**DIFFICULT TO STAFF INCENTIVE DIFFERENTIAL (Interim eff.08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)**

**1000 General**

\*The head of an agency or designee may grant a Difficult To Staff Incentive Differential (also referred to as a Service Need Differential) to an employee assigned to a foreign post with a Post Hardship Differential (DSSR 500) of five percent or higher upon a determination that especially adverse conditions of environment warrant additional pay as a recruitment and retention incentive to fill the employee’s position at that post. (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

**1010 Agency Determination**

\*a. The head of an agency or designee may authorize the payment of an individual grant of a Difficult To Staff Incentive Differential of up to an additional 15 percent over basic compensation to employees assigned to a foreign post. If the post for which the Difficult to Staff Incentive Differential is authorized is also authorized for Danger Pay Allowance (DSSR 650), the combination of the Danger Pay Allowance and the Difficult To Staff Incentive Differential may not exceed 35 percent of the basic compensation. Only employees eligible to receive Post Hardship Differential as defined in DSSR 500 may receive the Difficult To Staff Incentive Differential. (Interim eff.08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

\*b. The head of an agency or designee may authorize payment of the Difficult to Staff Incentive Differential on a position-by-position, occupational specialty, and/or post-by-post-need. (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

\*c. The head of an agency or designee may only authorize payment of a Difficult to Staff Incentive Differential to employees assigned to posts which are authorized for a 5, 10, 15, 20, 25, 30 or 35 percent Post Hardship Differential at the time of assignment or extension of tour of duty. Posts receiving such Post Hardship Differential are listed in DSSR Section 920, Post Classification and Payment Tables, column 3 (Post Hardship Differential Rate). (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

d. Agencies will maintain their list of Difficult to Staff Incentive Differential designations.

\*e. Should Post Hardship Differential at a post of assignment be reduced to zero, an employee assigned to a position determined to be difficult to staff will continue to receive the Difficult To Staff Incentive Differential until conclusion of the assigned tour of duty or permanent departure from post of assignment. (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

f. The Difficult to Staff Incentive Differential is not subject to any ceiling which would provide a payment less than the full percentage rate prescribed for the post.

**\*1020 Payment**

Certifying officers may approve and execute grant payments periodically or in a lump sum. Authorizing and certifying officers will pay the grant upon the submission by an employee of a properly executed SF-1190 and confirmation by the authorizing office that the payment is appropriate. (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)

**\*1030 Commencement (Interim eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)**

**1031 Newly Appointed or Transferred Employees**

**The computation of the Difficult to Staff Incentive Differential for an employee shall commence as of the latest of the following dates:**

**a. date employee arrives at their post of assignment;**

**b. date of entrance on duty, if the employee was recruited locally (Sections 031.12 and 031.3); or**

**c. effective date of assignment, if employee is already at the post on detail or leave.**

**1032 Upon Return to Post of Assignment**

**To an employee whose Difficult to Staff Incentive Differential was temporarily terminated during a period of absence from their post, computation shall recommence as of the date of their return to their post of assignment.**

 **\*1040 Termination (Interim Eff. 08/14/2022 TL:SR 1053; Final eff. 09/11/2022 TL:SR 1055)**

**The Difficult to Staff Incentive Differential shall terminate as of the earliest of the following:**

**a. close of business on the thirtieth consecutive calendar day the employee is temporarily absent from their post of assignment on travel orders (also including authorized or ordered departure) or personal travel;**

**b. close of business on the day the employee departs post for transfer;**

**c. close of business on the day the employee departs post for Home Leave, Home Leave/Return to Post, or Renewal Agreement Travel); or**

 **d. close of business on the day the employee separates (DSSR 040r).**