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Personnel

POST DIFFERENTIAL ENTITLEMENT

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This instruction implements *AFPD36-8, Employee Benefits and Entitlements*. It prescribes procedures for determining post differential entitlement and requesting payment for civilian employees on “detail,” for example, temporary duty, temporary assignment, and formal detail.

SUMMARY OF REVISIONS

This revision updates organization symbols and includes necessary provisions allowing for submission and reimbursement of post differential payments from foreign military sales customer. A (|) indicates a revision from the previous edition.

- 1. TERM EXPLAINED.** Post differential is additional compensation payable at a post when conditions of environment differ substantially from those in the United States and warrant the additional compensation as a recruitment incentive. It is not “hazard” or “danger” pay.
- 2. ELIGIBILITY:** Eligibility of post-differential entitlement is based upon the following conditions:
 - 2.1. Employee must be a United States citizen and a full time government civilian employee.
 - 2.2. Employee must be on temporary assignment or temporary duty for more than 42 calendar days during one period of absence in one or more foreign areas or at nonforeign differential posts or both.
 - 2.3. Except as otherwise specified in Department of State Standardized Regulation (available in Civilian Personnel Division (OO-ALC/DPC)), eligibility for differential pay begins with the 43rd creditable day served at differential posts during one period of absence from the permanent duty post. A creditable day is determined by the foreign differential location (where the employee is at 2400 on a specific date) which occurs while the employee has been at the differential post serving on tempo-

rary duty for at least 24 consecutive hours. Stopovers for travel purposes are not creditable, even though the time requirement is met, unless duty is actually performed. The 24 consecutive hour requirement must again be met when the employee moves from the differential post of detail to a non-differential post, then returns to the original differential duty post or moves on to another differential post of duty.

2.4. Determination of eligibility while on “detail” at some nondifferential posts rests with OO-ALC/DPC.

3. AMOUNT OF DIFFERENTIAL. The amount of differential payable is computed by multiplying the applicable differential rate by the basic compensation, if any, actually paid on the dates under consideration. Rate of basic compensation is the rate of compensation fixed for the position before any deductions and exclusive of additional compensation of any kind, such as overtime pay, night differential, extra work on holidays, or allowance and differentials.

4. REQUESTING POST DIFFERENTIAL PAYMENT:

4.1. Supervisors will submit a written request to Labor and Employee Management Relations Branch (OO-ALC/DPCE) for employees meeting requirement for post differential payment. (Note: Operational Depot Field Team (DFT) personnel will submit requests through the Resources Branch (OO-ALC/LAMR) for initial processing before forwarding to OO-ALC/DPCE. The following supporting documentation must be furnished with the written request:

4.1.1. One copy of the *SF 52, Request for Personnel Action*, only if the employee is “formally detailed” as authorized by 5 U.S.C. 3341.

4.1.2. Two legible copies of the travel order and the travel voucher showing dates and places of duty. The travel voucher should show “TDY” as the reason for a stopover if duty is actually performed at a post. If the employee is ordered to a specific post en route to the temporary duty post for orientation or to report to a specific post en route home for debriefing, an explanatory statement should be included.

4.1.3. The country manager or person responsible for the *AFMC Form 181, Project Order*, will provide to all persons the applicable Foreign Military Sales (FMS) document number to be charged to ensure appropriate cost recovery of the post differential payment. The FMS document number will be chargeable against the original Funds Classification Reference Number (FCRN) and country, case, and line item (CCL).

4.1.3.1. Documentation to ensure appropriate cost recovery of the post differential payment:

4.1.3.2. The FCRN and CCL against which the billing will be charged.

4.1.3.3. Job Order Number (JON) that the production count in the G072A system was taken against. Note: Sometimes, amended orders have a different JON. Both original and amended JONs will be required, but should be against the same FCRN.

4.1.3.4. Project Order Number (PON) that was used against the listed JON.

4.2. OO-ALC/DPCE will:

4.2.1. Determine the employee’s entitlement, if any, to a differential payment.

4.2.2. Identify the days for which differential may be paid by date, place, and applicable differential rate.

4.2.3. Forward employee request and supporting documentation to Customer Support Branch (OO-ALC/FMFS) for their action as noted in paragraph 4.3.

4.2.4. Send the completed record to Denver Finance Office (DFAS-DE/FNPB) for payment.

4.2.5. Provide a copy of the payment authorization letter OO-ALC/FMFS for their action as noted in paragraph 4.3.1.

4.2.6. Forward questionable cases to Civilian Personnel Division (HQ AFMC/DPC) for decision before effecting any differential payment.

4.3. OO-ALC/FMFS will certify the time and attendance and cost recovery documentation.

4.3.1. Upon receipt of payment authorization letter, OO-ALC/FMFS will forward billing information to DMAG Cost Accounting Branch (OO-ALC/LGPA) for submission to Foreign Military Sales (FMS) and ensure cost recovery of the post differential payment.

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