



## DECA MANUAL 50-17.01

### DECA OVERSEAS EMPLOYMENT PROGRAM

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| <b>Originating Component:</b> | Human Resources Directorate   |
| <b>Effective:</b>             | January 11, 2019  |
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| <b>Reissues and Cancels</b>   | DeCA Manual 50-17.1, "DeCA Overseas Employment Program,"<br>May 2, 2014   |
| <b>Approved by:</b>           | Cynthia A. Craft, Director, Human Resources   |

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**Purpose:** This manual:

- Provides procedures for carrying out the policy, assigns responsibilities, and provides guidance and procedures governing the overseas employment program for DeCA employees.
- Establishes guidance in DeCA Manual (DeCAM) 50-17.1 "DeCA Overseas Employment Manual," January 11, 2019.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This manual applies to all Defense Commissary Agency (DeCA) activities.

### **1.2. POLICY.**

a. This manual implements policies as defined in DeCA Directive (DeCAD) 50-17 and is in compliance with reference listed in this document.

b. DeCA is committed to maximizing overseas employment opportunities to include family member employment opportunities. This acknowledges DeCA's unique role in the support of the total force in overseas locations. By increasing employment opportunities for military and Department of Defense (DoD) civilian family members, DeCA promotes military retention and quality of life. Along with DoD, DeCA supports its more qualified employees in the United States (U.S.) to accept overseas assignments as part of their career development.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. EXECUTIVE DIRECTORS.** Executive Directors will:

- a. Ensure that program requirements are met when civilian employees are selected for assignments in foreign areas or elect to exercise their return rights.
- b. Ensure that overseas tour extensions are coordinated with servicing civilian personnel offices.

### **2.2. SUPERVISORS AND MANAGERS.** Supervisors and managers will:

- a. Encourage qualified employees to accept overseas assignments to enhance their career development.
- b. Provide placement consideration to individuals who are completing an overseas tour.

**2.3. DIRECTOR, HUMAN RESOURCES (HR).** The Director, HR will establish and oversee the DeCA overseas employment program and monitor program administration for regulatory compliance.

### **2.4. EMPLOYEES.** Employees will:

- a. Notify management of change in status.
- b. Notify management, and former activity, of their intention to exercise their return rights, in writing, at least 60 days prior to the expected date of return.
- c. Notify management, Customer Account Manager (CAM) and former activity, if applicable, of their intention to request extension of return rights.

## **SECTION 3: OVERSEAS EMPLOYMENT**

**3.1. STAFFING OF POSITIONS.** The provisions set forth in DeCAM 50-26.1 will be followed.

**3.2. APPOINTING AUTHORITIES.** Other appropriate appointing authorities, not specifically addressed in DeCAM 50-26.1, include:

- a. Overseas Limited Appointment Authority (OSL).
- b. Schedule A, § 213.3106(b)(6), Title 5, Code of Federal Regulations (CFR).
- c. The determination of the appropriate appointing authority for military spouses and family members shall be made using the following criteria:

(1) Family members/spouses of members of the U.S. Armed Forces who receive preference, but who lack competitive Civil Service status, reinstatement eligibility, and time in grade, OR when the family member/spouse is selected for employment to a position which is authorized for foreign national positions shall be appointed pursuant to the Schedule A appointing authority established by § 213.3106(b) (6) of Title 5, CFR.

(2) Family members/spouses who have Civil Service status, reinstatement eligibility, or who have return rights back to a position within the contiguous U.S or non-foreign areas; AND who meet time in grade, may be appointed under whichever authority they claimed and were referred under (i.e. Transfer, Reassignment, Promotion, Change to Lower Grade (CLG), or Reinstatement).

(3) Executive Order (EO) 13473 Appointments. Spouses of members of the Armed Forces will only be appointed under EO 13473 when the employee does not have return rights back to the U.S or non-foreign areas AND the position being filled has been determined by DeCA to be hard to fill and/or mission critical.

**3.3. EMPLOYMENT OF FOREIGN NATIONALS.** DeCA will employ foreign national (FN) employees in accordance with (IAW) DoD Instruction (DoDI) 1400.25, Volume 1231.

## SECTION 4: RETURN RIGHTS

### 4.1. RETURN RIGHTS ENTITLEMENTS.

a. It is DeCA's policy to encourage qualified employees to accept overseas assignments to enhance their career development. Return rights will be granted as stated in this manual.

b. DeCA employees assigned to positions outside the U.S. or non-foreign areas:

(1) Career and career conditional employees in the competitive service who are employed in the U.S. or in a non-foreign area, and who accept an assignment in a foreign area or in a non-foreign area different from the one in which they are currently employed, shall be granted statutory return rights IAW § 1586 of Title 10 United States Code (U.S.C.). This policy applies:

(a) Whether the employee moves to a position within DeCA or with a different DoD Component.

(b) To both the initial movement and any subsequent movement within the five year period (e.g., the employee initially moves to a position within DeCA, and subsequently moves to another foreign position with a different DoD Component).

(c) To employees serving in non-foreign areas with return rights to a DeCA position in CONUS: these employees will not be granted return rights to these areas upon acceptance of a DoD position in a foreign overseas area. The original return rights to CONUS would apply.

(d) To employees in CONUS assigned to a DeCA position in a non-foreign area: these employees are not subject to an overseas tour rotation or tour limits. However, these employees are granted return rights up to a period of five years. Return rights not exercised within the allotted time frame will be forfeited and there be no return placement rights to CONUS.

(2) DeCA employees who accept overseas employment with non-DoD Federal agencies will not be granted return rights.

(3) Employees who occupy intern positions immediately prior to an overseas assignment will not be granted return rights.

(4) DeCA Employees to Temporary Organizations. § 3161 (g) of Title 5, U.S.C. states "that an employee serving under a career or career-conditional appointment or the equivalent in an agency, who transfers or converts to an appointment in a temporary organization, with the consent of the head of the agency, is entitled to be returned to the employee's former position or a position of like seniority, status and pay."

(5) Initial grant of return rights will cover the period of the prescribed tour of duty for the overseas area to which assigned. If an employee's overseas tour is extended up to an aggregate of five years, the return rights are also extended.

(6) The five year foreign area limitation is computed by counting all foreign area service in a DoD position in the competitive service that has not been interrupted by at least two continuous years of physical presence in the U.S. or non-foreign area.

**4.2. FORFEITURE OF RETURN RIGHTS.** An employee forfeits their return rights as follows:

a. When an employee's non-foreign or foreign area tour is extended beyond the DoD five year limitation for an additional renewal tour. Note: Exceptions to this provision will be considered on a case-by-case basis, and are subject to the concurrence of the Deputy Director, DeCA, if the return rights are to a DeCA position. Otherwise, extension requests may be directed to the activity to which the return rights exist. A written request for an extension of return rights must be submitted to the appropriate CAM in order to request approval from the Deputy Director, DeCA, prior to signing/agreeing to a tour extension beyond the five year limitation.

b. Upon return placement to any position in the U.S.

c. When the employee submits notification of resignation or retirement.

d. When an employee does not apply to exercise return rights within applicable time limits.

**4.3. RETURN RIGHTS AGREEMENT AND DOCUMENTATION.**

a. When an employee is processed for an overseas assignment, and is entitled to statutory return rights, the out-processing HR servicing provider will execute DeCA Form (DeCAF) 50-35, DeCA Return Rights Agreement.

b. The agreement will be signed by the employee and the activity HR service provider representative or designated representative. The original agreement will be filed in the employee's official personnel folder, a copy will be provided to the employee, and a copy will be retained in the employee's return rights folder which will be established and maintained by the out-processing HR service provider.

c. Failure to sign a return rights agreement does not exempt a covered employee from the five year limitation nor cause forfeiture of return rights entitlement.

d. A position in the U.S. which is vacated by an employee who is granted return rights will be "obligated" for the duration of the employee's eligibility for return rights. Recruitment

announcements, and personnel actions to appoint individuals to “obligated” positions, should be annotated accordingly.

e. The HR service provider will code the obligated position in Defense Civilian Personnel Database System (DCPDS) to obligate the position of the employee selected for an overseas assignment.

#### **4.4. Exercise of Return Rights.**

a. Employees stationed in foreign areas, who have return rights, must exercise them within five years, unless an extension is granted by the activity to which the employee has return rights, or unless return rights are forfeited.

b. Employees who are stationed in non-foreign areas, who have return rights, must exercise them within five years, unless an extension is granted by the activity to which the employee has return rights. If return rights are not exercised within five years, plus any extensions, the return rights will be terminated and the employee may remain indefinitely in these locations unless otherwise placed.

c. The employee must satisfactorily complete the prescribed tour of overseas duty, including approved renewal tours, unless released from the period of service requirements.

d. The employee must submit written notification to their former activity of the intention to exercise return rights at least 60 days prior to the expected date of return. Notification should be initiated at the servicing overseas HR office and submitted to the HR office that services the activity to which the employee has return rights.

e. The provisions of § 3161 (g) of Title 5 U.S.C. apply to placement of employees exercising return rights and placement of employees who are displaced as a result of an employee exercising their return rights. When an employee exercises return rights to their former position by displacing another employee, reduction in force (RIF) procedures may be necessary to determine the assignment right of that displaced employee. The overseas returnee does not compete for placement under RIF procedures, except when the former position has been abolished and return is to a position established for a 90-day period.

f. Employees with return rights to DeCA positions, who are also entitled to register in the DoD Priority Placement Program (PPP), will be directed to exercise their return rights if placement through PPP has not been effected within 30 days of Date Estimated of Return from Overseas (DEROS).

## **SECTION 5: OVERSEAS ROTATION**

### **5.1. LIMITATION AND RETURN PLACEMENT.**

a. Limitations of Foreign Employment. It is DoD policy to limit civilian employment in foreign areas to five years. Overseas tour extensions must be approved, as stated in this manual.

b. The limitation described in Section 5.1.a does not apply to:

(1) Employees who are family members and who are accompanying military members or civilian employees stationed in the area. This exception ceases to apply upon the departure of the sponsor from the area. Unmarried dependent children may be retained in a position past the age of 23 until such time as their sponsor departs the foreign duty station or its commuting area, or the sponsor completes the current period of service, whichever occurs first.

(2) Employees who have been continuously employed in a foreign area since April 1, 1966, through the present.

(3) Employees who were employed before August 24, 1988, in positions at GS-6 or below, or in nonsupervisory wage grade positions, and who have remained continuously employed at those levels.

c. Return Placement. Placement upon completion of overseas tours of duty will be effected under the provisions of above references, PPP, this directive or through applicable merit promotion program.

### **5.2. EXTENSION OF OVERSEAS TOURS.**

a. Extensions beyond the initial overseas tour can be initiated by management when there is a continuing need for the individual's services in the overseas area. Authority is delegated to the respective area director or functional process owner/staff office chief, as applicable, to approve extensions beyond the initial overseas tour, if an employee has been overseas less than five years. If an employee has been overseas for five years or more, approval must be obtained from the appropriate Executive Director. HR service provider activities will be notified of the extension. A management decision not to extend is excluded from DoD grievance procedures.

b. Extensions of overseas tours will be processed on an individual case-by-case basis and will be considered when the following conditions are met: employee's current performance rating is fully successful or better; employee is current in the knowledge, skills and abilities required in their position; and the request is supported by a written rationale that articulates a business case for retaining the employee in the overseas location and is accompanied by a succession plan. At least 12 months prior to current DEROS, DeCAF 50-96, Overseas Tour Extension (OTE) Request, will be initiated and routed through the higher level management

official (HLMO) in order to obtain their concurrence. Upon HLMO concurrence, the request is submitted to the appropriate DeCA HR CAM.

c. Authority levels for granting tour extensions within DeCA are listed below, and no further delegations are allowed. When it is time to request a decision for an overseas tour extension, if the supervisor non-extends an employee’s overseas tour, for any period of time, the DeCAF 50-96 is returned to the employee. If the supervisor recommends a tour extension, and the next level concurs, the form is forwarded on to the appropriate approving authority level, as noted below. If the OTE is disapproved during any stage of coordination, the OTE will be returned to supervisor.

| <b>Overseas Tour Extensions Less than Five Years</b>                        | <b>Authority Level</b>  |
|---|---|
| Initial Tour (less than five years)   | Area Director/Directorate Heads and SSG                       |
| <b>Overseas Tour Extensions Beyond Five Years</b>                           | <b>Authority Level</b>  |
| 5 to 7 years*   | Executive Director/Deputy Director (as applicable)            |
| 7 years and beyond**<br>(includes requests for short-term/admin extensions) | GS-12 and above: Director<br>GS-11 and below: Deputy Director |

\* IAW the DoDI 1400.25, Volume 1230, single two-year extensions must be accompanied by written rationale that articulates a business case and workforce succession plan.

\*\* IAW the DoDI 1400.25, Volume 1230, any subsequent extension after the initial extension beyond five years not to exceed (NTE) two years shall address unanticipated events or circumstances that resulted in the failure of the workforce succession plan addressed above.

(1) In addition to the above requirements, the manager requesting the extension must assess the current state of their workforce planning and identify future workforce requirements and gaps. This must be reflected in the justification portion of Appendix B.

(2) Other personnel matters, such as return rights, renewal agreement travel, and other location-specific requirements, will be addressed by the HR service provider.

e. Executive Directors may approve short-term/administrative extensions for all personnel, not to exceed six months, for management or compassionate reasons. However, an extension seven years and beyond, must have the approval of the Director or Deputy Director, as applicable. The following are examples of when a short-term extension may be appropriate; however, these examples are not all-inclusive:

(1) To allow children to complete the school year.

(2) To allow the employee or an employee’s family member to continue medical treatment.

(3) To allow the employee to retire after a short-term extension of the overseas tour if the employee is eligible and intends to retire within six months at the time of the tour extension.

(4) To synchronize rotation and transportation agreements.

(5) When an employee has successfully completed a tour in a non-foreign area which is not subject to the five year rotation program. For example, the return placement may be necessary to promote the efficiency of the service and/or to assign the employee to a CONUS position which will provide them an opportunity to update their knowledge in a specific functional area.

f. PPP Registration. For overseas employees only: IAW PPP guidance, overseas employees registering for the U.S. can only apply for full-time positions. When completing the Automated Stopper and Referral System Registration format, the “part-time” data element should be coded “N” (not available) and the “Intermittent” and “Seasonal” data elements should be coded “NQ.”

(1) Failure to Register or Accept a Valid Job Offer. Failure of employees to register for PPP or accept a valid PPP Job offer within timeframes given by the HR service provider is a basis for separation under adverse action proceedings.

(2) No type of tour extension will be granted after an employee is in receipt of a valid PPP job offer.

### **5.3 CURTAILMENT OF OVERSEAS TOURS.**

a. Employee Initiated:

(1) Authorization. Requests for curtailment to overseas tours may be approved by the Executive Directors of each division. Managers/employees will be informed in writing of the decision.

(2) Employee Responsibility. The employee must discuss their request for tour curtailment with their immediate supervisor and then submit a written request, which includes the reasons for the request. If the employee has been in the overseas theater for less than one year, or has taken Renewal Agreement Travel (RAT) within one year, they must also request a release from their transportation agreement.

(3) Management Responsibility. Manager/supervisor will review tour curtailment request and forward the request, along with all supporting documentation and succession plan, with their recommendation to their HR Directorate CAM for review and forwarding to the appropriate Executive Director for approval/disapproval.

b. Management Initiated:

(1) DeCA managers, with jurisdiction over overseas activities, may initiate actions to return overseas employees to their former positions or to positions of equal grade. Such actions must be coordinated with appropriate management officials at the CONUS activity to which the return is proposed, and final approval rests with the respective executive director. If this authority is invoked, any time remaining to be served under the employee’s transportation agreement and rotation agreement will be waived, and the employee and their dependents and

household goods will be returned to the U.S. at Government expense. Failure to accept a management-directed return placement may result in separation of the employee under adverse action procedures. Examples of conditions under which management-initiated returns may be accomplished are listed below:

(a) When an employee's skills were not properly matched with job requirements of the overseas position, through no fault of the employee.

(b) When the presence of the employee or their family in the overseas area is not in the best interest of the U.S. Government.

#### **5.4. TRANSPORTATION ENTITLEMENTS.**

##### **a. Time Limits.**

(1) New hires/transfers, along with their eligible dependents, who meet the requirements for transportation and travel must use this entitlement within one year from date of the employee's appointment or transfer date, except that the one year period:

(a) Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the Permanent Duty Station (PDS) for which transportation and travel expenses are allowed; and

(b) Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to the OCONUS activity; and

(2) Separating employees who meet the requirements for return transportation and travel from the OCONUS activity back to their actual residence, which was established at the time of their appointment/transfer, must use their transportation/travel entitlement within 14 calendar days after separation. Failure to use the return transportation/travel entitlement within the specified time-frame will result in forfeiture of entitlement.

##### **b. Extensions**

(1) If an extension is needed for new hires/transfers that meet the criteria in 5.4(a)(1), above, the new hire/transfer employee must submit the request for extension in writing for approval by the appropriate Executive Director.

(2) If an extension is needed for a separating employee that meets the criteria in 5.4(a)(2), above, the separating employee must submit the request for extension in writing for approval by the appropriate Executive Director.

## **5.5. RELEASE FROM TRANSPORTATION AGREEMENT.**

a. Authorization. Requests for release from transportation agreement may only be approved by the Director of DeCA. Managers/employees will be informed in writing of the decision.

b. Policy. If release from the transportation agreement is not approved, the following will apply:

(1) Employees requesting a tour curtailment within the first 12 months of permanent change of station (PCS) will be liable for all travel and transportation allowances and costs associated with the move to and from OCONUS.

(2) Employees requesting a tour curtailment before their complete tour of duty is fulfilled (12-36 months) will be liable for all travel and transportation allowances and cost associated with the move from OCONUS.

(3) If a RAT was performed, employees requesting a tour curtailment before completing a tour extension will be liable for all RAT and transportation allowances costs associated with the government paid trip to and from OCONUS for RAT.

(4) An employee serving under a service agreement who transfers to another DoD Component/Government agency, must be released from the tour of duty requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs. However, the employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by DeCA for moving the employee to that PDS.

c. Exceptions. Exceptions are not automatic and must be for reasons acceptable to the approving authority. Some examples of acceptable reasons for release from tour of duty requirements include:

- (1) Illness of the employee
- (2) Release for DeCA's convenience
- (3) Unforeseen emergencies requiring employee's immediate presence in CONUS
- (4) Extreme personal hardship for circumstances beyond employee's control
- (5) Significant changes in the employee's situation

## **SECTION 6: EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)**

### **6.1. EFMP OVERVIEW.**

- a. DeCA civilians do not enroll in the program. However, they must identify family members with special education and medical related service needs.
- b. Employees should also identify any of their medical needs. This must be done each time they process for an assignment to a location outside the U.S. where family travel is authorized at Government expense.

### **6.2. EDUCATION AND MEDICAL SERVICES.**

- a. Education and medical-related services provided by the U.S. Forces Medical Facilities and the Department of Defense Education Activity (DoDEA) overseas are limited in comparison to those available in the U.S.
- b. If selected individuals have EFMP needs, medical and education staff will assess if accommodations can be made. The gaining HR service provider will provide information about available services so individuals may make an informed decision about accepting job offers.

### **6.3. SELECTION.**

- a. Selection for positions will not be affected by whether or not individuals have exceptional family members.
- b. The purpose of collecting EFMP information is to provide individuals with advance information on educational and medical-related services so they may make an informed decision about accepting a position and to ensure a smooth transition for their families.

## SECTION 7: LIVING QUARTERS ALLOWANCES

**7.1. AUTHORIZATION.** Living Quarters Allowance (LQA) is a payment intended to cover substantially all average allowable costs for suitable, adequate lodging and selected utilities. LQA may be granted for the following DeCA employees, subject to the HR service provider determining the employee's eligibility.

a. Employees recruited in the U.S. or non-foreign areas for positions at grades GS-09 (or equivalent), WG-11, WL-09, WS-05, and above. This includes employees selected for entry-level positions with target grades at or above these grade levels. Grade restrictions do not apply to applicants selected for supervisory/management position at an OCONUS commissary, hard-to-fill positions, or career program positions below the GS-09 (or equivalent) level. Employees who previously vacated an OCONUS civilian or contractor position must have resided permanently in the U.S. or non-foreign areas for at least two years immediately before accepting the formal job offer. This two year residency requirement does not apply to:

(1) Employees serving on a mandatory mobility agreement.

(2) Applicants hired into hard-to-fill positions.

(3) Applicants who were civilian or contractor employees serving overseas in a combat zone on an assignment that provided for their return transportation to the U.S.

b. Employees who are recruited from outside the U.S. or non-foreign areas for positions in grades GS-09 (or equivalent), WG-11, WL-09, WS-05, and above. This includes employees selected for entry-level positions with target grades at and above these grade levels. Grade restrictions do not apply to applicants selected for supervisory/management positions at an OCONUS commissary, hard-to-fill positions, or career program positions below the GS-09 (or equivalent) level. Non-appropriated funds (NAF) employment will be considered in determining "substantially continuous employment" as long as Department of State Standardized Regulations (DSSR) provisions are met AND the NAF employee was eligible for LQA upon their initial hire and appointed to an appropriated fund position without a break in service, and had received the allowance for at least one year. Former military members and civilian employment will be considered to meet the DSSR, Section 031.12 eligibility requirement of "substantially continuous employment" if they are appointed within one year after the date of separation or when the transportation establishment is lost, whichever occurs first. Active Reserve duty performed during the one year period will extend that period by the amount of time served.

c. DSSR, Section 031.12, Subsection (b) may be waived by the appropriate Executive Director upon determination that unusual circumstances in an individual case justify such action AND the requirements in DoDI 1400.25 v. 1250, subparagraphs 2.c. (1) and (2) are met. Waivers granted for the events in subparagraphs 2.c(1)(a) through 2.c(1)(e) shall not last longer than one year from the date of eligibility, unless extension is approved by the appropriate Executive Director.

d. Federal civilian or NAF employees selected for or converted from NAF to positions at grades GS-09 (or equivalent), WG-11, WL-09, WS-05, and above; or a position that has an equivalent target grade; supervisory/management position at an OCONUS commissary, hard-to-fill positions, or career program positions at any grade level; who meet all of the following:

(1) Are transferring to the overseas area from another overseas Government activity or agency without a break in service.

(2) Meet basic eligibility criteria in DSSR, Section 031.11 or 031.12a and b.

(3) Were already receiving or eligible to receive LQA at the time of selection.

**7.2. GOVERNMENT QUARTERS** The employee will not be eligible to receive LQA for renting or purchasing privately owned quarters (POQ) when suitable and fully adequate Government quarters are offered for the duration of the overseas tour and the employee elects not to accept them.

**7.3. CONTINUING ELIGIBILITY.** Unless otherwise prescribed, all employees who met the eligibility criteria in prevailing policy/regulations at the time of appointment, but who do not meet the criteria of this policy will continue to receive LQA. Additionally, if an employee is receiving LQA based on occupying a hard-to-fill position and leaves that position, the employee's LQA will continue. LQA in such cases will continue as long as the employee remains employed in a position covered by this guidance without a break of service of more than three calendar days. This provision

a. Does not apply to certain former NAF employees who received LQA based solely on a local commander's waiver authority. These employees retained allowance on employment in an APF position, but did not meet the eligibility requirement of the DSSR of DoD regulations and subsequently had LQA terminated as mandated by the Fiscal Year 1996 National Defense Authorization Act (NDAA).

b. Will not extend or reinstate payment of LQA when law, regulation, or policy directed termination of payment.

## **SECTION 8: TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) EXTENSIONS**

**8.1. OVERVIEW.** TQSA is authorized for newly appointed or transferred employees who are eligible for LQA. It is intended to assist in covering the reasonable cost of quarters, meals, and laundry expenses incurred by the employee and family members for up to 90 days after arriving in the overseas area or new post of assignment and up to 30 days immediately before final departure from the post of assignment. Employees must occupy temporary quarters at or near their post of assignment to be eligible for either arrival or departure TQSA. The amount of TQSA payable is a percentage of the per diem rate applicable to the post of assignment or actual costs, whichever is less.

**8.2. AUTHORIZATION.** Executive Directors are authorized to approve an additional period of up to 60 days of TQSA for compelling reasons beyond the employee's control. Employees must submit justification through their supervisory chain, and the appropriate cam, to the Executive Director for action. Approval will be determined based on family size, location, and other extenuating circumstances.

**8.3. EMPLOYEE RESPONSIBILITY.** Employees that have not secured permanent quarters when arrival TQSA ends, either within 90 days or 150 days with an extension, will submit a Standard Form (SF) 1190, Foreign Allowances Application, with appropriate documents for payment of LQA at the hotel rate. The amount of LQA payable is the actual cost of the hotel rate or the maximum LQA rate of the post of assignment, whichever is less. Employees are not entitled to reimbursement of meals and laundry expenses upon the expiration of the TQSA period.

**8.4. SIMULTANEOUS LQA AND TQSA.** Executive Directors are authorized to approve simultaneous payment of LQA and TQSA for up to five days after residence quarters are vacated to meet heavy cleaning or repair requirements imposed by the rental agreement. Employees must request this payment in writing, including a copy of their rental agreement, through their supervisory chain and the appropriate CAM to the Executive Director.

## **SECTION 9: TRAINING**

**9. OVERVIEW.** The DeCA training program will be administered, coordinated, and monitored by appropriate HR Division staff. All aspects of training conducted within the overseas environment will be IAW DeCAD 50-20, the HR Division staff will be responsible for ensuring that all training of eight hours or more is entered into the employee's training record in DCPDS. Employees will be responsible for ensuring that training completed outside of DeCA, such as college courses, is entered into the DCPDS system.

## **SECTION 10: MANAGEMENT CONTROL SYSTEM**

**10. MANAGEMENT CONTROL SYSTEM.** This manual does not contain internal management control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2, and as specified by the Federal Manager's Financial Integrity Act and DoDD 5105.55.

## **GLOSSARY**

### **G.1. ACRONYMS.**

|               |  |
|---------------|--|
| <b>CAM</b>    | Customer Account Manager                     |
| <b>CFR</b>    | Code of Federal Regulations                  |
| <b>CCH</b>    | Director of Human Resources                  |
| <b>CLG</b>    | Change to Lower Grade                        |
| <b>CONUS</b>  | Continental United States                    |
| <br>          |  |
| <b>DCPDS</b>  | Defense Civilian Personnel Database System   |
| <b>DeCA</b>   | Defense Commissary Agency                    |
| <b>DeCAD</b>  | DeCA Directive                               |
| <b>DeCAF</b>  | DeCA Form                                    |
| <b>DeCAM</b>  | DeCA Manual                                  |
| <b>DEROS</b>  | Date of Estimated Return from Overseas       |
| <b>DoD</b>    | Department of Defense                        |
| <b>DSSR</b>   | Department of State Standardized Regulations |
| <br>          |  |
| <b>EFMP</b>   | Exceptional Family Member Program            |
| <br>          |  |
| <b>HLMO</b>   | High Level Management Official               |
| <b>HR</b>     | Human Resources                              |
| <br>          |  |
| <b>IAW</b>    | In accordance with                           |
| <b>LQA</b>    | Living Quarters Allowances                   |
| <b>NAF</b>    | Non-Appropriated Fund                        |
| <b>NDAA</b>   | National Defense Authorization Act           |
| <b>NTE</b>    | Not to exceed                                |
| <br>          |  |
| <b>OCONUS</b> | Outside the Continental United States        |
| <b>OPM</b>    | Office of Personnel Management               |
| <b>OSL</b>    | Overseas Limited Appointment                 |
| <b>OTE</b>    | Overseas Tour Extension                      |
| <br>          |  |
| <b>PCS</b>    | Permanent Change of Station                  |
| <b>PDS</b>    | Permanent Duty Station                       |
| <b>PPP</b>    | Priority Placement Program                   |
| <br>          |  |
| <b>RAT</b>    | Renewal Agreement Travel                     |
| <b>RIF</b>    | Reduction-in-Force                           |
| <br>          |  |
| <b>SF</b>     | Standard form                                |
| <b>SSG</b>    | Special Staff Group                          |

**TQSA** Temporary Quarters Subsistence Allowance

**U.S.** United States

## **G.2. DEFINITIONS.**

**Foreign areas.** Areas outside the contiguous U.S. that are not identified as non-foreign areas in § 591.205 of Title 5, CFR.

**Intern.** As defined in Agency guidance and OPM's Pathways Program.

**Non-foreign overseas areas.** Alaska; Hawaii; American Samoa (including the island of Tutuila, the Manua Islands, and all other islands of the Samoa group east of longitude 171 degrees west of Greenwich, together with Swains Island); the Commonwealth of Puerto Rico; the Commonwealth of the Northern Mariana Islands; Howland, Baker, and Jarvis Islands; Johnston Atoll; Kingman Reef; Midway Atoll; Navassaa Island; Palmyra Atoll; Territory of Guam; United States Virgin Islands; Wake Atoll; Any small guano islands, rocks, or keys that, in pursuance of action taken under the Act of Congress, August 18, 1856, are considered as pertaining to the United States; and Any other islands outside of the contiguous 48 states which the U.S. Government reserves claim.

## **REFERENCES**

- Army Europe Regulation 690-500.592, Civilian Personnel Overseas Allowances, October 26, 2017
- Code of Federal Regulations, Title 5, § 213.3106(b), Family Member Authority, December 31, 2012
- Code of Federal Regulations, Title 5, § 591.205, Non-foreign Overseas Areas, December 20, 2018
- DeCA Directive 50-17.1, “DeCA Overseas Employment Program,” May 2, 2014
- DeCA Directive 50-20, “Training Policies and Procedures,” January 8, 2016
- DeCA Directive 50-26.1, “Merit Staffing Program” April 20, 2012
- DeCA Directive 70-2, “Internal Control Program,” December 17, 2007
- Department of State Standardized Regulations (DSSR), Section 031.11 and 031.12a and b
- DoD Directive 5105.55, “Defense Commissary Agency (DeCA),” March 12, 2008
- DoD Instruction 1400.25, Volume 1230, “DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights”
- DoD Instruction 1400.25, Volume 1231, “DoD Civilian Personnel Management System: Employment of Foreign Nationals”
- DoD Instruction 1400.25, Volume 1232, “DoD Civilian Personnel Management System: Employment of Family Members in Foreign Areas”
- DoD Instruction 1400.25, Volume 1250, “DoD Civilian Personnel Management System: Overseas Allowances and Differentials”
- DoD Instruction 5025.1, “DoD Directives System,” December 22, 2017, as amended
- Executive Order 13473, To Authorize Certain Noncompetative Appointments in the Civil Service for Spouses of Certain Members of the Armed Forces, January 17, 2017
- Joint Travel Regulations (JTR), Chapter 5, Part F
- National Defense Authorization Act (NDAA) for Fiscal Year 1996
- United States Code, Title 5, § 3161(g), Employment and Compensation of Employees, January 3, 2012
- United States Code, Title 10, § 1586, Rotation of Career-Conditional and Career Employees Assigned to Duty outside the United States, January 3, 2007
- USD Memorandum, New Living Quarters Allowance Guidance, January 3, 2018