



**GSA Federal Acquisition Service**

**FAS Overseas Employment Office (QP1A)**

**Instructions for completing Standard Form 1190, Foreign Allowance Application, Grant, and Report, version 1.1**

The employee initiates the foreign allowances and differentials request process.

Item Number	Entry
1	Full name (Last, First, MI)
2	For the SSN, only include the last 4 digits
3	Name of Agency: GSA
4	Name of Office, e.g. R9 CASE, FEDSIM, R3 CASE, etc.
5-9	Data can be found on SF-50 or other workforce reports. Note: Item 7 - Include Grade and Step. Item 8- Base Pay (use the national GS base rate, without locality pay)
10	Current Post/Country of Assignment/Locality. Your overseas duty station with GSA. Use the city and country (example: Frankfurt, Germany)
11	Date of Arrival. Use PCS travel orders to identify the date overseas. <b>CONUS hires:</b> date arrived on post according to GSA travel orders. <i>Skip 14.</i> <b>Foreign Post hires:</b> Original date arrived overseas area and complete 14 and 14a
12	Previous post of assignment. <b>CONUS hires:</b> City and State of previous U.S. duty station <b>Foreign Post hires:</b> City and Country of post prior to GSA appointment. (If hired overseas, the previous post may be in a foreign area.)
13	Overseas mailing address of quarters. CONUS hires <i>skip 14</i>
13a	Email address (may be the GSA Government email address).
14	If Local Hire: Date. GSA hiring from overseas location, date of arrival at the current post with GSA. <b>OVERSEAS HIRES ONLY</b>
14a	Reason for being overseas, e.g. military spouse, federal employment, other U.S. employment, etc. <b>OVERSEAS HIRES ONLY (DSSR 031.12b)</b>
15	Only complete if spouse works for US Government, including military
16	List of family members at Post, including Spouse or domestic partner, children (unmarried/under 21), parents (>=51% supported), or sisters or brothers (>=51% supported).

Item Number	Entry
17	Spouse or domestic partner and children living away from post, e.g. at CONUS University, stayed in the U.S., etc.
18	Summarize LQA and Post Allowance categories, LQA State Max rate, etc.
19	Full name (Last, First, MI)
20	For the SSN, only include the last 4 digits
21a Payments	<b>TQSA</b> -Not Used - use <i>Travel Fact Sheet and GSA Form 87 only</i>
	<b>LQA</b> -Living Quarters Allowance - check LQA and DSSR 130 boxes, to request approval. Starts when occupying permanent quarters. The Program Office will add a dollar amount. Attach DSSR 130 estimate or actual.
	<b>PA</b> -Post Allowance/COLA – Check the box to request initial approval, thereafter only if changes to salary or family size. (Percentage of spendable income.) Note: Program office needs to enter an amount before the employee can sign the SF-1190 (in Adobe form fillable).
	<b>Transfer Allowance, SMA and TSMA</b> not approved for use in GSA.
	<b>Education Allowance</b> – Check Education Allowance box and DSSR 270 box. Attach 960 EDA Worksheet. Note: The employee must have LQA authorized, to receive Education Allowance.
	<b>Post Differential</b> – Rare. Only while in “combat zone”
	<b>Special Needs Differential</b> – Not currently approved for GSA.
	<b>Danger Pay</b> - Rare. Only while in “combat zone”
21b Advances	<b>LQA</b> – Based on national customs, e.g. Korea requires rent in advance for the year.
	<b>Transfer Allowance and Advance of Pay</b> not approved for GSA.
22a and b	Financial Institution information, only if different than what is on file with the Payroll Office.
23	Leave blank unless different from what is in the Payroll system. Accounting Classification added by Program Office
24	Employee signature required on application (after required program office input of dollar when using form fillable)
25	Approving Official is the FAS Deputy Commissioner or HSSO. Routed and signed in DocuSign.
26	Certifying Official, OCFO Budget Office who determines “funds available”. Routed and signed in DocuSign.

Governing GSA Policy is the [HRM 9592.1A](#), Allowances and Differentials Payable in Foreign Areas