



USAID
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Special Differential for Employees Serving Second Tours in Iraq, Afghanistan, and Pakistan

A Mandatory Reference for ADS Chapter 436

Reference Issuance Date: 10/18/2011
Policy Issuance Date: 09/11/2009
Responsible Office: OHR/PPIM
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The Office of Human Resources (OHR) is pleased to announce that USAID will follow the Department of State's lead in implementing a new program instituted to encourage employees to seek two year tours in Iraq, Afghanistan, or Pakistan. Under this program any direct hire commissioned Officer at grades FS-04 to FS-01 assigned to one of the listed posts who extend his or her tour of duty for an additional twelve months will be eligible to receive an additional 15 percent special differential during their second year of service in these countries. This special differential is to compensate for additional work in excess of normal requirements performed during the second year.

Non commissioned FS officers, persons on Limited Non Career Appointments to the Foreign Service, and Civil Service personnel on detail to Iraq, Afghanistan, and Pakistan are entitled to Title 5 premium pay and thus can claim actual earned overtime compensation and/or compensatory time off up to the annual premium pay cap in accordance with the premium pay provisions in STATE 060158, STATE 063502 and STATE 062642.

The special differential will be applicable to employees who bid on and are assigned or detailed to Iraq, Afghanistan, Pakistan positions advertised in the 2010 Foreign Service Assignment Cycle. Employees who are assigned to these posts on TDY from an overseas post may request extensions but should discuss with OHR any impact extensions will have on their current assignment of record before they submit their request.

USAID has approved a non-repayment policy for this special differential for the second year. For example, employees who curtail their tour of duty during the second year would not be required to repay any special differential already received.

Employees should refer to the aforementioned cables 09 STATE 060158 (Attachment 1), 09 STATE, 063502 (Attachment 2), and 09 STATE 062642 (Attachment 3) for additional information on State's special differential provisions.

UNCLASSIFIED STATE 00060158

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UNCLAS SECTION 01 OF 06 STATE 060158

E.O. 12958: N/A

TAGS: APER, AMGT

SUBJECT: IRAQ SERVICE RECOGNITION PACKAGE (ISRP)

MODIFICATION - June 2009

REF: (A) 03 STATE 304267, (B) 04 STATE 13124, (C) 04
 STATE 147979, (D) 04 STATE 265933, (E) 06 STATE 35355, (F)
 06 STATE 39000, (G) 06 STATE 54986, (H) 06 STATE 064697,
 (I) 06 STATE 88092, (J) 06 STATE 119416 (K) 06 STATE
 174824 (L) 06 STATE 0195740 (M) 07 STATE 98727 (N) 08 STATE
 64570

1. Summary: The provisions of the Iraq Service Recognition Package (ISRP) as described below will apply to employees who bid on and are assigned/detailed to Iraq positions advertised in the 2010 assignment cycle. It is designed to recognize exceptional factors involved in service in Iraq and to assure fair and just compensation for that service as well as to provide for periodic relief from the stressful conditions of life and work in Iraq. The ISRP has been reviewed and revised as of June 5, 2009, to incorporate the following modifications:

- a) Updated description and ordering to clarify benefits;
- b) Updated information on Language Incentive Pay (LIP) for those who bid on and are assigned/detailed to Iraq positions advertised in the 2010 assignment cycle and beyond. (See paragraph 15D)
- c) Updated information on pay caps and rollover provisions (See paragraph 15E);
- d) Implementation of a special differential for a second consecutive year of service in Iraq (See paragraph 15G).

State Department Foreign Service(FS) and Civil Service (CS) employees on limited non-career appointments (LNAs) to the Foreign Service and assigned to Iraq or detailed to Iraq in extended temporary duty status (TDY) for one year are eligible for the benefits described below, as applicable. The benefits for personnel hired on temporary appointments under 5 USC 3161 are summarized elsewhere. (For information, contact NEA/SCA/EX-ITAO/HR).
 End Summary.

UNCLASSIFIED STATE 00063502

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FOR MANAGEMENT OFFICERS

E.O. 12958: N/ATAGS: APER, AMGT SUBJECT: PAKISTAN SERVICE RECOGNITION
PACKAGE (PSRP) JUNE 2009

REF: (A) 06 STATE 119416, (B) 06 STATE 174824, (C) 08STATE 131895

1. Summary: The Pakistan Service Recognition Package(PSRP) is designed to recognize exceptional factors involved in service in Pakistan and to assure fair and just compensation for that service as well as to provide for periodic relief from the stressful conditions of life and work in Pakistan. The provisions as described below vary by post, effective date, employee status, and method of assignment as noted. State Department Foreign Service(FS) employees and Civil Service (CS) employees on limited non-career appointments (LNAs) to the Foreign Service and assigned to Pakistan or are detailed to Pakistan in extended temporary duty status (TDY) for one year are eligible for the benefits described below, as applicable. (For information, contact NEA/SCA/EX/HR).End Summary.

2. FAMILIES:

A. If an employee serving overseas volunteers for a one-year detail to Peshawar or Islamabad only, whether at the end of a current tour that has been extended or while still assigned to another post, he/she may be permitted to have family members who travel on the employee's orders remain at the current post of assignment during service in Peshawar or Islamabad (available for one year only). The post/Department will make every effort to ensure that employees who wish to exercise this option may do so, including seeking agreement from the host country to permit family members to remain at post with existing diplomatic/A&T status.

If and only if diplomatic/A&T status is secured from the host government, families will be permitted to remain at the current post of assignment. In such cases, the family will not be eligible for Separate Maintenance Allowance (SMA) but will retain housing, a reduced COLA (minus the employee's portion), education allowance, R&R travel where eligible under current post entitlement, EFM employment eligibility, and privileges and immunities, provided there is host country agreement. While serving in Pakistan, the employee will be eligible for benefits as described below. An employee considering this option should contact post management at the current post, his/her CDA Assignments Officer, and the NEA/SCA/EX Pakistan assignments office. Employees must have approval from the bureau and post from which they would be sent TDY.

B. If an employee serving overseas volunteers for a one-year assignment (non-TDY) to any post in Pakistan, the employee can elect to have family members who travel on the employee's official orders return to the United States (or another foreign location on a cost constructive basis) and be eligible for involuntary separate maintenance allowance (ISMA), provided the family members meet the eligibility requirements for SMA. Again, the employee will be eligible for benefits as described below while serving in Pakistan.

C. Transitional SMA (TSMA) - has been amended to assist families when employees are serving at unaccompanied posts. In particular, these changes add two categories of Transitional SMA (TSMA). These provide for TSMA to assist family members who must temporarily occupy commercial quarters at their official Involuntary SMA location, either

(1) immediately after their arrival at that location from an accompanied foreign post, when the employee is transferring to an unaccompanied post, or

(2) immediately prior to their departure from the ISMA location, when the employee has completed an unaccompanied tour and the family is preparing to join the employee transferring to an accompanied post. For the first of the above situations, the amended DSSR provides up to sixty days' TSMA payments after the family members occupy commercial quarters. For the second situation described, the DSSR now provides up to ten days' TSMA payments after the family members occupy temporary commercial quarters prior to the employee's departure from the unaccompanied post. For each of these two circumstances, there is language disallowing such payments for days for which the employee receives per diem on behalf of these family members.

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3. **FAMILY MEMBER EMPLOYMENT:** If an employee proceeding on assignment to Pakistan has an Eligible Family Member (AEFM) (excluding children) who is interested in accompanying the employee to Pakistan in an AEFM capacity, the Department is prepared to give every consideration to such a request. The interested employee/AEFM should contact Anne Louise Hanson, HRO Islamabad or Carleen Kaurin, NEA/SCA/EX to obtain information on the post's AEFM employment program. AEFM's are also encouraged to review vacancies for the upcoming Pakistan Cycle and register with NEA/SCA/EX any interest in positions for which they believe they are qualified.

4. **EERS/PERFORMANCE MEMOS:** The Embassy Human Resources Office will ensure that all employees assigned or detailed to Pakistan receive formal EERs, as with any other overseas assignment. Those who are on extended TDYs of 120 days or more will receive formal EERs in accordance with HR/PE or HR/CSP guidance, as applicable.

5. **EXTENSION OF TIME-IN-CLASS (TIC)/TIME-IN-SERVICE (TIS):**

A. Up to two years extension of TIC/TIS will be available to Senior Foreign Service members and generalists or specialist members in Class FS-01 and FE-OC. Qualifying employees could serve up to two years in a qualifying position in exchange for the equivalent amount of time added to their TIC/TIS calculations. Note that the Director General has determined that all FS-01 and SFS positions in Pakistan are qualifying positions. Employees compete for promotions and, if applicable, performance pay and presidential awards. Until the FAM is revised, this constitutes Department policy on TIC/TIS for these employees.

B. There are some important provisions:

-To benefit from this provision, members who are facing final Selection Board reviews must be actually serving in the qualifying position by September 1 of the year TIC expires.

-A TIC/TIS extension will be available only prospectively. It will not be available retroactively to those already serving in difficult-to-staff positions or those who have already entered their "grace year." However, those ineligible because of these provisions, but interested in working in Pakistan after separation, should contact the NEA/SCA/EX Pakistan Assignments Office. If you are interested in working in Pakistan during your grace year, please contact your CDO.

-Senior Foreign Service members at the FE-OC level who receive a TIC extension under this provision and are subsequently promoted to FE-MC will not be able to apply the TIC extension to the combined OC/MC 14 year TIC.

-As is presently the case for other categories of TIC/TIS extension, any FS-01 whose Senior Threshold Window was open and whose TIC/TIS extension under this proposal conferred entitlement to one or more additional selection board reviews would have his or her Senior Threshold Window extended.

6. FAIR SHARE: Six months on the ground in Pakistan meets Foreign Service Fair Share obligations.

7. FIVE/EIGHT RULE: A one-year assignment or detail to Pakistan meets Foreign Service five/eight rule obligations. Only those who complete at least 10 months of a one-year assignment or detail to Pakistan, or who are curtailed short of that goal for Service need, will be eligible.

8. EXTENSION OF CURRENT ASSIGNMENT:

A. An employee who accepts a one-year detail to Peshawar or Islamabad only during, but not at the end of an overseas assignment, may seek to return to the post of current assignment at the end of the detail and have his/her tour extended by one year, unless the position they left is a language designated position in a hard or super hard language where a successor has already been assigned.

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B. An employee so electing must notify CDA at the time of bidding so that appropriate adjustments can be made.

9. REST & RECUPERATION (R&R) TRAVEL:

A. Members of the Service (i.e., FS officers, specialists, and Civil Service employees on FS Limited Non-career Appointments (LNAs)) assigned or detailed to Pakistan for at least one year are eligible for two (2) R&R trips during a one-year period.

B. Foreign Service and Civil Service employees on temporary duty for six months or more but less than one year will be eligible for one R&R trip back to the United States or to the employee's post of assignment after 90 days of service in Pakistan.

C. US Mission Pakistan has established a post policy on the maximum duration of R&R and RRB trips.

10. REGIONAL REST BREAKS (RRB): Because of the extraordinary circumstances involved in service in Karachi and Peshawar, State will fund transportation for members of the Service (including Civil Service personnel assigned to Pakistan under FSLNAs) for one (1) RRB for personnel assigned or TDY to Peshawar and two (2) RRBs for personnel assigned to Karachi.

11. ADMINISTRATIVE LEAVE: All employees serving in Peshawar or Karachi for one-year

may be authorized a limited amount of administrative leave to be used during regional rest breaks not to exceed a total of 10 workdays. Note that administrative leave is discretionary and not an employee entitlement.

12. TRAVEL TO/FROM POST: Please review the January 25, 2008, Department Notice on "OMB-Mandated Changes on Business Class Travel Policy" and Department Notice dated February 28, 2008, "FAQs About Business Class Travel Policy Changes" in connection with assignment or long term TDY/detail to Pakistan. Business Class Air Travel is no longer authorized for personnel assigned to or on a long-term TDY/detail (six months or more) in Pakistan.

13. COMPENSATION:

A. Danger Pay:

The Danger Pay level for Pakistan varies by post as follows: Islamabad, Peshawar, and Karachi are 35 percent and Lahore is 25 percent. Danger Pay begins on the day of arrival in Pakistan (must be four hours or more to qualify) and ceases on the day of departure (permanent or temporary).

B. Post (Hardship) Differential:

The Post Differential for the four posts in Pakistan is as follows.

Islamabad? 20 percent
Peshawar? 30 percent
Karachi? 30 percent
Lahore? 25 percent

- 1) For employees assigned to Pakistan, post differential starts on day one.
- 2) For employees on detail or TDY to Pakistan, post differential is effective beginning on the 43rd consecutive day at post.
- 3) For further details on Post Hardship Differential see DSSR 500.

C. Special Differential and Premium Pay:

1) Effective the first pay period after October 1, 2009, Commissioned Foreign Service (FS) officers FO-04 to FO-01 assigned to Pakistan or serving extended details of 180 days or more receive a 20 percent Special Differential to compensate for substantial amounts of extra work performed. These officers are not eligible to receive premium compensation under Title 5. Special Differential will cease on the 21st day of absence from post and the day after permanent departure from post.

2) Foreign Service Specialists, non-commissioned FS

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officers, personnel on Limited Non-Career Appointments(LNAs) to the Foreign Service, and Civil Service personnel on official duty in Pakistan are entitled to Title 5 premium pay and thus can claim actual earned overtime compensation and/or compensatory time off up to the annual premium pay cap (see paragraph E.1). NOTE: For those receiving Law Enforcement Availability Pay (LEAP), all irregular and unscheduled overtime hours must be credited towards LEAP hours; such hours may not be the basis for overtime payments or regular compensatory time off. U.S. Mission Pakistan has a premium pay policy and guidance on how overtime work must be authorized and reported.

D. Language Incentive Pay:

Members of the Foreign Service who are assigned to or on extended detail or TDY for more than 30 days to Pakistan and possess Pashtu or Urdu language skills are eligible to receive Language Incentive Pay (LIP) in accordance with the procedures outlined in 3 FAM 3173. Note: Employees who are TDY to Pakistan from a post where they receive LIP may not receive LIP at both posts simultaneously. Similarly employees sent TDY from their current post of assignment where they are receiving LIP will not/not be eligible for that LIP while TDY in Pakistan.

E. Effect of Pay Caps and Rollover Provisions on Compensation:

1) PREMIUM PAY CAPS:

For Civil Service employees, FS specialists, LNAs and untenured Entry Level Officers eligible for Title 5 premium pay: The combination of base pay plus premium pay (whether in the form of overtime pay or compensatory time off) is capped annually at EX-V (\$143,500 in 2009) for those assigned overseas and at GS-15/10 (\$153,200 in 2009) for those on TDY from Washington, D.C.

This pay cap will be applied on an annual basis. Premium pay will be reported and paid on a biweekly basis. However, any amount of overtime earned in a given pay period in excess of the normal bi-weekly premium pay cap will be manually adjusted and paid in the following pay period to ensure the annual cap is not exceeded and avoid overpayments. Payroll will pay out any overtime pay first, projecting out until the end of the year how much premium pay an employee can earn before hitting the annual cap. Any amount of premium pay over the annual cap is forfeited, unlike danger pay and hardship differential that roll over into succeeding years.

2) AGGREGATE PAY CAP:

USG employee compensation, including differentials, is subject to the statutory aggregate pay cap, which limits compensation in a calendar year to the Executive Schedule I rate (currently \$196,700). The senior aggregate limitation in 2009 is \$227,300.

3) ROLLOVER PROVISION:

If compensation of employees reaches the annual aggregate cap (\$196,700 or \$227,300 for seniors) within the calendar year, ELIGIBLE earnings in excess of the aggregate pay cap may be rolled over into subsequent year(s) until all amounts due are paid.

At the beginning of tax year 2010, payroll will project the premium, post differential, and danger pay earnings for each employee to the end of the pay year. If it appears that the individual, with his/her current assignment, will NOT exceed the pay caps, the employee will be paid all or part of his/her "rollover" money. If it appears that the employee will again meet or exceed the pay caps in 2010, the "rollover" money will be held back until such time as s/he is no longer expected to exceed the pay cap by receiving the "rollover" money.

F. Student Loan Repayment Program:

Employees serving in Pakistan who have qualifying outstanding student loans are eligible for the Student Loan Repayment Program (SLRP). (For details see 09State 039605, 4/21/09.)

G. Special Differential for Second Year:

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Effective the first pay period after October 1, 2009, the Department will institute a new program to encourage employees to seek two-year tours of duty in Pakistan. Under this program a commissioned FS-04 to FS-01 Generalists who extends his/her tour of duty in Pakistan by an additional twelve months will be eligible to receive an additional 15 percent special differential during the second year of service in Pakistan. This special differential is to compensate for additional work in excess of normal requirements performed during the second year. Employees who are assigned to Peshawar or Islamabad TDY from an overseas post may request an extension but will not be permitted to remain TDY from the overseas post during the second year. They will either have to be assigned to Pakistan or TDY from Washington. The Department has approved a non-repayment policy for this Special Differential for Second Year, i.e., employees who curtail their tour of duty during the second year will not be required to repay any Special Differential already received.

14. ASSIGNMENT STATUS: The Department will either assign or detail employees who are going to Peshawar or Islamabad. Employees who are detailed from Washington (or another U.S. location/duty station) retain Washington, D.C., (or other U.S. duty station) locality pay but will not be eligible for Involuntary Separate Maintenance Allowance. The Department will assign employees going to other Posts in Pakistan.

15. RESTORATION OF ANNUAL LEAVE: The Department has designated employees serving in Pakistan as performing national emergency work. Therefore, any leave forfeited by an employee because he or she is currently serving, or has served, in Pakistan for a period of at least 30 calendar days during the leave year will be restored to the employee at the beginning of the next leave year (08 State 131895,12/16/08). Employees should apply for leave restoration through the Islamabad Human Resources Officer (HRO) or through their home post timekeeper.

16. HOME LEAVE/TRANSITION LEAVE:

A. All Foreign Service employees who arrived at post on/after May 1, 2008, and who complete 12 months of continuous service abroad in Pakistan on assignment or TDY are required to take Home Leave following the assignment. Please note that this constitutes interim guidance respecting the mandatory nature of Home Leave for employees on long-term TDY to Pakistan until the FAM can be revised.

B. Similarly, all Civil Service employees on LNAs who complete 12 months of continuous service in Pakistan followed by another overseas assignment must also take home leave. Civil Service employees on an LNA appointment who return to an assignment in the United States are currently required to take 15 days of Transition Leave to resettle back into the United States.

C. While the intent of this new requirement is to promote employees' well-being the Department realizes that this may be a burden on some employees. Accordingly, the Director General may consider an employee's request for delayed or deferred home leave, or a home leave waiver if such home leave would impose undue hardship on the employee. Requests should be made directly to the Director General.

D. For more details and guidance on this subject, employees should refer to 08 State 012506 and 08 State103506.

E. Employees and their family members who are eligible for home leave based on their prior post abroad but are unable to take it because the needs of the Department require the employee to report to duty in Pakistan directly from the prior post may delay home leave until after the employee completes service in Pakistan (unless this would cause the employee's period of continuous service abroad to exceed 42 months). In such circumstances, the Department will pay travel expenses for eligible family members to take home leave with the employee, regardless of whether the family members are receiving SMA and are residing abroad or in the US. Family members will not receive SMA on any days that they receive per diem for home leave travel.

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1. UAB, HHE AND SHIPMENTS: The following shipments are authorized for all personnel, including long-term details, serving a 1-year tour in Pakistan. -- UAB consisting of 250 pounds gross weight--750 pounds of HHE by air-- 2000 pounds of HHE surface. Those extending for a second year may be authorized an additional 4,450 pounds of HHE by surface.
2. SUNSET REVIEW: The provisions of the Pakistan Service Recognition Package (ASRP) will change over time to reflect changing conditions at post, just as post allowances and differentials are subject to change. For example, Regional Rest Breaks are closely linked with stresses of close quarter living and long hours. As circumstances in Pakistan evolve over time, the number of authorized Regional Rest Breaks may be reduced. The PSRP is scheduled for quarterly comprehensive reviews as necessary.
3. MINIMIZE CONSIDERED. CLINTON BT #3502

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E.O. 12958: N/ATAGS: APER, AMGT SUBJECT: AFGHANISTAN SERVICE
RECOGNITION PACKAGE (ASRP) MODIFICATION - June 2009

REF: (A) 04 STATE 265933, (B) 04 STATE 265933, (C) 05 STATE 5538, (D) 06 STATE
35355, (E) 06 STATE 54986, (F) 06 STATE 119416, (G) 06 STATE 174824, (H) 08 STATE
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STATE 00062642 001.2 OF 007

FOR MANAGEMENT OFFICERS: THIS TELEGRAM SHOULD BE BROUGHT TO THE
ATTENTION OF ALL FULL-TIME STATE DEPARTMENT EMPLOYEES AND SHOULD
BE READ IN CONJUNCTION WITH THE ALDAC ANNOUNCING THE SPECIAL
IRAQ/AFGHANISTAN/PAKISTAN ASSIGNMENT CYCLE FOR 2010.

1. Summary: The provisions of the Afghanistan Service Recognition Package (ASRP) as described below will apply to employees who bid on and are assigned/detailed to Afghanistan positions advertised in the 2010 assignment cycle. It is designed to recognize exceptional factors involved in service in Afghanistan and to assure fair and just compensation for that service as well as to provide for periodic relief from the stressful conditions of life and work in Afghanistan. The ASRP has been reviewed and revised as of June 5, 2009, to incorporate the following modifications:

a) Updated description and ordering to clarify benefits; b) Updated information on Language Incentive Pay (LIP) for those who bid on and are assigned/detailed to Afghanistan positions advertised in the 2010 assignment cycle and beyond. (See paragraph 15D); c) Updated information on pay caps and rollover provisions (See paragraph 15E); d) Implementation of a special differential for a second consecutive year of service in Afghanistan. (See paragraph 15G) e) Implementation of linked assignments. (See paragraph 9) f) TIC/TIS extension. (See paragraph 6) g) Amended R&R/RRB policy and Administrative Leave days. (See paragraphs 11, 12, & 13)

State Department Foreign Service (FS) and Civil Service (CS) employees on limited non-career appointments (LNAs) to the Foreign Service and assigned to Afghanistan or detailed to Afghanistan in extended temporary duty status (TDY) for one year are eligible for the benefits described below, as applicable. The benefits for

personnel hired on temporary appointments under 5 USC3161 are summarized elsewhere. (For information, contact NEA/SCA/EX/HR). End Summary.

2. FAMILIES:

A. If an employee serving overseas volunteers for a one-year detail to Afghanistan, whether at the end of a current tour that has been extended or while still assigned to another post, he/she may be permitted to have family members who travel on the employee's orders remain at the current post of assignment during said service (available for one year only). The post/Department will make every effort to ensure that family members who wish to exercise this option may do so, including by seeking agreement from the host country to permit family members to remain at post with existing diplomatic/A&T status as appropriate.

If and only if status is secured, families will be permitted to remain at the current post of assignment, in which case the family will not be eligible for Separate Maintenance Allowance (SMA) but will retain housing, a reduced COLA (minus the employee's portion), education allowance, R&R travel where eligible under current post entitlement, EFM employment eligibility, and privileges and immunities, provided there is host country agreement. While serving in Afghanistan the employee will be eligible for benefits as described below. An employee considering this option should contact post management at the current post, his/her CDA Assignments Officer in NEA/SCA/EX's Afghanistan assignments office. Employees must have approval from bureau and post from which they would be sent TDY.

B. Or, if an employee serving overseas volunteers for a one-year assignment to Afghanistan, the employee can elect to have family members who travel on the employee's official orders return to the United States (or another foreign location on a cost constructive basis) and be eligible for involuntary separate maintenance allowance (ISMA), provided the family members meets the eligibility requirements for SMA. Again, the employee will be eligible for benefits as described below while serving in Afghanistan.

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C. Transitional SMA (TSMA) - has been amended to assist families when employees are serving at unaccompanied posts. In particular, these changes add two categories of Transitional SMA (TSMA). These provide for TSMA to assist family members who must temporarily occupy commercial quarters at their official Involuntary SMA location, either

(1) immediately after their arrival at that location from an accompanied foreign post, when the employee is transferring to an unaccompanied post, or

(2) immediately prior to their departure from the ISMA location, when the employee has completed an unaccompanied tour and the family is preparing to join the employee transferring to an accompanied post. For the first of the above situations, the amended DSSR provides up to sixty days' TSMA payments after the family members occupy commercial quarters. For the second situation described, the DSSR now provides up to ten days' TSMA payments after the family members occupy temporary commercial quarters prior to the employee's departure from the unaccompanied post. For each of these two circumstances

there is language disallowing such payments for days for which the employee receives per diem on behalf of these family members.

3. **FAMILY MEMBER EMPLOYMENT:** If an employee proceeding on assignment to Embassy Kabul has an Eligible Family Member (AEFM) (excluding children) who is interested in accompanying the employee to Afghanistan in an AEFM capacity, the Department is prepared to give every consideration to such a request. The interested employee/AEFM should contact Terry Murphree, HRO Kabul or Carleen Kaurin, NEA/SCA/EX to obtain information on the post's AEFM employment program. AEFM's are also encouraged to review vacancies for the upcoming Afghanistan Cycle and register with NEA/SCA/EX any interest in positions for which they believe they are qualified.

4. **EERS/PERFORMANCE MEMOS:** The Embassy Human Resources Office will ensure that all employees assigned or detailed to Afghanistan receive formal EERs, as with any other overseas assignment. Those who are on extended TDYs of 120 days or more will receive formal EERs in accordance with HR/PE or HR/CSP guidance, as applicable.

5. **PROMOTIONS:**

Performance is and will remain key to promotion. With that in mind, the Department proposes to include the following language in the 2010 Procedural Precepts (as updated and given in the 2009 instructions to the Selection Boards):

Begin quote: "Boards are encouraged to weigh positively creditable and exemplary performance at hardship and danger posts because of the unique and challenging work environment, including service in areas of widespread warfare with U.S. combat troops involvement and with a danger pay designation such as Iraq and Afghanistan. Boards should particularly credit performance in Provincial Reconstruction Teams and other regional operations in Iraq and Afghanistan, both of which the President and Secretary of State have determined to be of the highest priority. These jobs are among the most challenging and dangerous in the world, and are vital to the U.S. national security." End quote.

6. **EXTENSION OF TIME-IN-CLASS (TIC)/TIME-IN-SERVICE (TIS):**

A. Up to two years extension of TIC/TIS will be available to Senior Foreign Service members and generalist or specialist members in Class FS-01 and FE- OC. Qualifying employees could serve up to two years in a qualifying position in exchange for the equivalent amount of time added to their TIC/TIS calculations. Note that the Director General has determined that all FS-01 and SFS positions in Afghanistan are qualifying positions. Employees compete for promotions and, if applicable, performance pay and presidential awards.

Until the FAM is revised, this constitutes Department policy on TIC/TIS for these employees.

B. There are some important provisions:

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To benefit from this provision, members who are facing final Selection Board reviews must be actually serving in the qualifying position by September 1 of the year TIC expires.

A TIC/TIS extension will be available only prospectively. It will not be available to those who have already entered their "grace year." However, those ineligible because of these provisions, but interested in working in Afghanistan after separation, should contact the NEA/SCA/EX Afghanistan Assignments Office. If you are interested in working in Afghanistan during your grace year, please contact your CDO.

Senior Foreign Service members at the FE-OC level who receive a TIC extension under this provision and are subsequently promoted to FE-MC will not be able to apply the TIC extension to the combined OC/MC 14 year TIC.

As is presently the case for other categories of TIC/TIS extension, any FS-01 whose Senior Threshold Window was open and whose TIC/TIS extension under this proposal conferred entitlement to one or more additional selection board reviews would have his or her Senior Threshold Window extended.

7. FAIR SHARE: Six months on the ground in Afghanistan meets Foreign Service Fair Share obligations.

8. FIVE/EIGHT RULE: A one-year assignment or detail to Afghanistan meets Foreign Service five/eight rule obligations. Only those who complete at least 10 months of a one-year assignment or detail to Afghanistan, or who are curtailed short of that goal for Service need, will be eligible.

9. ONWARD ASSIGNMENT: The Department plans to make available to Afghanistan bidders a "linked assignment" incentive similar to the one approved for Iraq last year as described in 08 State065833. For the 2010 Afghanistan assignment cycle, all bidders on non-DS positions based in Afghanistan will have the option of seeking linked assignments. The details of this year's linked-assignment incentive will be announced shortly in a separate telegram to follow.

10. EXTENSION OF CURRENT ASSIGNMENT:

A. An employee who accepts a one-year detail during, but not at the end of an overseas assignment, may seek to return to the post of current assignment at the end of the detail and have his/her tour extended by one year, unless the position they left is a language designated position in a hard or super hard language where a successor has already been assigned.

B. An employee so electing must notify CDA at the time of bidding so that appropriate adjustments can be made.

11. REST & RECUPERATION (R&R) TRAVEL:

A. Members of the Service (i.e., FS officers, specialists, and Civil Service employees on FS Limited Non-career Appointments (LNAs)) assigned or detailed to Afghanistan for at least one year are eligible to choose between either (a) two R&R trips and three Regional Rest Breaks (RRB) or (b) three R&R trips and no RRBs during a 1-year period. Employees detailed from another overseas post may elect to return to their post of assignment for R&R.

B. Foreign Service and Civil Service employees on temporary duty for six months or more but less than one year will be eligible for one R&R trip back to the United States or to the employee's post of assignment after 90 days of service in Afghanistan.

C. US Mission Kabul has established a post policy on the maximum duration of R&R and RRB trips.

12. REGIONAL REST BREAKS (RRB):

A. Because of the extraordinary circumstances involved in service in Afghanistan, State will fund transportation for members for the Service (including Civil Service personnel assigned to Afghanistan under FS

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LNAs) for one (1) RRB of five working days during a six-month TDY; two (2) RRBs of five working days each during a nine-month TDY. Members of the Service on a one-year assignment or detail will be eligible for RRBs as described in paragraph 11. As noted above, those who elect to take three R&R trips during a one-year assignment or detail will not be entitled to any RRBs.

B. IN SUM: A one-year assignment or detail to Afghanistan would include either (i) two R&R trips and three RRBs, or (ii) three R&R trips and no RRBs, and should be broken up more or less evenly by opportunities for rest at reasonable intervals - basically, a break after every 50 to 60 days at Post.

13. ADMINISTRATIVE LEAVE:

All employees serving for 6 months or more in Afghanistan may be authorized a limited amount of administrative leave to be used during R&Rs and regional rest breaks. For those employees on one-year assignments or details, administrative leave may be authorized not to exceed a total of 20 work days per year (1 year = any 365 contiguous days) and not to exceed 5 workdays per RRB or 10 workdays per R&R trip. For shorter-term assignments, administrative leave may be authorized not to exceed a total of 10 workdays for six-month TDYs, or 15 workdays for nine-month TDYs (NTE 5 workdays per RRB or 10 workdays per R&R trip). Note that administrative leave is discretionary and not an employee entitlement.

14. TRAVEL TO/FROM POST: Please review the January 25, 2008 Department Notice on OMB-Mandated Changes on Business Class Travel Policy and Department Notice dated February 28, 2008, FAQs About Business Class Travel Policy Changes in connection with assignment or long term TDY/detail to Afghanistan. Business Class Air Travel is no longer authorized for personnel assigned or on a long-term TDY/detail (six months or more) to Afghanistan.

15. COMPENSATION:

A. Danger Pay:

The Danger Pay level for Afghanistan is 35 percent. Danger Pay begins on the day of arrival in Afghanistan (must be four hours or more to qualify) and ceases on the day of departure (permanent or temporary).

B. Post (Hardship) Differential:

The Post Differential for Afghanistan is 35 percent.

- 1) For employees assigned to Afghanistan, post differential starts on day one.
- 2) For employees on detail or TDY to Afghanistan, post differential is retroactive to day one after the employee has spent 42 continuous days at post.
- 3) For further details on Post Hardship Differential see DSSR 500.

C. Special Differential and Premium Pay:

1) Commissioned Foreign Service (FS) officers FO-04 to FO-01 assigned to Afghanistan or serving extended details of 180 days or more receive a 20 percent Special Differential to compensate for substantial amounts of extra work performed. These officers are not eligible to receive premium compensation under Title 5. Special Differential will cease on the 21st day of absence from post and the day after permanent departure from post.

2) Foreign Service Specialists, non-commissioned FS officers, personnel on Limited Non-Career Appointments (LNAs) to the Foreign Service, and Civil Service personnel on detail to Afghanistan are entitled to Title 5 premium pay and thus can claim actual earned overtime compensation and/or compensatory time off up to the annual premium pay cap. (see paragraph E.1) NOTE: Employees who receive Law Enforcement Availability Pay (LEAP) are not/not eligible to earn regular compensatory time off. Regular comp time is only earned for irregular and unscheduled overtime hours. For those receiving LEAP, all irregular and unscheduled overtime hours must be credited towards their LEAP hours. U.S. Mission Kabul has a premium pay policy and guidance on how overtime work must be authorized and reported.

D. Language Incentive Pay:

Members of the Foreign Service who are assigned to or on

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E. Effect of Pay Caps and Rollover Provisions on Compensation:

Please note that pay regulations are subject to Congressional action and are subject to change on a yearly basis. In early 2010, new pay regulations affecting Afghanistan will be published. For those who wish to review the 2009 policy, please refer to (1)09State 007488, (2) 09 State 016147, (3) 09 State 011295, and (4)09 State 006964.

1) PREMIUM PAY CAPS:

For Civil Service employees, FS specialists, LNA's and untenured Entry Level Officers eligible for Title 5 premium pay: The combination of base pay plus premium pay (whether in the form of overtime pay or compensatory time off) is typically capped annually at EX-V (143,500USD in 2009) for those assigned overseas and at GS-15/10(153,200 USD in 2009) for those on TDY from Washington, D.C., EXCEPT for eligible employees working in Afghanistan. The 2009 premium pay cap on the total of base and premium pay earnings for employees assigned to an Afghanistan duty station or who spend at least 42consecutive days in Afghanistan was waived up to 227,300USD for 2009. As stated above, this amount is subject to change in 2010.

2) AGGREGATE PAY CAP:

Employees granted a waiver of the premium pay cap up to 227, 300 USD (see paragraph 15E (1), above) are not subject to the aggregate pay cap during the calendar year in which they are granted the waiver. Employees who are not eligible to receive premium pay (tenured Foreign Service officers and senior employees) are not eligible for the premium pay cap waiver. Thus, they remain subject to the aggregate pay cap in 5 U.S.C. 5307(EX-1). The 2009 aggregate pay cap for GS-15/FS-01 and below is 196,700 USD and includes base pay, allowances, and differentials. The senior aggregate limitation in2009 is 227,300 USD.

3) ROLLOVER PROVISION:

Employees who remain subject to the aggregate pay cap in5 U.S.C. 5307 will have the appropriate pay (i.e., post differential, danger pay) that exceeds the aggregate pay cap placed into a roll over category. For those subject to the aggregate pay cap, at the beginning of 2010, payroll will project the post differential and danger pay earnings for each employee to the end of the pay year. If it appears that the individual, with his/her current assignment, will NOT exceed the pay cap, the employee will be paid all or part of his/her rollover money. If it appears that the employee will meet or exceed the pay cap in 2010, the rollover money will beheld back until such time as s/he is no longer expected to exceed the pay cap by receiving the rollover money.(See 09 State 007488 and 09 State 016174 for further details.)

F. Student Loan Repayment Program:

Employees serving in Afghanistan who have qualifying outstanding student loans are eligible for the Student Loan Repayment Program (SLRP). (For details see 09 State 039605, 4/21/09.)

G. Special Differential for Second Year:

The Department has instituted a new program to encourage employees to seek two-year tours of duty in Afghanistan. Under this program an employee (commissioned FS-04 to FS-01 Generalists only as with the other Special Differential outlined in paragraph 15.C.1 above) who extends his/her tour of duty in Afghanistan by an additional twelve months will be eligible to receive an additional 15 percent special differential during the second year of service in Afghanistan. This special differential is to compensate for additional work in excess of normal requirements performed during the second year. Employees who are assigned to Afghanistan TDY from an overseas post may request an extension but will not be permitted to remain TDY from the overseas post during the second year. They will either have to be assigned to Afghanistan or TDY from Washington. Similarly, employees who break a linked assignment to extend for a second year will not be eligible for another linked assignment, but will be eligible to accept early handshakes and will be given HR's best efforts at landing an onward assignment. The Department has approved a non-repayment policy for this Special Differential for Second Year, e.g., employees who curtail their tour of duty during the second year would not be required to repay any Special Differential already received.

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16. ASSIGNMENT STATUS: The Department will either assign or detail employees who are going to Afghanistan. Employees who are detailed from Washington (or another U.S. location/duty station) retain Washington, D.C., (or other U.S. duty station) locality pay but will not be eligible for Involuntary Separate Maintenance Allowance.

17. RESTORATION OF ANNUAL LEAVE:

The Department has designated employees serving in Afghanistan as performing national emergency work. Therefore, any leave forfeited by an employee because he or she is currently serving, or has served, in Afghanistan for a period of at least 30 calendar days during the leave year will be restored to the employee at the beginning of the next leave year (08 State 131895, 12/16/08). Employees should apply for leave restoration through the Kabul Human Resources Officer (HRO) or through their home post timekeeper.

18. HOME LEAVE/TRANSITION LEAVE:

A. All Foreign Service employees who arrived at post on/after May 1, 2008 and who complete 12 months of continuous service abroad in Afghanistan on assignment or TDY are required to take Home Leave following the assignment.

B. Similarly, all Civil Service employees on LNAs who complete 12 months of continuous service in Afghanistan followed by another overseas assignment must also take home leave. Civil Service employees on an LNA appointment who return to an assignment in the United States are currently required to take 15 days of Transition Leave to resettle back into the United States.

C. While the intent of this new requirement is to promote employees' well-being the Department realizes that this may be a burden on some employees. Accordingly, the Director General may consider an employee's request for delayed or deferred home leave, or a home leave waiver if such home leave would impose undue hardship on the employee. Requests should be made directly to the Director General.

D. For more details and guidance on this subject, employees should refer to 08 State 012506 and 08 State103506.

E. Employees and their family members who are eligible for home leave based on their prior post abroad but are unable to take it because the needs of the Department require the employee to report to duty in Afghanistan directly from the prior post may delay home leave until after the employee completes service in Afghanistan (unless this would cause the employee's period of continuous service abroad to exceed 42 months). In such circumstances, the Department will pay travel expenses for eligible family members to take home leave with the employee, regardless of whether the family members are receiving SMA and are residing abroad or in the US. Family members will not receive SMA on any days that they receive per diem for home leave travel.

1. UAB, HHE AND CONSUMABLE SHIPMENTS: The following shipments are authorized for all personnel, including long-term details, serving a 1-year tour in Afghanistan. -- UAB consisting of 250 pounds gross weight -- 2000 pounds of HHE by air -- 1000 pounds of consumables.

2. SUNSET REVIEW: The provisions of the Afghanistan Service Recognition Package (ASRP) will change over time to reflect changing conditions at post, just as post allowances and differentials are subject to change. Regional Rest Breaks are closely linked with stresses of close quarter living and long hours. As circumstances in Afghanistan evolve over time, the number of authorized Regional Rest Breaks may be reduced. The ASRP is scheduled for quarterly comprehensive reviews as necessary.

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21. MINIMIZE CONSIDERED. CLINTON BT #2642

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