MEMORANDUM FOR SEE DISTRIBUTION
SUBJECT: CTD for CAP 027(I) -- Move par. 1260 (FTA and HSTA) to Ch 5

1. **SYNOPSIS:** This item moves par. 1260 (FTA and HSTA) to Ch 5, par. 5819 in accordance with direction from the Travel Policy Reform Team.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Travel Policy Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 March 2017.

5. This determination is effective when printed in the JTR.

6. Action Officer: Lynn Wawrzyniak (tracie.l.wawrzyniak.civ@mail.mil).

//approved//
VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

**Civilian E-Mail Distribution:**
CAP Members  P&R Branch  PMO-DTS  GSA-3FT  GSA-OGP(MTT)  DTMO  CBCA Judges
Section B10: PDS Assignment Expense Allowances

Subsection B10a: Miscellaneous Expense Allowance (MEA)

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Subsection B10b: Department of State (DOS) Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)
A. Policy, Payment and Procedural Guidance
B. Transfer
C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
D. Lease Penalty Expense
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

*SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

*SUBSECTION a: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

NOTE TO EDITOR: No further changes to par. 5814. Headers and footers must be changed.

NOTE TO EDITOR: Add new Subsection b

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

*SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

*SUBSECTION b: DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

*5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but not the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but not the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B), respectively that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. A new appointee is not eligible for any portion of the HSTA.
3. The FTA and HSTA are composed of four elements:

   a. Miscellaneous Reimbursable Expense. This portion only is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

   b. Wardrobe Expense. This portion is not allowable for a DoD employee.

   c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area. Pre-departure subsistence expense is also provided for a new appointee in a CONUS/non-foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, Section 242.3

      (1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

      (2) HSTA. This portion is not allowed for a DoD employee.

D. Lease Penalty Expense

   1. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

   2. HSTA. This portion is allowed only for a reassigned employee (not a new appointee) PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.

**5504-C, footnotes 8, 9, and 10**

*8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.

*9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.

*10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 5819.

**5556-B4**

*4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.

**5558-F6**

*6. Lease breaking expense (except as in par. 5819-D); and

**5774-B**

Rev 1 (2-9-17)
*B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. 5819 for TQSE as an FTA component.

5818-A2e

*e. EXCEPTION: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 5819

5908-I

*I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 5819.

5916-B NOTE

*NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 5819.
The following pages are the same policy preceding this page but showing tracked changes.
MEMORANDUM FOR SEE DISTRIBUTION

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//approved//
VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but not the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/Non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but not the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances, 5 USC §5924(2)(A) and 5 USC §5924(2)(B), respectively, that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. A new appointee is not eligible for any portion of the HSTA.

3. The FTA and HSTA are composed of four elements:

   a. Miscellaneous Reimbursable Expense. This portion only is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

   b. Wardrobe Expense. This portion is not allowable for a DoD employee.

   c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas—not in the foreign area.

   (1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.
**D. Lease Penalty Expense**

1. **FTA.** This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

2. **HSTA.** This portion is allowed only for a reassigned employee (not a new appointee) PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

**NOTE:** See Ch 5, Part B2 for other allowances relevant to first duty station travel.

**Ch 5, TOC**

**Section B10: PDS Assignment Expense Allowances—Miscellaneous Expense Allowance (MEA)**

**Subsection B10a: Miscellaneous Expense Allowance (MEA)**

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**Subsection B10b: Department of State (DOS) Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)**

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CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

*SECTION 10: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) PDS ASSIGNMENT EXPENSE ALLOWANCES

*SUBSECTION a: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

NOTE TO EDITOR: No further changes to par. 5814. Headers and footers must be changed.

NOTE TO EDITOR: Add new Subsection b

CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

*SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

*SUBSECTION b: DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

*5819 DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance

1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.

2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer

1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but not the FTA allowance. See DSSR, Section 242.6.

2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but not the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)

1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B), respectively that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.

2. A new appointee is not eligible for any portion of the HSTA.
3. The FTA and HSTA are composed of four elements:

   a. Miscellaneous Reimbursable Expense. This portion only is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).

   b. Wardrobe Expense. This portion is not allowable for a DoD employee.

   c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area. Pre-departure subsistence expense is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, Section 242.3

      (1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

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D. Lease Penalty Expense

   1. FTA. This portion is allowable for any DoD employee (including a new appointee) PCSing to/ between a foreign area PDS.

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NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.

5504-C, footnotes 8, 9, and 10

*8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 42605819.

*9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 58191260.

*10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 58194260.

5556-B4

*4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.

   a. Foreign Transfer Allowance (FTA). See par. 1260. When assignment is from a CONUS/non foreign OCONUS area to a foreign OCONUS area PDS, the following are authorized:

      (1) Miscellaneous Expense Portion. DSSR, Section 241.2 and par. 1260,

      (2) Lease Penalty Expense Portion. DSSR, Section 242.4 and par. 1260, and

      (3) Pre Departure Subsistence Expense. This is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. DSSR, Section 242.3
b. Temporary Qtrs Subsistence Allowance (TQSA) (DSSR, Section 120). Provided for temporary lodging occupied upon arrival at a foreign OCONUS area PDS if eligible for a Living Qtrs Allowance (LQA) under the DoDI 1400.25, Vol. 1250 and DSSR Section 031.1.

5558-F6

*6. Lease breaking expense (except as in par. 42605819-D); and

5774-B

*B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. 4260-5819 for TQSE as an FTA component.

5818-A2e

*e. EXCEPTION: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 42605819

5908-I

*I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 42605819.

5916-B NOTE

*NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 42605819.