**260 SEPARATE MAINTENANCE ALLOWANCE (Eff. 01/16/2022; TL:SR 1038)**

**261 Description**

**261.1 Definitions (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. "Separate maintenance allowance"(SMA) is an allowance to assist an employee to meet the additional expenses of maintaining members of family elsewhere than at the employee's foreign post of assignment. There are three types of SMA: Involuntary (ISMA), Voluntary (VSMA), and Transitional (TSMA):**

**(1) "Involuntary separate maintenance allowance" (ISMA) may be granted because of dangerous, notably unhealthful, or excessively adverse living conditions at the employee's post of assignment in a foreign area, or for the convenience of the Government. (See 262.1.)**

**(2) "Voluntary separate maintenance allowance" (VSMA) may be granted to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member(s). (See 262.2.)**

**(3) "Transitional separate maintenance allowance" (TSMA) may be granted to an employee whose family members temporarily occupy commercial quarters following termination of an evacuation or in connection with an unaccompanied assignment. (See 262.3.)**

**b. "Member of family" means an individual as defined in Section 040m (1) through (4), except that, to be considered a member of family for separate maintenance allowance purposes, parents, sisters and brothers must have resided with the employee for a period of at least 12 months immediately prior to the date of application. Agencies may waive the 12-month co-residency requirement if the employee's immediate previous foreign posting was unaccompanied (or the employee’s onward foreign posting is unaccompanied).**

**c. "Child", for determining appropriate SMA payment amounts (see SMA table at 267.1a), is a family member who is unmarried and under 21 years of age as defined in 040m (2) and (4). For ISMA, dependent children, including brothers and sisters, must be under age 21 or incapable of self-support unless they are attending secondary school. For VSMA, dependent children must be under age 18 or incapable of self-support unless they are attending secondary school (i.e., grades 9-12).**

**d. "Adult", for determining appropriate SMA payment amounts (see SMA table at 267.1a), includes the employee's spouse, domestic partner and any of the other members of the employee's family as defined in 040m who are 21 years of age or older.**

**261.2 Scope**

**SMA is intended to assist in offsetting the additional expense incurred by an employee who is compelled by the circumstances described below to maintain a separate household for the family or a member of the family. An employee who is receiving SMA on behalf of a member of family is not eligible for other allowances or benefits under these regulations on behalf of that member of family except as provided under 242.7, 252.8, 262.5 and 267.2.**

**262 Circumstances Warranting SMA**

**SMA may be granted to an employee whenever the head of agency determines that the employee is compelled to maintain any or all members of family elsewhere than at the foreign post of assignment because of the following circumstances:**

**262.1 Involuntary SMA (ISMA) - For the Convenience of the Government**

**An agency may authorize ISMA when adverse, dangerous, or notably unhealthful conditions warrant the exclusion of members of family from the area or when the agency determines a need to exclude members of family from accompanying an employee to the area. Dependent children, including sisters and brothers, must be under age 21 or incapable of self-support, unless they are attending secondary school (i.e., grades 9-12). (See also 261.1b and 264.1.)**

**262.2 Voluntary SMA (VSMA) - For Special Needs or Hardship of the Employee (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**An agency may authorize VSMA when an employee requests VSMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, educational or family considerations for family members as defined at DSSR 040m. Dependent children, including sisters and brothers, must be under age 18 or incapable of self-support, unless they are attending secondary school (i.e., grades 9-12). (See also 264.2.)**

**Unless specifically designated otherwise by the head of agency, family members on VSMA are considered to be officially residing in the U.S.**

**262.3 Transitional SMA (TSMA) - Following the Termination of an Evacuation or in Connection with Commencement/Termination of an Unaccompanied Tour (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**An agency may authorize TSMA for reason(s) outlined in (a) through (e) below to assist an employee with additional costs incurred when family members are required to temporarily occupy commercial housing while establishing permanent housing following an evacuation or, in the case of (d) or (e) below, in connection with unaccompanied assignments. Temporary commercial housing is housing that is occupied on a short-term basis, such as a hotel, motel, commercially-leased house or apartment, or other transient-type commercial establishment. Employees whose family members reside in non-commercial housing, housing that can be occupied for a longer term or housing that is considered private, may not receive TSMA. Examples of non-commercial housing include employee-owned housing, living with family or friends, and apartment rentals where the lease term is longer than six months.**

**For TSMA rates, refer to the tables at 267.1.b.**

**a. Following the Termination of an Evacuation and the Conversion of a Post to an Unaccompanied Status**

An agency may authorize TSMA when a post is converted to any unaccompanied status upon termination of an authorized/ordered departure and family members are occupying temporary commercial housing.

TSMA under this paragraph (a) may be granted for a period up to sixty (60) calendar days after the end of an evacuation when the post is converted to any unaccompanied status.

When the head of an agency or an authorizing official determines, on a case by case basis, that extreme or unusual circumstances are present, the period of time for TSMA under this paragraph (a) may be extended for not more than thirty (30) additional calendar days. An example would be that the employee has made every effort to get the full Household Effects (HHE) shipment to the family members but, due to restrictions or difficulties in transport, the family has not received the full HHE shipment necessary to establish a permanent residence.

**b. Following the Termination of an Evacuation and Reversion of Post to Accompanied Status--For Educational Considerations**

An agency may authorize TSMA when family members are in temporary commercial housing and choose to remain at the safehaven when their evacuation has been terminated. (effective 1/11/2015 with TL:SR-855)

TSMA under this paragraph (b) may be granted for a period of up to ninety (90) calendar days after the end of an evacuation.

**c. Following Termination of an Evacuation and Reversion of Post to Accompanied Status--For Other Situations**

If an employee and/or family members cannot return to post for reasons beyond the employee’s control, and the employee with family members, or family members alone, were occupying temporary commercial lodging at the time that an evacuation ended and the post reverted to accompanied status, then the agency may authorize TSMA under this paragraph (c) on a case-by-case basis for up to thirty (30) calendar days.

**d. When Family Members Must Depart from an Accompanied Foreign Post Because Employee's Next Foreign Post Is Unaccompanied**

**An agency may authorize TSMA pending commencement of ISMA when family members are required to occupy temporary commercial quarters at the authorized ISMA location following their departure from an accompanied foreign post because they are not permitted to reside with the employee at his/her onward foreign post of assignment.**

**TSMA under this paragraph (d) may be granted for a period of up to sixty (60) calendar days after the family members arrive at the ISMA location and occupy temporary commercial housing. TSMA shall not be paid for family members for days for which the employee receives per diem on behalf of the same family member(s).**

**e. When Family Members on ISMA Prepare To Depart ISMA Point for Employee’s Next Foreign or Domestic Post (Accompanied)**

**An agency may authorize TSMA when family members on ISMA are required to vacate their permanent housing at the ISMA location and occupy temporary commercial quarters immediately prior to their departure from the ISMA point to join the employee at his/her new foreign or domestic post of assignment, when: the new post is accompanied; the ISMA location is at least 50 miles from, or in a different country than, the location of the next foreign or domestic post of assignment; and the employee has not yet departed on transfer orders from the overseas unaccompanied post of assignment.**

**TSMA under this paragraph (e) may be granted for a period of up to ten (10) calendar days after the family members occupy temporary commercial housing prior to the employee’s departure from the overseas unaccompanied post of assignment. TSMA shall not be paid for family members for days for which the employee receives per diem on behalf of the same family member(s).**

**262.4 Separation from Family Member (Eff. 09/27/2020; TL:SR 1004)**

**a. For Voluntary SMA, the separation from the family member must reasonably appear to require a separation for at least 90 consecutive calendar days and be for conditions described in Section 262.2, except as provided below:**

**Exceptions: The 90-day period may be reduced to 30 days and the change-of-election provisions of 264.2b do not apply when:**

**(1) adequate medical facilities in the area are not available for pre- and post-natal care; or**

**(2) family members are detained in the United States for medical clearance; or**

**(3) children must begin or complete a school year before the employee has arrived at post or after the employee has departed on transfer to another post in a foreign area.**

**After expiration of the 90-day or 30-day periods, a grant previously not authorized under this section may be made for the entire period of separation if the condition necessitating separate maintenance continued for a longer period.**

**b. For Involuntary SMA, the 90-day or 30-day separation period of 262.4a does not apply to family members. Involuntary SMA is effective the first day of separation, provided that Form SF-1190 has been submitted.**

**262.5 Education Allowance for Involuntary SMA Location**

**When SMA is granted for the Government's convenience (ISMA), and a foreign area is authorized as an official ISMA location, an employee can be authorized an education allowance within the applicable "school-at-post" education allowance rate for the officially authorized foreign ISMA location on behalf of a child authorized to reside at that ISMA location, unless the child has arrived at a selected educational institution under educational travel authority within the last 12 months (see 282). (Eff. 5/23/2010 TL:SR-734)**

**263 Circumstances Not Warranting SMA**

 **SMA is not warranted when the circumstances described below exist**

**263.1 Member of Family Not Normally Residing With Employee**

**When a member of family would not normally reside with the employee, this individual does not meet the definition of member of family;**

**263.2 Married Couple Employees or Domestic Partnership Employees (eff. 01/19/2020 TL:SR 986)**

**When the spouse or domestic partner of an employee is either a member of the military services or is a U.S. Government civilian employee subject to worldwide assignment availability. However, a career or probationary career employee in leave without pay status (LWOP) is considered a dependent for whom SMA payments may be made;**

**When the child of married couple employees or domestic partnership employees subject to worldwide assignment availability is residing with the other employee parent, regardless of whether the child was previously on the orders of the employee requesting SMA on behalf of the child. However, if the married couple employee or domestic partnership employee subject to worldwide assignment availability is in leave without pay (LWOP) status he/she is considered a dependent then SMA payments may be made on behalf of the child.**

**263.3 Separation/Divorce/Dissolution (final eff. 8/30/2009 TL:SR 715)**

a. W**hen a legal separation or a separation occurring through a divorce decree, whether limited interlocutory or final, exists between an employee and spouse. A legal separation is deemed to exist at such time as either the employee or spouse shall have initiated action affecting the status of the marriage, including (1) a divorce/dissolution action, (2) a separate maintenance action, or (3) any type of formal or informal written agreement, such as a property settlement agreement, indicating legal separation. A separate maintenance action is one against a spouse for permanent or temporary support and maintenance for the moving spouse, and for support, maintenance and education of minor children; (eff. 6/12/05 TL:SR 652)**

**b. When there is a dissolution of an employee's domestic partnership. A dissolution is deemed to occur at such time as either the employee or domestic partner shall have initiated action affecting the status of the domestic partnership, including a legal action relevant to the continued existence of the domestic partnership or any type of formal or informal written agreement, such as a property settlement agreement, indicating dissolution.**

**263.4 Lack of Legal Custody of Child (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**When a child's legal custody is vested, in whole or in part, in a person other than the employee or the employee's current spouse or domestic partner. SMA may be granted, however, when the employee (or current spouse or domestic partner) has joint legal custody, the child does not reside with the other parent, and it is established that except for the circumstances described in Section 262 the child would reside with the employee and the employee's current spouse or domestic partner;**

**263.5 Child Receiving A School Away from Post Education Allowance**

**When a child is receiving a "school away from post" education allowance grant under these regulations Voluntary SMA is not warranted. ISMA payments may be received during the official break between school years if the government will not permit the child to join the employee at post**; **(eff. 6/12/05 TL:SR 652)**

**263.6 Child on Educational Travel**

**When a child travels on "educational travel" at the secondary level, for the 12-month period following that travel/trip;**

**263.7 Voluntary SMA Within the Same Country or Within 300 Miles of Employee**

**When the member of family on Voluntary SMA is residing within the same country or within 300 miles (one-way road mileage) from the employee;**

**263.8 SMA Payment Withheld if Per Diem Payable**

**While the member of family is eligible for travel per diem.**

**263.9 Transitional SMA When ISMA Point and Onward Post Are Less Than 50 Miles Apart in the Same Country**

**TSMA under section 264.3(e) is not payable when the approved ISMA location is less than 50 miles from the next foreign or domestic post of assignment if that new posting is within the same country as the ISMA location.**

**264 Application and Supporting Data: (In addition to data required by 077.32a)**

**264.1 Involuntary SMA (ISMA) - For Convenience of the Government (eff. 05/17/2015 TL:SR-864)**

**An SMA application based on "for the convenience of the Government" reasons should be annotated in box 18 of the SF-1190 to reflect the following circumstances where appropriate:**

**(1) Where housing facilities at the post are subject to control by United States military authorities, a foreign government, or some other authority, and are not available for use by the family member.**

**(2) Where the head of agency determines that a host government policy or practice prevents a family member or family members of the employee from residing at post. When submitting applications for involuntary SMA for this reason, employees shall include a statement from the Chief of Mission, or such other person or group of persons as the head of agency may designate, describing how the family member or members are prevented from residing at post. (eff. 05/17/2015 TL:SR-864)**

**(3) Where, in the interest of the Government, the agency has:**

**a. withheld or terminated authority for the family member's transportation to the post; or**

**b. recommended that the family member leave the post of assignment.**

**(4) Applications based upon health factors shall be supported by a statement from the attending physician. Grants shall also be supported by a ruling by reliable medical authority, that is, the ranking medical officer attached to the agency, or by such other person or group of persons as the head of agency may designate.**

**264.2 Voluntary SMA (VSMA) - Based on Special Needs or Hardship of the Employee (interim eff. 7/5/2009 TL:SR 711; final eff. 8/30/2009 TL:SR 715)**

**a. An SMA application based on the needs or hardship of the employee should include in box 18 of SF-1190 a statement from the employee certifying the circumstances of special need or hardship and stating that such circumstances do not:**

**(1) include legal separation (see Section 263.3a) between employee and spouse or separation occurring through a divorce decree, whether limited, interlocutory, or final; or**

**(2) include dissolution (see Section 263.3b) of an employee's domestic partnership; or**

**(3) involve a child whose legal custody is vested, in whole or in part, in a person other than the employee or the employee's current spouse or domestic partner. When the employee has joint legal custody, a statement must include that child will not reside with the other custodial party; or**

**(4) include a child, brother or sister, 18 years of age or over (see Section 262.2). If the child will be attending secondary school beyond age 18, the employee when applying for VSMA must certify that VSMA will be terminated within three months from the day the child leaves the secondary school.**

**b. At the time of assignment an employee must elect (1) to have an family member included on the employee's travel orders or (2) not placed on the travel orders and instead be placed on VSMA. After this initial election, the employee may request that VSMA either commence/terminate, depending on the initial election, only once for each member of family during a tour. However, this change cannot occur during the employee's first or last 90 days at post (for exceptions, see 262.4a).**

**EXCEPTION: Following termination of an authorized/ordered departure an employee may elect VSMA at the official safehaven for family members previously eligible for SEA payments under DSSR Chapter 600 and for whom round-trip travel expenses have already been authorized. The employee may be permitted to then terminate this VSMA and these family members may be permitted to return to post provided return travel to post does not occur during the employee's last 90 days at a post of assignment. Such termination and return are available only if no other allowances or benefits under these regulations are authorized for family members during a period of SMA commenced under this exception. No additional expenses for travel, access to goods in storage, shipment of household effects or other such SMA-related expenditures may be incurred on their behalf.**

**264.3 Transitional SMA (TSMA) - Following the Termination of an Evacuation or in Connection with Commencement/Termination of an Unaccompanied Tour (Eff. 09/27/2020; TL:SR 1004)**

**a. Following the Termination of an Evacuation and Conversion of Post to Unaccompanied Status (262.3a)**

**1. A TSMA application under this paragraph (a) for days 1 through 60 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**(a) The employee’s family members were evacuated from post.**

**(b) The evacuation has been terminated and post has been converted to any unaccompanied status.**

**(c) The family members are occupying temporary commercial quarters.**

**2. In addition to 264.3a (1) requirements, a TSMA application for days 61 through 90 should include in box 18 of the SF-1190 the extreme or unusual circumstances which warrant extension of Transitional SMA beyond 60 days.**

**3. A TSMA application should include documents certifying that the family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements.**

**b. Following the Termination of an Evacuation and Reversion of Post to Accompanied Status - For Educational Considerations (262.3b) (Eff. 09/27/2020; TL:SR 1004)**

**1. A TSMA application under this paragraph (b) for days 1 through 90 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**(a) The employee’s family members were evacuated from post.**

**(b) The evacuation has been terminated during the school year and the family members wish to remain at the safehaven in order for the child to complete the current academic term.**

**(c) The family members are occupying temporary commercial quarters at the safehaven.**

**(d) The family members intend to return to the post following completion of the current academic term. However, if return to post would be within employee’s last 90 days at post [see 264.2b under EXCEPTION], then family members would need to be placed on voluntary SMA following the 90 days under 262.3b TSMA for the remainder of employee’s time at post. Note: if, within the 90-day TSMA 262.3b period, the family members intend not to return to post, the employee must submit an updated SF-1190 stating date the family intended not to return to post. Voluntary SMA would commence from the day following the date of intent not to return to post.**

**2. A TSMA application should include documents certifying that the family members are occupying commercial quarters at the time of the application. These documents may include, but are not limited to, receipts and/or lease agreements. The last day of school should also be noted on the TSMA application.**

**c. Following Termination of an Evacuation and Reversion of Post to Accompanied Status -- For Other Situations (262.3c)**

**A TSMA application under this paragraph (c) for days 1 through 30 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee's family members were evacuated from post.**

**2. Reason(s) family members cannot return to post which are beyond employee's control.**

**3. The family members are occupying temporary commercial quarters at the safehaven.**

**d. When Family Members Must Depart from an Accompanied Foreign Post Because Employee's Next Post Is Unaccompanied (262.3d)(effective 1/11/2015 with TL:SR-855)**

**A TSMA application under this paragraph (d) for days 1 through 60 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee's family members are occupying temporary commercial quarters at their prospective/authorized ISMA location while looking for, or awaiting availability for occupancy of their own, permanent quarters.**

**2. The employee has been transferred to an unaccompanied post and just prior to this transfer the employee's family members officially resided with the employee at an accompanied foreign post of assignment.**

**3. The family members are not occupying permanent quarters.**

**e. When Family Members on ISMA Prepare To Depart ISMA Point for Employee’s Next Foreign or Domestic Post (Accompanied) (262.3e)**

**A TSMA application under this paragraph (e) for days 1 through 10 should be annotated in box 18 of the SF-1190 to reflect the following circumstances:**

**1. The employee will be transferred from an unaccompanied foreign post to an accompanied foreign or domestic post.**

**2. The family members have been on ISMA at an approved ISMA location at least 50 miles from, or in a different country than, the onward post of assignment while the employee was at the unaccompanied post and now must vacate their permanent quarters and occupy temporary commercial quarters at their official/authorized ISMA location prior to commencing travel from that location to join the employee at the foreign or domestic accompanied post.**

**3. The family members are occupying temporary commercial quarters at the ISMA point.**

**265 Commencement And Continuation of Grant**

**265.1 Upon Assignment to a New Post**

**The grant of ISMA or VSMA to an employee in connection with assignment to a new post shall commence as of the latest of the dates on which the:**

**(1) employee submits SF-1190 application for SMA grant (See also 262.4a and 262.4b); or**

**(2) employee begins official travel under an assignment order; or**

**(3) separation from the family member occurs (See also 263.8).**

**265.2 During Assignment to a Post**

**If ISMA or VSMA is granted to an employee during the period of service at a post of assignment, the grant shall commence as of the latter of the following dates:**

**(1) date on which employee submits SF-1190 application for SMA grant (See 262.4a and 262.4b); or**

**(2) date on which the separation from the member of family occurs (See also 263.8).**

**265.3 During Employee's Absence from Post**

**The grant shall continue during the absence of the employee from the post provided the employee maintains quarters at the post, unless terminated under the provisions of 266.2 or 266.3.**

**265.4 During Visit of Member of Family to Post**

**The grant of SMA on behalf of a member of family may continue during the family member's visit to post when the visit is for thirty (30) consecutive days or less, providing the member of family is again en route to the SMA point by the 31st day and the number of days the family member stayed at the post has not exceeded 90 days during one 12-month period (See 266.1).**

**266 Suspension/Termination of Grant**

**266.1 During Visit of Member of Family to Post**

**The grant of ISMA or VSMA on behalf of a member of family shall be suspended the day that the family member arrives at post when the stay is or will be in excess of thirty (30) consecutive days, or has exceeded or will exceed 90 days during one 12-month period. No other allowances or benefits under these regulations may be authorized for this member of family while visiting post.**

**ISMA or VSMA payments may be resumed effective the day the member of family departs en route to the SMA point, provided the family member’s stay at the post has not exceeded 90 days within one 12 month period.**

**266.2 Transfer**

**When an employee is transferred from a post at which the employee has been granted ISMA or VSMA, such grant shall terminate as of the earliest of the following dates:**

**(1) date the employee commences travel under the transfer order; or**

**(2) effective date of transfer when no travel by the employee under the transfer order is involved.**

**266.3 Separation**

**When an employee is separated (040r) while assigned to a post at which the employee has been granted ISMA or VSMA, such grant shall terminate as of the earlier of the following dates:**

**(1) last day of employment; or**

**(2) date on which the employee is reunited with member of family.**

**266.4 Transitional SMA**

**Transitional SMA shall terminate as of the earliest of the following dates:**

**(1) date the employee commences travel under transfer orders from the formerly evacuated post or date of transfer when no travel by the employee under the transfer order is involved (pertains to 262.3a, 262.3b and 262.3c only).**

**(2) date the authorized period for Transitional SMA ends.**

**(3) date the complete Household Effects (HHE) shipment is delivered to family (pertains to 262.3a and 262.3d TSMA only).**

**(4) date the family members occupy non-commercial quarters.**

**(5) date the family members occupy permanent quarters.**

**(6) three days after the last day of school (pertains to 262.3b TSMA only).**

**(7) date the family members commence travel to the employee's onward accompanied post of assignment (pertains to 262.3e TSMA only).**

**267 Payment**

**267.1 Determination of Rates**

**\*a. Voluntary/Involuntary SMA (Eff. 01/16/2022; TL:SR 1038)**

**The annual rate of the ISMA or VSMA grant to an employee is determined by the number of family members maintained elsewhere than at the post of assignment. The rates in the following table differ by type of SMA but do not vary by location of the separate household.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of SMA |  1 Child  Only |  2 or More Children | 1 Adult  Only |  1 Adult and  1 Additional Family Member |  1 Adult and  2 or 3 Additional Family Members | 1 Adult and  4 or More Additional Family Members |
| Voluntary |   $6,000 |   $9,900 |   $11,300 |   $15,300 |   $17,300 |   $20,200 |
| Involuntary |   $8,400 |   $13,800 |   $15,800 |   $21,300 |   $24,200 |   $28,300 |

**See 261.1.c for definition of “child” and 261.1d for definition of “adult”.**

**b. Transitional SMA**

**Transitional SMA is to be paid at a daily rate, varying only by the number of family members maintained at a location other than the post of assignment. The rates in the following table are not deducted from the annual rate determined in 267.1a above and** **do not vary by either the location of post or the location of the separate household.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Per Family, Not Per Person** | **Days 1-30** | **Days 31-60** | **Days 61-90** |
| **1-2 Family Members** | **100% of Standard CONUS per diem rate daily** | **75% of Standard CONUS per diem rate daily** | **50% of Standard CONUS per diem rate daily** |
| **3 or More Family Members** | **100% of (Standard CONUS per diem rate + $20) daily** | **75% of (Standard CONUS per diem rate + $20) daily** | **50% of (Standard CONUS per diem rate + $20) daily** |

**(1) For 262.3a TSMA: If the head of an agency or authorizing official determines that an extension beyond sixty (60) calendar days is necessary, Transitional SMA may be paid at the 61st through 90th calendar day rate shown in the table above. The maximum period under 262.3a Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3a Transitional SMA, Involuntary SMA will commence. See table at 267.1a for appropriate ISMA rate.**

**(2) For 262.3b TSMA: The maximum period under 262.3b Transitional SMA shall not exceed a total of ninety (90) days. Following termination of 262.3b Transitional SMA, Voluntary SMA will commence [see 264.2b under EXCEPTION]. See table at 267.1a for appropriate VSMA rate.**

**(3) For 262.3c TSMA: The maximum period under 262.3c Transitional SMA shall not exceed a total of thirty (30) days. Following termination of 262.3c Transitional SMA, Voluntary SMA will commence [see 264.2b under EXCEPTION]. See table at 267.1a for appropriate VSMA rate.**

**(4) For 262.3d TSMA: The maximum period under 262.3d Transitional SMA shall not exceed a total of sixty (60) days. Following termination of 262.3d Transitional SMA, Involuntary SMA will commence. See table at 267.1a for appropriate ISMA rate.**

**(5) For 262.3e TSMA: The maximum period under 262.3e Transitional SMA shall not exceed a total of ten (10) days.**

**267.2 Payment Reduced When Government Quarters or Special Benefits Are Available to Family Members (effective 7/10/2016 with TL:SR-894)**

**Payment under a SMA grant shall be reduced for any period during which a family member on behalf of whom the allowance was granted resides in Government provided quarters or for whom special benefits are provided by the U.S. Government. In determining the amount to be deducted the following criteria shall be applied:**

**a. if the family members are provided adequately furnished quarters including necessary heat, electricity and water at U.S. Government expense, the rate will be reduced by 70%. In the event that necessary heat, electricity and water are not provided at Government expense, the grant may be increased by the utilities expenses actually incurred by the employee;**

**b. if the quarters are provided without major household effects such as basic furniture and major appliances, the reduction in the rate will be 50% with utilities consideration as in Part a if necessary;**

**[PARAGRAPH “c. in addition to the reductions…” DELETED]**

**In no instance under either Part a or Part b, above, will the total grant exceed the maximum applicable rate found at 267.1.**

**267.3 Method of Payment**

**a. Voluntary/Involuntary SMA**

**SMA shall be computed and paid at annual rates, divided by the number of days in the calendar year to obtain a daily rate (counting 1/2 cent and over as a whole cent); multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.**

**b. Transitional SMA**

**The applicable Transitional SMA daily rate shall be computed by multiplying the daily rate by 14 to obtain a biweekly rate; and multiplying the daily rate by the number of days involved to obtain the rate for any other period. The applicable rate for any split pay period at the end of a calendar year shall be computed at the daily rate applicable on the first day of that pay period.**

**267.4 Travel and Transportation Costs**

**Travel and transportation costs are payable in accordance with the regulations of each agency.**