**070 REPORTING REQUIREMENTS (Eff. 09/27/2020; TL:SR 1004)**

**071 General**

**Each agency shall provide the Department of State, without reimbursement, the reports described in this chapter and such other reports as the Secretary of State may request for the proper allowance, hardship differential, and danger pay classification of foreign posts. In addition, the rates at which allowances are granted by the head of an agency, any revisions in the rates of such grants, and the dates of their commencement, revision and termination, shall be reported to the Government Accountability Office in accordance with provisions of this chapter.**

**072 Reporting Responsibility**

**072.1 Scheduling of Reports**

**Agencies are responsible for preparation and submission of allowance and hardship differential reports as prescribed in Section 072.11 for newly activated posts and in Section 072.12 for established posts. Danger pay is now determined from security information without need for post reporting, as formerly using Form DS-578. (eff. 6/14/2015 TL:SR-866)**

**072.11 Schedule of Allowances and Hardship Differential Reporting - New Posts** (See Sections 911 and 920) **(eff. 6/14/2015 TL:SR-866)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
|  | SF-1190 (Foreign Allowances Application, Grant, and Report), DS-7604 (Living Quarters Summary Expenditure Report), and Section 960 LQA Worksheets | DS-2026 (Hotel & Restaurant Report) | DS-63 (Education Allowance Questionnaire) | DS-267 (Post Hardship Differential Questionnaire) |
| A.     Who Reports | All employees - to claim allowances and difficult-to-staff incentive differential (see Section   077.1).  All agencies - to initiate a review of living quarters allowance rates in Section 920 for "other areas."  All Section 960 LQA Worksheets or DS-7604 containing information as described in section 077.2 which supports claims made on the SF-1190 should be forwarded to the Office of Allowances as soon as possible after arrival of employees at the new post. Submit LQA Worksheets or DS-7604 only. (Do not submit SF-1190's.) | Employing agency of assignees first arriving at new post. (See Section 074.4 for instructions and guidance on reporting) | Employing agency of assignees first arriving at new post if they have school age children, except for Department of Defense. | DS-267 - Required only from newly established posts covered by a hardship differential classified as 5 percent or higher in Section 920.  May be submitted by newly established non-hardship differential posts of assignment or detail if employing agency considers excessively adverse living conditions exist. |
| B.  Extent of Report | Full Report as described in "C" below for assignees who are granted allowances.  (See also Section 077.) | DS-2026.  See Section 074.3 for voluntary reports. | Full report on DS-63 plus school's fee list. | Full report (DS-267) reflecting conditions affecting majority of personnel at post eligible for hardship differential. |
| C.     When Required | (1) Full Report covering allowances and difficult-to-staff incentive differential granted, revised, or terminated at end of pay period during which such actions were effected.   (2) As soon as an employee under the living quarters allowance obtains privately leased quarters at the new post.  Employee should fill in Section 960 LQA Worksheet to support claim for LQA on SF-1190. | As soon as possible after first arrival of assignees at the new post. | Within three months after first arrival of assignees at the new post if they have school age children. | DS-267 Within three months after first arrival of employees assigned or detailed to a hardship differential post or to a post considered to have excessively adverse living conditions. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D.    Number and Distribu-tion of Copies | Original of SF-1190 report will be retained at the site where payment is made.  The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO.  At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post.  SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated.  The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances.  Other copies of the SF-1190's will be distributed in accordance with regulations of the parent agency. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. |

**\*072.12 Schedule of Allowances and Hardship Differential Pay Reporting - Established Posts** (See Sections 911 and 920) (Eff. 09/27/2020; TL:SR 1004)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 |
|  | SF-1190  (Foreign Allowances Application, Grant, and Report); DS-7604(Living Quarters Summary Expenditure Report); and Section 960 LQA Worksheets | DS-2026 (Hotel & Restaurant Report) | DS-63 (Education Allowance Questionnaire) | DS-267  (Post Hardship Differential Questionnaire) |
| A.     Who Reports | All employees - to claim allowances and difficult-to-staff incentive differential (see Section 077.1).  All agencies – annually the Section 960 LQA Worksheets or DS-7604 for posts with employees under the living quarters allowance for review by the Office of Allowances to ensure the adequacy of the rates established in Section 920.  Section 960 Worksheets or DS-7604 will be required only for employees initially occupying privately-leased quarters within the past twelve months or who have changed privately-leased quarters within the past twelve months. (See Section 077.2) | Agency listed in Section 920 is lead agency. See Section 074.4 for instructions, guidance and required coordination with all agencies at post. | Agency listed in Section 920 except Army, Navy, and Air Force.  At Army, Navy, and Air Force posts, civilian agency with majority of personnel will report. | DS-267 - Agency listed in Section 920 at posts classified as 5 percent or higher hardship differential in Section 920.  Report must be coordinated with other agencies at post. |
| B.     Extent of Report | Full Report as described in Section 077 and in "C" below | DS-2026 as listed in Section 920.  See Section 074.3 on voluntary reports. | Report changes  on DS-63 plus school's fee list. | DS-267 every four years. |
| C.     When   Required | (1) Full Report covering allowances and difficult-to-staff incentive differential granted, revised, or terminated at end of pay period during which such actions were taken.   (2) Full Report as described in Section 077.2 for each employee who has initially occupied privately-leased quarters in the past twelve months or has changed privately-leased quarters in the past twelve months is required in the month listed in Section 920. | Month listed in Section 920.  See Section 074.3 for voluntary reports. | Annually, during month shown in Section 920.  Interim reports may be submitted at any time. | DS-267 – At the interim two year mark, the Office of Allowances will review information from Diplomatic Security, Medical Services, Overseas Schools and Environmental Protection Agency. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| D.     Number and Distribu-tion of Copies | Original of SF-1190 report will be retained at the site where payment is made.  The form will be filed by agency by fiscal year and retained for site audit or forwarded to designated centralized locations as may be requested by the parent agency or the GAO.  At the time a request for the original form is made, unless otherwise specified by the parent agency, reproduced copies may be made for interim use at the post.  SF-1190's will be retained for a period of 3 full fiscal years after the fiscal year in which all allowances granted on the form have been terminated.  The annual housing report (Section 960 LQA Worksheets or DS-7604) will be sent through channels to the Office of Allowances.  Other copies of the SF-1190s will be distributed in accordance with regulations of the parent agency. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. | In accordance with regulations of parent agency.  Originals through agency channels to the Office of Allowances, Department of State. |

**072.2 Notification Regarding New and Closed Posts**

**Agencies shall notify the Department of State (Attention: Office of Allowances) immediately upon assignment of personnel to any post in a foreign area to which no employee of their agency is currently assigned. They shall also notify the Department of State immediately when no personnel of their agencies remain assigned to a post listed in Section 920 and they do not intend to assign personnel to that post in the near future.**

**072.3 Procedure in Event of Delayed Reports**

**072.31 Importance of Reports to Agencies and Personnel at Post**

**It is important to every agency having staff in foreign areas and to every member of such staff that the prescribed allowance reports be carefully prepared and submitted in strict conformity with the reporting schedules in Sections 072.11 (new posts) and 072.12 (established posts). Otherwise, employees may not receive the allowances or hardship differential for which they are eligible. (eff. 6/14/2015 TL:SR-866)**

**072.32 Action in Event of Delayed Reports**

**If for any reason a report cannot be submitted when due, the following actions shall be taken: (a) at a Foreign Service post, the principal officer shall notify the Department of State (Attention: Office of Allowances); (b) non-State posts shall notify their parent Washington office which, in turn, shall inform the Office of Allowances, Department of State. Notification shall include the reason for delay and an estimate of the date on which the report will be submitted.**

**\*072.33 Not in use (Eff. 09/27/2020; TL:SR 1004)**

**072.34 Penalty for Unduly Delayed Reports**

**Specific and well documented presentation must be made by the Secretary of State to the Office of Management and Budget and to the Congress showing that the allowances and hardship differential classifications are in keeping with legislative intent. If there should be considerable unexplained delay in the receipt of the reports as scheduled, the Secretary of State may find it necessary to reduce or eliminate the post's allowance or hardship differential classification, pending submission of the reports. (eff. 6/14/2015 TL:SR-866)**

**\*073 Report Forms (Eff. 09/27/2020; TL:SR 1004**

**073.1 DS-267, Post Hardship Differential Questionnaire**

**Information reported on DS-267 provides the basic data needed to determine the hardship differential posts in foreign areas and the appropriate rate of hardship differential for each.**

**\*073.2a. Post (Cost of Living) Allowance (COLA) (Eff. 09/27/2020; TL:SR 1004)**

**Indexes of living costs in the foreign areas come from private firms and are used to establish the foreign posts’ COLA. Deliverables arrive annually every Summer and biannually for posts experiencing hyperinflation. COLA rates are available on the Office of Allowances’ internet website at** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**b. DS-2026, Hotel and Restaurant Report**

**Information reported on DS-2026 provides hotel and restaurant information to determine per diem rates for USG employees traveling to posts in foreign areas.**

**073.3 DS-63, Education Allowance Questionnaire**

**DS-63 and the school's fee list provide information needed to determine education allowance classifications.**

**073.4 Standard Form (SF) 1190, Foreign Allowances Application, Grant and Report**

**Under authority delegated to the Department of State by the Comptroller General of the United States, SF-1190 is prescribed to provide a uniform method of: (1) applying for payment of allowances and the difficult-to-staff incentive differential (and post hardship differential and danger pay if application required by employing agency) by employees; and (2) recording the authorization of allowances and the difficult-to-staff incentive differential to employees for payment and audit procedures. (Post hardship differential and danger pay are already granted to eligible employees under the provisions of Section 520 and Section 651, respectively, of these regulations and need not be authorized on SF-1190. Nonetheless, provision is made on the form for approval of payment of post hardship differential and danger pay for agencies which desire to use such approval.)**

**Agencies may reproduce worksheets in Section 960 to use as support for allowance claims made on SF-1190. Worksheets are provided for: Temporary Quarters Subsistence Allowance, Living Quarters Allowance, Extraordinary Quarters Allowance, Foreign Transfer Allowance, Home Service Transfer Allowance, and Education Allowance.**

**\*073.5 DS-578, Danger Pay Factors (No longer used) (Eff. 09/27/2020; TL:SR 1004)**

**Information reported regularly by U.S. security authorities provides the data needed to determine danger pay posts in foreign areas and the appropriate rate of danger pay, obviating the need for post reporting formerly done using DS-578, Danger Pay Factors Form.**

**\*073.6 Location of Allowances and Differentials Report Forms**

**(Eff. 09/27/2020; TL:SR 1004)**

**DS-2026 and DS-63 are available on the Department of State's external website (**<https://eforms.state.gov/>**). DS-267 is available from the Department of State’s Office of Allowances (**[**AllowancesO@state.gov**](mailto:AllowancesO@state.gov)**). SF-1190 is available at** [**https://www.gsa.gov/reference/forms**](https://www.gsa.gov/reference/forms) **.**

**\*074 Reporting Data for Foreign Area Per Diem Rates (Eff. 09/27/2020; TL:SR 1004)**

**074.1 DS-2026**

**DS-2026, Hotel and Restaurant Report, is used to review and establish appropriate foreign travel per diem rates. Foreign area per diem rates are available on the Office of Allowances’ internet website at** [**https://aoprals.state.gov/**](https://aoprals.state.gov/)

**074.2 Required Submission of DS-2026**

**As shown in Sections 072.11 and 072.12, DS-2026 (Hotel and Restaurant Report) will be submitted by both new and established posts in accordance with reporting requirements in Section 920. The instructions on DS-2026 should be followed in preparing the Hotel and Restaurant Report.**

**All agencies having responsibility to prepare and submit reports shall provide complete, accurate and supportable information in the biennial hotel and restaurant reports. Reporting posts shall maintain a record of the reservations made in local hotels for Federal travelers and use this information as the basis for selecting lodging facilities for the biennial hotel and restaurant reports. To the maximum extent possible, this information should be fully representative of all hotel reservations made for typical Federal travelers by all U.S. Government agencies in a specific location.**

**DS-2026 shall be sent to the Department of State, Office of Allowances, under cover of a memorandum signed by the officer responsible for preparing the report certifying that the Hotel and Restaurant Report (DS-2026) is accurate, complete, current and in compliance with the Standardized Regulations.**

**074.3 Changes in Hotel Situation**

**Whenever a substantial change in hotel costs occurs, new hotels are built or old ones cease to be available or acceptable, a revised DS-2026 should be sent in advance of the regularly scheduled submission so that the travel per diem rate may be reconsidered.**

**\*075 Reporting Data for Post Hardship Differential and Danger Pay**

**\*075.1 Post hardship differential reporting is done on a quadrennial basis. Detailed instructions appearing on the Post Hardship Differential Questionnaire (DS-267) shall be followed in preparing post’s report. This form must be submitted every four years. The submission must reflect the current environmental situation as it affects the majority of eligible personnel assigned to the post. (Eff. 09/27/2020; TL:SR 1004)**

**075.2 Conditions warranting a danger pay allowance are reviewed annually, or more frequently when necessary (See 072.1, 653.1 and 653.3). With level of danger pay established through central security review of local conditions, there is no longer need for post to report conditions using DS-578, as formerly. (eff. 6/14/2015 TL:SR-866)**

**\*076 Reporting Data for the Education Allowance**

**Detailed instructions appearing on the Education Allowance Questionnaire (DS-63) shall be followed in its preparation. Each submission must reflect the current educational situation as it affects the majority of eligible personnel assigned to the post who have school-age children. (Eff. 09/27/2020; TL:SR 1004)**

**077 Use of SF-1190, Foreign Allowances Application, Grant, and Report**

**077.1 Applying for Payment of Allowances and Difficult-To-Staff Incentive Differential on SF-1190**

**Employees eligible for temporary quarters subsistence, living quarters, extraordinary quarters, post, foreign transfer, home service transfer, separate maintenance, or education allowances and difficult-to-staff incentive differential shall apply for those allowances and/or differential on SF-1190 in accordance with implementing regulations of each agency and by completing all boxes on the form and marking "NA" in boxes not applicable. (See also Sections 072.11 and 072.12.)**

**077.2 Required Annual Reporting of Quarters Expenses on Section 960 LQA Worksheets and Living Quarters Summary Expenditure Report (DS-7604)**

**All posts having employees eligible for the living quarters allowance are required to submit a quarters expense report annually for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months. This report is needed to review the adequacy of the living quarters allowance rates listed in Section 920. (eff. 5/1/05 TL:SR 650)**

**The latest Section 960 LQA Worksheet on file, supporting the SF-1190 claim for LQA, showing the annual expenses being incurred for living quarters must be furnished for each employee receiving a living quarters allowance who has initially occupied privately-leased quarters or has changed privately-leased quarters in the past twelve months. All boxes should be completed by the employee except those marked “For Official Use Only”. Additional information may be continued in block 18 (Remarks). The Section 960 LQA Worksheets shall be sent to the Department of State, Office of Allowances, as of the “Reporting Schedule” month shown in Section 920, under cover of a memorandum signed by the officer designated to grant allowances or his/her delegate, certifying that the reports represent actual expenses incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied or changed privately-leased quarters in the past twelve months.**

**Instead of the individual Section 960 LQA Worksheets for employees initially occupying privately-leased quarters or changing privately-leased quarters in the past twelve months, agencies may submit a Living Quarters Summary Expenditure Report (DS-7604). The DS-7604 must include a statement by the officer designated to grant allowances or his/her delegate, certifying that the form provides accurate information for allowable expenses as extracted from the Section 960 LQA Worksheets.**

**The submission may be accompanied by a listing of individual houses or apartments rented for employees by the U.S. Government during the last 12 months and the estimated (actual when available) annual expenses for each unit for rent and utilities. (Do not include data for entire apartment houses, hotels or other similar multiple residential units.)**

**077.21 Voluntary Submission of Interim Quarters Reports**

**In addition to the regularly scheduled submission, posts may, when they believe their living quarters allowance classification to be inconsistent with current quarters costs, file a revised report showing living quarters expenses for all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. A covering memorandum should include any relevant information not provided on the worksheets or DS-7604. The memorandum shall be signed by the officer designated to grant allowances or his/her delegate, certifying that the report represents actual expenses being incurred for living quarters by all employees at the post receiving a living quarters allowance who have initially occupied privately-leased quarters or changed privately-leased quarters in the past twelve months. The filing of an interim quarters cost report does not relieve the post from submitting the next regularly scheduled report. The Department of State may request an interim report whenever it has reason to believe that the quarters allowance classification is significantly out of line with quarters costs.**

**077.3 Granting Allowances and Difficult-To-Staff Incentive Differential on SF-1190**

**077.31 General**

**Except as otherwise noted below and unless an exception is granted by the Department of State, each agency shall grant, revise and terminate temporary quarters subsistence, living quarters, extraordinary quarters, post, foreign transfer, home service transfer, separate maintenance, and education allowances and difficult-to-staff incentive differential on SF-1190 in accordance with provisions of these regulations and implementing parent agency regulations. Except for a special allowance grant under authority of Section 013, an allowance once granted may remain in effect until revision or termination is required by applicable provisions of these regulations and implementing parent agency regulations.**

**When a SF-1190 is used to grant, revise or terminate allowances it must be signed, in block 26, by the head of agency or the official designated to grant allowances. When a reviewing official is required (in addition to the approving official) he/she should sign in block 25. Fill in only necessary fields on SF-1190 for revisions and terminations. Use “Remarks” block 18 for additional detail or attach applicable Section 960 Worksheet.**

**As exceptions to this procedure, necessary revisions in post (“cost of living”) allowance grants:**

**a. for all employees resulting from a pay act salary adjustment may be made on a group basis using white bond paper or computer generated report. The mass action document must show: (1) the employees' names, (2) posts of assignment, (3) salaries, (4) family status (Section 040m) using the following code: "1" for one adult (exclusive of the employee), "1 c" for one child and "1-1 c" for one adult and child, etc., and (5) the name, signature and title of the authorizing officer;**

**b. for individual employees, allowance changes resulting from promotions, or periodic pay step increases may be made by using a copy of the agency's payroll change action form.**

**As a further exception, necessary revisions in living quarters allowance grants resulting from living quarters allowances classification changes may be made and documented on a group basis. This mass-action document must show: (1) the employees’ names, (2) posts of assignment, (3) personnel classification of employees, (4) family status, (5) effective date of LQA change, and (6) the name, signature and title of the authorizing officer.**

**(NOTE: Each post must still consider individual grant revisions under the provision of Section 134.2 and must still furnish the Department of State the annual report of quarters expenses on Section 960 LQA Worksheets or DS-7604 as provided in Section 077.2.)**

**077.32 Special Rules**

**a. Granting Separate Maintenance Allowances**

**When granting a separate maintenance allowance the following data must be shown in block 18, Remarks, of the SF-1190:**

**(1) the date of the employee's assignment to the post;**

**(2) the date on which the employee began official travel to the new post under an order of assignment;**

**(3) the date on which the separation from the dependent(s) occurs.**

**b. Granting Education Allowances**

**When granting an education allowance the following data, if applicable, must be shown in either block 18, Remarks, of the SF-1190 or the Remarks box on Section 960 Education Allowance Worksheet:**

**(1) the computations used in prorating grants; and**

**(2) the reason for granting a second education allowance for a repeated grade.**

**c. Granting Difficult-To-Staff Incentive Differential**

**When granting a difficult-to-staff incentive differential the following citation must be shown in block 18, Remarks, of the SF-1190:**

**(1) Date of arrival at post; and**

**(2) Date of completion of one year at post.**