35,000
	26	\$25,000 to \$30,000
	17	\$20,000 to \$25,000
	15	\$15,000 to \$20,000
	<u>10</u>	\$10,000 to \$15,000
Total	<u>126</u>	Average compensation \$29,000

COMPARISON OF COMPENSATION BETWEEN
U.S. AND U.N. FOREIGN SERVICE

In a January 1973 report some comparisons of compensation packages were made between U.S. and U.N. Foreign Service employees as follows.

<u>U.S.</u>		<u>U.N.</u>	
<u>Class 08 (step I) officer stationed in Paris with wife and two children in the first and second grades in school in Paris.</u>		<u>Assistant Officer (P-1, step I) stationed in Paris with wife and two children in the first and second grades in school in Paris.</u>	
Base salary	\$ 9,520	Base salary	\$ 9,010
Differential	-	Staff assessment	-1,753
Estimated income tax	-927		
Net salary	8,593	Net salary	7,257
Post allowance	1,570	Post adjustment	2,916
Quarters allowance (maximum)	4,400	Dependency allowance	1,000
Education allowance (maximum)	4,100	Education grant (maximum)	2,000
Total	<u>\$18,663</u>	Total	<u>\$13,173</u>
<u>Class 03 (step I) officer stationed in Paris with wife and two children in high school in Paris.</u>		<u>Senior officer (P-5, step II) stationed in Paris with wife and two children in high school in home country.</u>	
Base salary	\$24,554	Base salary	\$23,550
Differential	-	Staff assessment	-6,573
Estimated income tax	-4,503		
Net salary	20,051	Net salary	16,977
Post allowance	2,890	Post adjustment	6,500
Quarters allowance (maximum)	6,500	Dependency allowance	1,000
Education allowance (maximum)	4,600	Education grant (maximum)	2,000
Total	<u>\$34,041</u>	Total	<u>\$26,477</u>
<u>Class 01 (step I) officer stationed in Paris with wife and two children in college in the United States.</u>		<u>Director (D-2, step IV) stationed in Paris with wife and two children in college in home country.</u>	
Base salary	\$36,000	Base salary	\$33,720
Differential	-	Staff assessment	-10,574
Estimated income tax	-8,454		
Net salary	27,546	Net salary	23,146
Post allowance	2,890	Post adjustment	8,343
Quarters allowance (maximum)	6,500	Dependency allowance	1,000
Education allowance (maximum)	-	Education grant (maximum)	2,000
Total	<u>\$36,936</u>	Total	<u>\$34,489</u>

APPENDIX VIII

SUMMARY OF EMPLOYEES INTERVIEWED

Personal Data of 249 Employees Interviewed

Marital status	Single - 73, married - 169 divorced - 4, widowed - 2, Nonresponsive - 1
Major geographic locations and number of employees interviewed	North America - 40, South America - 58, Europe - 30, Africa - 32, Far East - 54, Pacific Islands - 35
Number of U.S. Government agencies represented by employees	Foreign Affairs agencies - 3 Other executive departments - 7 Independent agencies - 7 Legislative branch agencies - 2 Federal courts - 1
Salary grade range and number of employees	General schedule employees: grades 3 through 18 - 104 Foreign Service employees: Grade 9 through 1 - 72 Military service members: Officers: grades 0-2 through 0-6 - 26 warrant officers: grade WO-2-1 Enlisted: grades E-3 through E-8 - 32 Others: - 14

APPENDIX VIII

Employee Responses

Below is a tabulation of employee responses on certain allowances which they feel cause inequities or morale problems. In all cases responses do not total actual number of employees interviewed, because all questions were not applicable to each employee or employee responses were considered nonresponsive.

<u>Allowance</u>	<u>Number of employees believing inequities or morale problems exist</u>
Living quarters allowance	51
Government living quarters	32
Household furnishings and equipment	56
Representation allowance	41
Cost-of-living allowance	84
Post differential	32
Temporary lodging allowance	41
Transportation	66
Post exchange and commissary operations	134
Official residence expenses	2
Supplementary post	14
Separate maintenance	3
Family visitation	3
Duty-free liquor	17
Recreation facilities	57
Dining facilities	38
Government hospitals	42
Medical treatment expenses	23
Medical travel allowance	16
Dental service	41
Education allowance	16
Educational travel allowance	17
Travel for rest and recuperation	47
Foreign transfer allowance	49
Home service transfer allowance	12
Local travel	<u>58</u>
 Total	 <u>992</u>

APPENDIX IX

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

MAY 16 1974

Honorable Elmer B. Staats
Comptroller General
United States General Accounting Office
Washington, D.C. 20548

Dear Mr. Staats:

This is in reply to Mr. Victor Lowe's March 20 letter in which he requested written comments on a General Accounting Office draft report entitled, "Need for a Uniform Government-wide System for Administering Overseas Benefits and Allowances for Government Employees".

As you are no doubt aware, the Office of Management and Budget completed a comprehensive study of overseas allowances and benefits in June 1973. Many of the findings of that study are quite similar to those made in the draft GAO report, however, we do have reservations about certain aspects of your report. We believe your study overstates the cumulative value of the allowances and benefits package in estimating that it amounts to 30 to 200 percent above salary for typical overseas employees. OMB's study found that the usual advantage to Government civilians overseas was from 25 to 35 percent above salary. Secondly, the draft report's approach in relating "recruitment and retention incentive" to the level of hardship pay may be overly strict in that it neglects consideration of whether real hardship does exist at a post.

Turning to the major recommendations in your draft report, we will confine our comments to those areas not included in the OMB study. These are: (1) a recommendation to make the Civil Service Commission solely responsible for administering policies and standards for Federal civilian overseas allowances and benefits; (2) the need to clarify the fundamental purpose of each allowance and subsequently to develop evaluation and reporting standards for such allowances; and (3) a reevaluation of the present system for paying overseas premiums. (See GAO note, p.84.)

(1) The Civil Service Commission as sole administering agency for civilian overseas allowances and benefits. We agree with your recommendation that the overseas benefits and allowances system for civilian employees should be administered by the Civil Service Commission. The CSC has experience in the administration of non-foreign benefits and allowances, and is well-qualified to take on the

additional responsibilities.

Overseas allowances and benefits frequently add significantly to the total compensation of employees receiving them. The CSC, which along with the Office of Management and Budget serves as the President's pay agent, is also experienced in evaluating and interpreting pay and benefit relationships from a government-wide perspective. Administration of overseas benefits by the CSC would assure a detached, equitable assessment of their impact on the total compensation of Federal civilian employees.

Your report also suggested that the scope of CSC's authority should be broadened at a later date to cover the benefits and allowances of uniformed personnel. It is our view that such an extension of authority would be difficult to achieve because certain elements of the military pay structure--housing and subsistence allowances--are part of what is recognized as the military equivalent of a civilian salary. In contrast, these elements, when paid, are not included in the basic compensation package used in developing the pay comparability payline for the salaries of Federal civilian employees and are always viewed as an additional benefit. To attain uniformity between allowances and benefits granted to military and civilian employees, it would first appear necessary to have both systems on an equal footing in terms of the composition of their basic compensation packages. This would require a fundamental alteration of the military pay structure.

(2) Clarification of the purpose(s) of each allowance. We would favor a thorough review by the Civil Service Commission of the fundamental purposes of each overseas allowance or benefit for which it is given regulatory responsibility. However, it may be difficult to determine from the statutes or their legislative histories the exact purpose of each. For instance, the law authorizing the payment of post differential refers to the "recruitment and retention incentive" as a primary reason for granting the differential. It is also, of course, intended to compensate the individuals for conditions of hardship encountered at the specified posts. One may legitimately question whether the recruitment and retention incentive is intended to apply at a specific time and at a specific post, or whether its purpose is to achieve a well qualified and relatively stable workforce.

After CSC has completed this review and gained further experience in administering the allowances, they should gather pertinent cost data on each allowance or benefit. This data would be integrated with CSC's current system of pay and employment statistical reporting, which would appear to meet your recommendations with regard to reporting.

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(3) Reevaluation of the system for paying overseas premiums.
A major finding in OMB's June 1973 study was that a review was needed to determine whether too many overseas posts qualified for hardship pay. While a recent State Department task force study did undertake to redefine and update the criteria for hardship to reflect conditions currently existing overseas, it did not face the issue of whether the general level of hardship has declined in foreign assignments over the last twenty years and whether considerably less than 50 to 55% of all foreign posts need retain a hardship designation. If the Civil Service Commission is delegated authority to administer the post differential, we would strongly urge them to reevaluate the existing hardship criteria and point rating systems that determine which and how many posts qualify for a post differential. The reevaluation should include assessment of what is necessary for recruitment and retention purposes and consideration of paying for hardship on a flat rate basis per employee, rather than as a percentage of salary.

We agree that the matter of paying housing allowances--the other major element of the overseas premium--should be carefully evaluated from the standpoint of cost and equity, and that an intensive review of the area is warranted.

We appreciate the opportunity to comment on your draft report, and trust that as a result of the GAO and OMB studies, we will be able to achieve considerable improvement in the administration of overseas benefits and allowances.

Sincerely,



Frederic V. Malek
Deputy Director

GAO note: In a draft of this report we proposed that CSC be given responsibility for establishing and monitoring the implementation of a unified body of policies and standards for overseas benefits and allowances. After giving consideration to several alternative proposals made by the agencies commenting on the draft report, we concluded that several of these alternatives had merit.



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

24 APR 1974

Mr. Forrest R. Browne
 Director
 Federal Personnel and
 Compensation Division
 General Accounting Office
 Washington, D. C. 20548

Dear Mr. Browne:

This is in reply to your request for the Commission's views on a draft report titled "Need for a Uniform Government Wide System for Administering Overseas Benefits and Allowances for Government Employees."

We believe that with respect to allowances and benefits, positive steps to assure more consistent treatment of employees serving in foreign and nonforeign areas are long overdue. Moreover, as the draft report illustrates, the need is legitimate and serious. Accordingly, we agree that there should be established a comprehensive program of benefits and allowances for employees serving outside the continental United States, one that recognizes the needs of employees and management and which would apply equitably to all employees in like circumstances.

With regard to the administration of the various overseas allowances and benefits, we endorse the recommendation that the Civil Service Commission be responsible for the administration of a uniform Government wide program. Our endorsement however, extends only to responsibility for a program that covers civilian employees. To the extent warranted and feasible in recognition of the basic functions of the military services, there could perhaps be greater consistency in the availability of overseas benefits between civilians and uniformed military personnel, as suggested in the draft report. This could be

GAO note: In a draft of this report we proposed that CSC be given responsibility for establishing and monitoring the implementation of a unified body of policies and standards for overseas benefits and allowances. After giving consideration to several alternative proposals made by the agencies commenting on the draft report, we concluded that several of these alternatives had merit.



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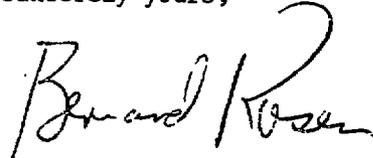
MERIT PRINCIPLES ASSURE QUALITY AND EQUAL OPPORTUNITY

APPENDIX X

accomplished with the Department of Defense having administrative responsibility for uniformed personnel. We believe it is inappropriate for the Civil Service Commission to be directly involved in the administration of programs that affect military personnel.

Thank you for the opportunity to comment on the draft report.

Sincerely yours,

A handwritten signature in cursive script that reads "Bernard Rosen". The signature is written in dark ink and is positioned above the typed name.

Bernard Rosen
Executive Director

DEPUTY UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

April 30, 1974

Mr. Frank Conahan
Associate Director
International Division
Security and International Relations
U.S. General Accounting Office
Washington, D.C. 20548

Dear Mr. Conahan:

The Department has reviewed the draft GAO report on Overseas Allowances and Benefits, and we believe that it would be premature to proceed with the final report. We believe it in the best interest of the numerous USG employees affected that the report be positive and constructive and equally important, a format for remedial actions that will consider the best interests for all concerned. Our specialists have worked with your staff in correcting what we believe to be misunderstandings of fact and possibly errors in analysis. In those discussions we have emphasized that:

- The report describes what might be the intent and objectives of a new allowances program without reference to the clear intent of existing legislation.
- The report sharply contradicts previous GAO evaluations of the Allowances program, and GAO guidance to the Department's operating offices on government-leased housing.
- The report seems to address these questions without reference to the intensive, year-long review of the allowances that has been conducted by OMB, the Department, and interested agencies.

APPENDIX XI

-- The report disregards the need to distinguish between differing circumstances and conditions of service in establishing allowance levels.

The Department administers the Allowances program for all USG civilian employees in foreign areas in accordance with Title 5 of the U.S. Code. Since the inception of the program, GAO has regularly monitored the program, and in 1970 conducted an exhaustive two-year study in Washington, D.C., and at thirteen posts overseas. At that time the GAO concluded that the program had developed a sound framework for the administration of allowances and differentials for the civilian employees of the government agencies with operation in foreign areas. The program has since been, in our opinion, further strengthened by a continuing review of every facet of the authorized allowances with all interested agencies and on numerous occasions with the Congress and employee agents. In addition, we have worked with OMB in studying the uniformity and equity of benefits, the methodology for determining payment levels of allowances and total impact on employees' compensation.

The initial working papers which resulted from the effort with OMB were sent to GAO for comment last November. We are constantly seeking to improve the system, and we believe that this will result in a still better, more equitable structure of benefits, and in the development of better management information for the Department, OMB and Congress.

The Department was therefore surprised by the radical changes in the program recommended by the GAO draft report, i.e., to scrap all existing benefits and allowances for overseas personnel, and charge the Civil Service Commission with developing a single new system for civilian personnel both in foreign and non-foreign areas which could be extended to military personnel.

The Department is fully prepared to consider and work with GAO or any responsible agency in the design of a new system. But this would be a massive undertaking. We cannot assume from the outset however that a reasonable, equitable system covering all of the widely varied circum-

stances and conditions of service of the 737,000 USG civilian and military personnel overseas would necessarily be less costly, or administratively more efficient than the existing systems.

The Department does not believe that equity in benefits means that they will be the same for all employees, but rather that the differences in the circumstances and conditions of service of employees will be fairly recognized and accounted for. The objective of overseas benefits and allowances is to recognize that differences do exist between service overseas and the continental U.S. and to provide adequate compensation as an incentive to attract and keep the best qualified personnel abroad. This clearly was the intent of the legislation authorizing the allowances. We believe this legislation is as sound and necessary today as it was when enacted.

It is difficult to comment on the recommendations concerning civilian employees in non-foreign areas. The report contains very little information about the allowances and benefits that are available to these employees, and no indication that they are not appropriate and equitable, except for a reference to some inconsistency among agencies in their policies for renting U.S. Government-owned housing to employees. In fact the description indicates that Alaska and Hawaii, where most of these employees are located, were not included in the study despite the fact that the practical effect of the recommendations would be sharp reductions in allowances in Hawaii, and significant reductions in Alaska. We do not believe that any reasons are provided in the report for lumping employees in non-foreign areas into the same system of benefits and allowances set up for civilians in foreign areas. Frankly, no material in the report indicates that this is either necessary or desirable, and we are concerned that this would result in a system less responsive to the needs of both categories of employees.

The same is true of the recommendation that military personnel might eventually be included in the same system as civilian personnel. We find very little information on military benefits, emoluments and allowances contained in the report. None of it substantiates the contention that military personnel overseas be placed under the same system of benefits and allowances as civilians unless we are also

APPENDIX XI

making similar adjustments in pay systems. In the absence of any compelling reason to undertake such massive and far-reaching considerations, the Department does not believe this approach is viable or justified.

Another assumption in the report, that a new system would be more economical than those that now exist, is apparently based on the report's conclusion that the existing benefit structure is so complex, and contains so many different benefits, that their cumulative effect is an excessive supplement to income. The draft report supported this contention with a profile of "sample compensation and benefits" for a Foreign Service Officer with two children which purported to show that an officer with a base income of \$19,700 might be entitled to as much as \$58,000 when all benefits are considered.

This figure was developed in an analysis which overstated possible entitlements, and intermingled the concepts of cost to the government and benefits to the employee. Our specialists understand that the analysis will be very substantially modified in the final draft, but we continue to be concerned that the tone of overstatement introduced in it runs through much of the paper.

Our specialists also have pointed out to your staff what we believe are weaknesses in the methodology used for comparing compensation packages of United States Government employees, Canadian Foreign Service, United Nations and American employees of U.S. business firms overseas. The ambitious attempt to compare various individual allowances paid in each of these systems is interesting and in some areas could be useful. Unfortunately, we see the classic apple/orange dilemma. This difficulty is aggravated by the attempt in the paper to use "overseas premium" as a category of allowance. Since this allowance exists as such only in the Canadian system, comparison requires that the data for other systems be manipulated to provide a basis for comparison. The presentation in the draft report therefore resulted in an impression of U.S. Government allowances that we believe was highly misleading.

The sections of the paper dealing with government-leased housing are still under study. The question of providing adequate housing to our employees overseas in the most

economical way is under review in the Department. There are circumstances where the only feasible approach to this problem is the use of government-leased housing, and there are other situations in which the government can lease or buy housing at substantially less cost than the employee. In the past, the General Accounting Office has been sensitive to the complexity of these problems. In fact, at least one of the programs criticized on the draft report--Hong Kong--was developed with GAO participation from the earliest stages of planning. GAO officials raised no objections to the Department's determination that government leasing in Hong Kong was more economical to the government than payment of quarters allowances. GAO specialists also monitored the complexities and difficulties in administering other programs, in Tokyo, for example.

Adequate housing for personnel overseas continues to be a major concern of the Foreign Affairs Agencies. Housing problems in the developing areas of the world are still acute. Our need is to insure that personnel settle quickly into their new surroundings and job, and avoid the high costs of temporary lodging allowances, and the loss of time spent searching for housing. This enables us to maintain morale, retention of highly qualified personnel, and assures that the employee becomes productive immediately upon arrival at post. These are crucial to the success of the USG interests and effort overseas. Thus the Department strongly believes that government-provided housing by allowance or purchase or government lease is in the interest of the United States Government, and should be continued.

The Department strongly disagrees with the recommendation of the draft report that the housing allowances be folded into a "Foreign Service Premium." Such a benefit would be extremely difficult to administer, and would almost surely result in increased cost to the United States Government. The draft report suggests the premium be adjusted periodically to reflect labor market conditions in the United States and vacancies overseas. The report cites the periodic adjustment of salaries for shortage category personnel by the Civil Service Commission as a precedent for its recommendation.

These two programs are not analogous. The adjustment of shortage category salaries is a part of the federal salary setting procedure which maintains federal salaries at levels comparable with those in the private sector. The

APPENDIX XI

need for such adjustments can be determined in part by vacancy rates in certain types of positions for which the government recruits heavily each year.

Vacancy rates at hardship posts could not be used as a measure of the need for an increase in the premium since positions, especially in our very small posts, simply cannot remain vacant. Foreign Service personnel are expected to serve where ordered. While unfailing service discipline is expected, we must deal fairly with our people at hardship posts and provision for housing and post differential now does this effectively.

In summary, administering the allowances program for all USG civilian employees in foreign areas is an important element of the Secretary of State's responsibility for coordination and direction of overseas operations. The program is a key factor in maintaining an effective U.S. presence overseas. While it may appear complex and cumbersome, we believe that any system that really accomplishes the needs of the government and its employees will appear to be complex upon cursory examination. What is important is that the systems work. The present systems are obviously not perfect and to the satisfaction of all concerned. However, we believe that continued common effort on the part of all concerned will insure the responsive and responsible program for the United States Government we all are seeking and need.

Sincerely yours,



L. Dean Brown

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
 WASHINGTON, DC 20405



APR 26 1974

Honorable Elmer B. Staats
 Comptroller General of the United States
 General Accounting Office
 Washington, DC 20548

Dear Mr. Staats:

We appreciate the opportunity to review the draft report to the Congress on the Need for a Uniform Government Wide System for Administering Overseas Benefits and Allowances for Government Employees. Our reply will be limited to the first and last recommendations on pages 6 and 7, and to certain observations reported in the body of the draft report.

The draft report contains a comprehensive review of the benefits and allowances available to Government employees overseas, and cites examples attesting to the lack of uniformity in the legislation, administration, approval, and payment of the various overseas allowances. The report concludes with several recommendations.

The authority to prescribe allowances for employees while stationed at overseas posts of duty is vested principally with the Department of State, the Department of Defense, and the Civil Service Commission. The Federal Travel Regulations promulgated by GSA prescribe certain travel and transportation allowances for employees and their families enroute to and from overseas stations; however, GSA has neither the responsibility for nor the authority to prescribe allowances for employees once they have arrived at an overseas post of duty. Accordingly, we will limit our comments to only two of the recommendations and to those items in the body of the report which pertain to residence transactions, household goods allowances, and to transportation of persons and automobiles, entitlements for which GSA has statutory responsibility.

The report recommends that the Civil Service Commission should be responsible for establishing a single body of policy and standards for overseas benefits and allowances, seeking authorizing legislation where needed, and for monitoring the implementation of such policies and standards. While we agree in principle with the desirability of standardizing the overseas allowances at a given post of duty, we are not convinced that the Civil Service Commission, which has only limited experience in the area of overseas allowances, should be designated as the responsible agency. We feel that the same results could be more effectively achieved by establishing a Federal Allowance Committee comprised of representatives from the Department of State, Department of Defense, Civil Service Commission, and the General Services Administration, agencies which are

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APPENDIX XII

already responsible for prescribing overseas station and travel allowances. The purpose of this committee would be to insure standardization of allowances as they apply to Federal employees at a particular overseas post of duty when such standardization is in the best interest of the Government.

We also agree in principle with the recommendation that an education program be established for the purpose of informing overseas employees as to the benefits and allowances available to them. We are not of the opinion, however, that the publication of an employee's handbook is the most effective method of achieving the objective. The report states that there are 88,000 civilian employees assigned to positions outside the conterminous United States. The costs associated with compiling, printing, and distributing such a handbook would be high, particularly in view of the fact that periodic allowance adjustments would require corresponding revisions in such publications. We feel that a more reasonable approach would be to establish a program which would insure that each employee selected for an overseas assignment is counseled as to the benefits and allowances available at the post of duty to which he will be assigned. Agencies could supplement this program by conducting seminars for the benefit of those persons designated as allowance counselors.

The following comments are offered regarding the completeness and accuracy of the data used in the report:

Shipment of privately owned vehicles The report states that all employees of the foreign affairs agencies are authorized shipment of privately owned vehicles (POVs) pursuant to Title 22 and a blanket policy decision which was made that employees' effectiveness at the overseas post of duty is enhanced thereby. On the other hand, employees of the non-foreign affairs agencies are allowed shipment of a POV pursuant to the provisions of Title 5 and the Federal Travel Regulations which provide that the authorization to ship a POV is contingent upon a determination by the head of the agency that it is in the best interest of the Government for the employee to have the use of a motor vehicle at the post of duty.

In view of the statutory requirement that the head of the agency make the determination of interest, we agree with the observation that differences in the administration of this allowance are attributable to the wording of the legislation.

We are not certain, however, that uniformity as it applies to transportation of POVs would represent the best interest of the Government. Several factors, including variations in climate, terrain, road conditions, availability of public transportation, commuting distances, and the purposes for which the vehicle will be used, should be evaluated in determining whether the use of a privately owned vehicle is or is not in the best interest of the Government. Moreover, since the agencies located in the overseas areas are familiar with these factors as they relate to their specific overseas requirements, we believe they should rightfully make

the "Government interest" determination. A uniform policy would preclude a meaningful determination of Government interest by endorsing transportation of a vehicle for all employees even when the use of the vehicle may be primarily for the convenience of the employee. We, therefore, would not recommend changes which would delete the requirement of an agency head to determine when the use of a POV is in the interest of the Government. If, on the other hand, the authors of the report feel that shipment of a POV should be automatically authorized whether for reasons of convenience or Government interest, we feel that GSA and not the individual agencies should prescribe standard policies pertaining to transportation of automobiles. Precedent to accomplishing standardization, 5 U.S.C. 5727(b)(2) would have to be amended to delete the requirement that the use of a motor vehicle be in the interest of the Government.

Storage and shipment of household goods Differences in the allowances relating to transportation and storage of household goods were attributed to differences in agency regulations. We feel that these differences are caused as much, or more, by differences in the legislation as by differences in agency regulations. For example, while there is no specified statutory maximum weight allowance for employees of foreign affairs agencies, the statutory maximum weight allowance for uniformed personnel is currently set at 13,500 pounds. Under 5 U.S.C. 5724(a)(2), no more than 11,000 pounds of household goods may be allowed for employees of the non-foreign affairs agencies. We recognize that the 5,000 pound limitation established in the Federal Travel Regulations for employees without immediate families may impose an undue hardship upon such employees and we plan to conduct a study to determine if this regulatory restriction should be removed.

Although some degree of uniformity could be achieved by revising existing regulations, any substantive improvement will require changes in the legislation. We are in general agreement that the household goods weight allowances should be the same for all civilian employees except perhaps certain employees whose duties require performance of representative functions.

Travel in connection with home leave At issue in this section of the report is what appears to be a discrepancy between provisions in the Foreign Affairs Manual, which reportedly permits the use of any mode of transportation, and provisions in the Federal Travel Regulations which generally require that the most expeditious mode of transportation be used. These differences are not simply regulatory. In prescribing the Federal Travel Regulations, GSA must comply with 5 U.S.C. 5733 which provides that "The travel of an employee shall be by the most expeditious means of transportation practicable . . ." The report correctly states that under these regulations, transportation is generally limited to air travel. If, however, travel by ship is determined to be more advantageous to the Government, such transportation is allowable, and the

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additional travel time and cost would not be charged to the employee as alleged in the report (page 35). On the other hand, if travel by air is determined to be more advantageous to the Government, and the employee elects to travel by ship as an exercise of his personal preference, then the additional time and cost would be incurred by the employee.

We are of the opinion that any differences in the regulations as they relate to overseas transportation are more academic than real. Section 901 of the Merchant Marine Act of 1936 (46 U.S.C. 1241(a)) provides: "Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in absence of satisfactory proof of the necessity therefor."

In view of the foregoing and the non-existence of American flag passenger ship service (except for very limited service in the Pacific), we do not feel, as a practical matter, that transportation by ship is used to any significant extent, if at all. While the report highlights differences in the regulations which appear to permit use or non-use of ocean transportation, no statistics were furnished which indicated the magnitude of the problem in terms of numbers of employees who used ocean transportation in lieu of air.

Differences between foreign and non-foreign areas. In this section of the report, the General Accounting Office states that Section 4 of Office of Management and Budget Circular No. A-56 (now chapter 2, part 6, of the Federal Travel Regulations) authorizes residence transactions for employees transferred between points within the continental United States, Alaska and Hawaii, territories and possessions, Puerto Rico, and the Canal Zone, while employees in foreign areas do not receive this allowance and in many cases they consider it a hardship. It is difficult for us to see how this policy can cause a hardship in view of the statement by the GAO on page 82 of this report which reads as follows:

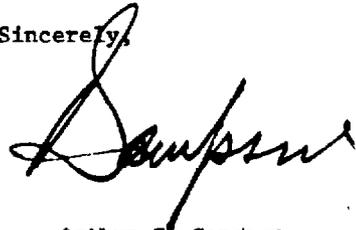
"U.S. civilian employees assigned to foreign countries are authorized to occupy Government-owned and leased quarters free of charge or receive a living quarters allowance."

We feel that the entitlement to free quarters or to quarters allowance eliminates and offsets the need for the entitlement to residence transactions. Moreover, it is possible that by authorizing and thereby encouraging an employee to purchase a residence in a foreign area, the allowance would induce more and more Government employees to remain in those countries upon retirement or separation. This, in turn, could

have an unfavorable impact on the balance of payments. The allowances as presently prescribed provide an incentive for employees to return to the United States upon separation or completion of the overseas tour.

We do agree that the regulations could be modified to allow residence transactions to employees transferred from a foreign country to a locality in the United States other than the one from which he left. In such cases, it might be proper to allow residence transactions as if the employees had transferred directly between the two U.S. cities.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sampson".

Arthur F. Sampson
Administrator

APPENDIX XIII



UNITED STATES
ATOMIC ENERGY COMMISSION
WASHINGTON, D. C. 20545

APR 22 1974

Mr. Henry Eschwege
Director
Resources and Economic
Development Division
U. S. General Accounting
Office
441 G Street, N. W.
Washington, D. C. 20548

Dear Mr. Eschwege:

This is in reply to your letter of March 21, 1974, requesting our comments to the GAO draft report on "Need For A Uniform Government Wide System For Administering Overseas Benefits And Allowances For Government Employees."

The statistical data that can be identified with AEC in the draft is accurately stated and is in agreement with the data furnished GAO in our reply dated January 18, 1973, to the GAO questionnaire made a part of the review.

With respect to report Appendix IV, which identifies the basic regulations under which various agencies are authorized to pay benefits and allowances to their employees overseas, we have the following comments pertaining to AEC:

Item 5.

Educational Travel Allowance - The citation should be "Pursuant to 5 USC 5924(4)" rather than 5 USC 5925(4).

Item 22.

Local Travel To and From Work - The AEC has not implemented any regulations covering this benefit, and we are not sure that it could be made available to AEC employees under the provisions of the Foreign Affairs Manual which contains policies, regulations, and procedures applicable to the activities of the Department of State.

Mr. Henry Eschwege

Item 23.

Representation Fund Allowance - The use of the total AEC entertainment amount of \$30,000 for FY 1972, although qualified as made available in part to the foreign offices, is misleading. The expenditures for entertainment at foreign offices in FY 1972 were approximately \$1,500 and that amount should be reflected in this schedule.

Item 24.

Miscellaneous Expenses Allowances Incident to Resettlement of Employee at New Assignment

(a) Foreign Transfer Allowance - In accordance with the Standardized Regulations, this allowance is composed of two parts; miscellaneous expense portion and wardrobe portion. AEC employees are paid a miscellaneous expense allowance in accordance with the Federal Travel Regulations (AEC 1501, Part VI, Sec. 3), which is comparable to the miscellaneous expense portion of the above-noted Foreign Transfer Allowance. The wardrobe portion of the Foreign Transfer Allowance is paid to AEC employees, when applicable, in accordance with provisions of the Standardized Regulations.

(b) Home Service Transfer Allowance - This allowance is paid to an employee incident to establishing himself at a post of assignment in the United States between assignments to posts in foreign areas. AEC employees are not usually assigned in this manner; therefore, this allowance is not applicable. However, in accordance with Federal Travel Regulations (AECM 1501, Part VI, Sec. 8) an AEC employee and his immediate family are paid subsistence expenses while they occupy temporary quarters upon transfer to a new official station in the United States.

Appendix V

Storage and Shipment of Household Furnishings and Equipment.

and

Foreign Transfer Allowance.

References to "single employees" should be changed to read "employees without immediate families."

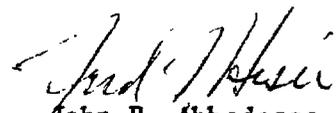
APPENDIX XIII

Mr. Henry Eschwege

Narrative Report

- The reference to Section 4 of OMB Circular A-56 should be changed to read Part 6 of the Federal Travel Regulations, Chapter 2.
- We agree with the GAO conclusion that there is a need for one policy-making agency and a single body of rules and standards in order to do away with the inequities that now exist for employees of various Government agencies and departments who are stationed abroad. However, we do not believe the agency should be one which has no overseas employees. An agency which has overseas activities could, we believe, more fairly represent the interests of overseas employees.

Sincerely,


John P. Abbadessa
Assistant General Manager,
Controller

DEPARTMENT OF STATE
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

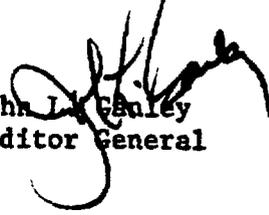
APR 30 1974

Mr. J.K. Fasick
Director
International Division
U.S. General Accounting Office
441 G Street NW
Washington, D.C. 20548

Dear Mr. Fasick:

I am forwarding herewith a memorandum dated April 29, 1974 from Mr. W.H. Meinecke, Acting Assistant Administrator for Program and Management Services, which presents the comments of the Agency for International Development on the U.S. General Accounting Office's draft report "Need for a Uniform Government Wide System for Administering Overseas Benefits and Allowances for Government Employees."

Sincerely yours,


John L. Canley
Auditor General

Enclosure: a/s

APPENDIX XIV

OPTIONAL FORM NO. 10
MAY 1962 EDITION
GSA FPMR (41 CFR) 101-11.6

UNITED STATES GOVERNMENT

Memorandum

TO : AG, Mr. John L. Ganley DATE: APR 29 1974

FROM : AA/SER, W. H. ^{W. H. Meinecke} Meinecke, Acting

SUBJECT: GAO Draft Audit Report: "Need for a Uniform Government Wide System for Administering Overseas Benefits and Allowances for Government Employees"

We have reviewed the GAO draft report on Overseas Allowances and Benefits and generally endorse the comments on the report prepared by the Department of State.

We agree that deficiencies and inequities have occurred in the implementation of our personnel support program. However, we believe the GAO has considerably overstated the magnitude of such problems. We also believe that recent A. I. D. management initiatives - e. g., the Agency personal support policy, our operations analyses, and our projections of long-range manpower requirements for support functions - have focussed squarely on those problems and their solution.

We are confident that the problems which still exist can best be resolved within the framework of our present allowance program. Increased management attention and better coordination between agencies are essential to an effective allowance system. We are now working more closely with the Department of State on these interests.

cc: AFR/EMS, Mr. Hahne
ASIA/EMS, Mr. Ashton
LA/EMS, Mr. Freundel
SA/MGT, Mr. Odom
SER/FM, Mr. S. Brown
SER/LR, Mr. Busch
SER/MO, Mr. Thornburg
SER/PM, Mr. Hopkins



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