



Questionnaire for Overseas Benefits Determination

Information on Eligibility

Civilian Federal Employees recruited outside of the United States or territories are not normally eligible for foreign area allowances and differentials or government paid transportation. However, in some circumstances such eligibility can be established. Governing Regulation provide that each employee shall have his/her eligibility determined at the time of hire, and at any time pertinent changes occur which might affect eligibility.

By providing the following information, you help to assure that eligibility determinations in your case are made equitably, accurately, and IAW governing rules and regulations. Information you furnish may be verified through other sources.

You may decline to furnish all or any part of this information. However, in the absence of facts adequate to clearly establish your eligibility, benefits cannot be granted.

NAME: _____

EMAIL: _____ **PHONE:** _____

SECTION A: RESIDENCE/WORK HISTORY

Please use the following references to answer the questions in this section:

A U.S. Hire is defined as: A person who physically resided permanently in the United States from the time he/she applied for employment until and including the date he/she accepted the formal offer of employment. Specifically, this definition differentiates between those who actually occupy a residence in the U.S. as opposed to those who occupy a residence outside the U.S. yet maintain ties to the U.S. such as home ownership, Driver's license, or voter registration.

An individual may still be considered a "U.S. Hire" even though he/she may have left the United States for a short period of time. It is important to identify any absences from the United States from the time of application until and including the date of the formal offer in order to properly determine eligibility.

The United States is defined as: Any of the 50 States, the District of Columbia, Puerto Rico, and any U.S. territory or possession.

OCONUS is defined as: Locations outside of the United States

Example 1: A military member stationed in Korea applies for a local position. The service member then separates from the military and then moves back CONUS. They are then offered employment. When asked "Did you apply for this position while physically in the United States or a U.S territory/possession?", the answer would be NO. When asked "Did you accept this job offer while physically in the United States or a U.S territory/possession?", the answer would be YES.

Example 2: A person is hired from Texas to work as an invited contractor in Japan on an employment contract of one year. The person applies for federal employment while working in Japan. When asked "Did you apply for this position while physically in the United States or a U.S territory/possession?", the answer would be NO. When asked "Did you accept this job offer while physically in the United States or a U.S territory/possession?", the answer would be NO.

Did you apply for this position while physically in the United States or a U.S territory/Possession?

Yes No (If No, what was your immigration status in the overseas location?) _____

Did you accept this job offer while physically in the United States or a U.S territory/Possession?

Yes No (If No, what was your immigration status in the overseas location?) _____

Were you at any time, from application for the position until acceptance of the job offer, outside the United States or a U.S territory/Possession?

Yes No If Yes, please explain Where, When, Why:

(If currently residing overseas) When was the last time you resided in the US or a US Territory/Possession?

Date: _____

Location: _____

List **all** residences for whichever is greater: the last 24 months or since residing overseas.

FROM	TO	ADDRESS

List **all** employers for the last 24 months. Include any periods of unemployment over 30 days long. (If you have been employee continuously overseas for more than 24 months, list all employers since residing overseas)

FROM	TO	NAME of EMPLOYER and LOCATION of EMPLOYMENT (Not Location of Employer)

SECTION B: Category of Employment

Please check all applicable statements:

- U.S. Hire: Transfer/Reassignment– Current federal employee meeting the definition of U.S. Hire. This can be verified on a SF50/DD 3434 (Notification of Personnel Action) (Please Complete Section C1)
- U.S. Hire: New Appointment – Not a current federal employee and meets the definition of U.S. Hire. Active Duty stationed in the United States will be included in this category if a DD-214 reflects the United States as the place of entry. Guard and Reserve activations will be included in this category if a DD-214/mobilization orders reflect the United States as the place of entry. (Please Complete Section C2)
- OCONUS Transfer – Employee of a federal agency other than the Department of Army, currently assigned overseas (Please Complete Section C3)
- OCONUS Hire – An applicant who is not a federal employee and does not meet the definition of a U.S. Hire (Includes DoD Invited contractors) (Please Complete Section C4)
- Military Separation OCONUS – A Military member who is stationed OCONUS. TDY Assignments do not apply to this category. (Please Complete Section C5)
- Invited Contractor who previously separated from the military overseas (Please Complete Section C4 and C5)
- Other: _____

SECTION C1: (U.S. Hire: Transfer/Reassignment)

Is your current duty station, block 39 on your SF-50, in the US or US territory?

Yes (Continue below) No (Complete Section C3)

Have you currently completed your probationary period for federal service?

Yes No

Have you had a government funded PCS move within the last 12 months?

Yes No

Required Documents:

- Most recent SF-50 or DD3434 (Notification of Personnel Action)

SECTION C2: (U.S. Hire: New Appointment)

If you are a new federal appointee on an initial/reinstatement appointment hired from the US/US Territory, sign this document and provide the below documents.

Required Documents:

- Copy of a current utility bill/renal contract/ or ownership from your residence
- Copy of your voter registration and/or Driver's License
- Completed Certificate of Actual Residence
- Separation SF50/DD 3434 (Notification of Personnel Action) *(Only for Reinstatement)*

SECTION C3: (OCONUS Transfer)

Did you have a government funded PCS move overseas?

Yes No

Do you currently receive Living Quarters Allowance or free government housing?

Yes No

Have you always received Living Quarters Allowance or free government housing since assignment overseas?

Yes No

Have you had a government funded PCS move within the last 12 months?

Yes No

Required Documents:

- SF-50 or DD3434 assigning you to the overseas area
- Current SF-50 or DD3434
- Travel orders from CONUS to OCONUS assignment
- Transportation agreement (If under one)
- Confirmation of LQA (If not annotated on SF-50)
- Confirmation of Overseas benefits (TA/Home leave/360 accrual)

SECTION C4: (OCONUS Hire)

Is your current employer: a United States firm, organization, or interest; an international organization in which the United States Government participates; or a foreign government?

Yes No

With your current employer, did you apply for the position while physically in the United States or a U.S territory/possession?

Yes No

Did you accept this employment while physically in the United States or a U.S territory/possession?

Yes No

City and State from which hired: _____

Did this employer pay for your transportation from CONUS to overseas?

Yes No

Did this employer pay to ship your Household Goods from CONUS to overseas?

Yes No

Did this employer pay for any family member's transportation from CONUS to overseas?

Yes No

Does your employer provide you with return transportation back CONUS after your employment obligation?

Yes No

Required Documents:

- You will need to provide **all** contracts that you have been employed under since living OCONUS. These contracts need to be signed and dated by employee and company.
**(A contract is the employment document that stipulates your employment terms and conditions. It covers such information as salary, benefits, conditions of employment, etc. Offer letters are not contracts.)*

*** (Example: you were employed OCONUS by Computer Systems Inc from 5/05 to 8/07, BAE Systems from 8/07 to 8/09, and then General Dynamics from 8/09 to present...you would have to*

provide three contracts for this determination....no matter if the company was bought out, contract changed, transferred, etc.)

- A pay stub/LES from your current employer. (*within the last 30 days*)
- Korea only, a report of your immigration entry/exit record from the Korean Immigration Office.
- A copy of your passport pages with entry/exit stamps from CONUS to overseas
- All Invited Contractor Forms (USFK 175-R, USFK 175-R-E, Letters of Authorization, etc) that are used for post/base access and privileges.

SECTION C5: (Military Separated OCONUS)

Do you have a current return transportation entitlement from the military?

Yes

No

Have you ever extended your transportation entitlement from the military?

Yes

No

Have you use any portion of your transportation entitlement from the military?

Yes

No

Required Documents:

- A copy of your DD-214 (member 4 copy)
- A copy of your separation/retirement orders.
- Any terminal leave that has been approved. (If Applicable)
- A statement from the transportation office that you have not used any portion of your military transportation agreement.

Certification: The information provided in this statement is true and correct to the best of my knowledge and belief. I understand that if I provide false information I will be required to reimburse the government for any amount I may have received; that I will be subject to disciplinary action that may result in termination of my employment; and that I may be subject to criminal action. I understand that eligibility determinations cannot be made based on incomplete information/documentation.

Signature

Date

To be Completed by the CPAC

Position Title/Series/Grade: _____

Date Position Offered: _____ Accepted: _____

Vacancy Announcement Number: _____

Date Applicant Submitted for this Announcement: _____

(If Non-Competitive, input the date the employee submitted their resume)(If MDR, put MDR in Answer)

Was position announced outside of Korea OR Japan? Yes No N/A

(Depending on Location)

Was LQA authorized in the announcement? Yes No N/A

("May be authorize" is considered a YES)