

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6109.11 – Pay Administration, Attendance and Leave Handbook  
Chapter 10 - Pay Administration**

**Amendment:** 6109.11-2018-1

**Effective date:** August 29, 2018

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Tina J. Terrell, Acting Associate Deputy Chief

**Date approved:** July 31, 2018

**Responsible Staff:**

**Last Change:** Amendment 6109.11-2017-2 to 6109.11\_30

**Superseded Document(s):** 6109.11,16.38a-18, Amendment 6109.11-96-2, July 26, 1996

**Digest:** Following is an explanation of the changes throughout the directive by section.

**16.38a through 17.7:** Updates directive to current format, makes minor technical and editorial corrections. No additional corrections made to existing sections.

**18:** Removes direction on Grade and Pay Retention in its entirety and recodes to FSH 6109.11, chapter 40.

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### **16.38a - Two or More Orders Against an Employee**

When two or more garnishment orders are received against the same employee and OGC has provided instruction to honor each, prepare two or more separate case files with unique case numbers to distinguish between each order. Prepare a separate Form AD-747 for each order and honor each order to the extent possible under the maximum garnishment limitations (sec. 16.37b) on a first-come, first-serve basis.

### **16.38b - Casual Employees**

Do not use the Assistant Disbursing Officer (ADO) process (FSH 5109.34, section 13.24) for payment of compensation for employees hired under the AD pay plan for whom court-ordered child support and/or alimony has been authorized. Instead, send to NFC copies of the completed Form AD-747, OGC instruction sheet, court order, and completed AD-288, Fire Time Report. NFC will issue one check to the firefighter and one to the garnishment recipient. Notify the employee (sec. 16.36a) and the court or other ordering authority (sec. 16.36b); exhibit 01 is a sample letter to a casual employee and exhibit 02 is a sample letter to the court or other ordering authority.

**16.38b - Exhibit 01**

**Sample of a Form Letter Informing a Casual Employee (Under  
The AD Pay Plan) About a Garnishment Order**

FOR OFFICIAL USE ONLY

United States Department of Agriculture	Forest Service	Umatilla National Forest	2517 S.W. Hailey Ave Pendleton, OR 97801
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Reply To: 6150-3-7

Date: July 12, 1993

CERTIFIED MAIL - RETURN  
RECEIPT REQUESTED

Ms. Wanda J. Murphy  
11 N.E. Rockefeller Drive  
Pendleton, OR 97801

Dear Ms. Murphy:

A garnishment order on your wages has been served on the Department of Agriculture under Title 42, United States Code, section 659. The deduction will be made from your pay whenever you are employed by the USDA Forest Service. We must advise you that the United States will not represent the interests of the employee in garnishment legal proceedings.

If you have any questions, please feel free to contact this office on 503-278-0001.

Sincerely,

/s/ Sally Jones

SALLY JONES  
Personnel Officer

Enclosure

cc: Office of Support Enforcement

FOR OFFICIAL USE ONLY

**16.38b - Exhibit 02**

**Sample of a Letter to a Court or Ordering Authority  
Concerning a Garnishment Order on a Casual Firefighter Employee**

FOR OFFICIAL USE ONLY

United States Department of Agriculture	Forest Service	Umatilla National Forest	2517 S.W. Hailey Ave Pendleton, OR 97801
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Reply To: 6150-3-7

Date: July 12, 1993

Office of Support Enforcement  
11 W. 39th St.  
P.O. Box 4269  
Vancouver, WA 98662-0269

Subject: Wanda J. Murphy, Court Case No. 1245

This is to notify you that we have received the Notice to Withhold Earnings, dated May 8, 1993, issued against subject Forest Service employee.

While Ms. Murphy is not a continuing employee of the USDA Forest Service, she has been hired from time to time as a casual firefighter. This means that she is called to work and released as needed. She does not have a schedule and may or may not be employed by the Forest Service again in the future.

In compliance with the Notice to Withhold Earnings, and on instruction from our Office of General Counsel, we will process a garnishment against any pay Ms. Murphy receives. The enclosed Form AD-747 describes the amount to be withheld and the address to which it will be sent.

If you have any questions, please contact me at this office on 503-278-0001.

Sincerely,

/s/ Sally Jones  
SALLY JONES  
Personnel Officer

Enclosure

cc: Ms. Wanda J. Murphy

FOR OFFICIAL USE ONLY

### **16.38c - Human Resource Program Enrollees**

Enrollees in these programs are subject to garnishment under the same laws and regulations as Federal employees. Enrollees in the Forest Service are pay rolled from the NFC payroll personnel system. For garnishment of enrollees' pay, follow the same procedures in this chapter as used for other employees (sec. 16.3 - 16.39).

### **16.38d - Manual Processing**

Payroll actions for certain garnishment situations require NFC to process payments manually:

1. Garnishment orders which require deductions based on a percentage of gross income.
2. Garnishment orders for employees who receive cost-of-living allowances.

The Personnel Officer at the servicing personnel office follows the same procedures as for other garnishment cases (sec. 16.34 - 16.39), except that the completed Form AD-747 and a copy of the garnishment order must be mailed in paper format or sent by facsimile to NFC, Administrative Billings (P.O. 60000, New Orleans, LA 70160; FAX 504-255-5689) for processing. Once NFC establishes the manual payment, any changes to the case must be coordinated with NFC. Send a completed Form AD-747 with accompanying documents to NFC for any change or cancellation. If the change constitutes an automatic payroll deduction, then any other actions may be processed in PRES. For example, a change from percentage of gross income to a dollar amount requires NFC to suspend the manual payment and establish the payroll deduction in the system.

### **16.39 - Case Files**

Establish and file documentation for each case of garnishment in a separate case file. The servicing personnel office assigns new case file numbers. When employees move from one employing unit to another, forward the garnishment case files to the new servicing personnel office. Do not change existing case file numbers when the employee moves to a new employing office, unless there is a duplication of numbers within the same servicing personnel office.

### **16.39a - Case File Retention**

Maintain file copies of Form AD-747 with supporting documentation so that inquiries concerning garnishments can be promptly answered. Close garnishment files when the deduction is cancelled by the court or other ordering authority or when the employee is no longer working for the Forest Service. Files on employees who are terminated due to seasonal employment are not closed unless it is expected that the employee will not be rehired. Keep closed files separate from current case files and apply the retention period according to FSH 6209.11.

### **16.4 - Garnishment or Attachment of Wages for Bankruptcy**

Honor bankruptcy orders received from a Federal Bankruptcy Court under Public Law 95-589. The Court order may specify withholding up to 100 percent of the employees net salary for

purposes of bankruptcy. It is not necessary to refer Bankruptcy Court orders to the Office of the General Counsel (OGC) for legal determination unless circumstances warrant a specific review by that office.

#### **16.41 - Processing Instructions**

The National Finance Center (NFC) processes payroll deductions for bankruptcy purposes for employees. When the Employing Office receives a Court order, notify the NFC by letter. Include a copy of the Court order with the notification.

#### **16.42 - Notify Employee**

As soon as possible, notify the employee by letter that a court order for bankruptcy has been received and that the NFC is to process it. Include a copy of the Court order.

#### **16.43 - Filing Records**

File copies of the notification letter, Court order, and letter to NFC on the temporary side of the employee's Official Personnel Folder (OPF). Remove them and notify the Court when the deductions are complete, or when the employee separates or transfers from the Department or agency.

#### **16.5 - Waiver of Overpayments**

Claims against employees or former employees arising from erroneous payments of pay or allowances may be waived in whole or in part. (FSM 6152.21).

Pay includes salary, wages, and other compensation for services, such as base pay, overtime, differential, holiday, and severance pay and pay for accumulated and accrued leave. It does not include expenses for travel, transportation, transportation of household goods, or other allowances provided by Title 5, United States Code, section 5724 (5 U.S.C. 5724).

Allowances include, but are not limited to, payments for quarters, uniforms, and overseas cost-of-living expenses, but does not include travel and transportation allowances, and relocation expenses payable under 5 U.S.C. 5724a.

Claims of more than \$1,500 can be waived only by the Comptroller General.

Since accountability for payment of casual employees is a fiscal responsibility, waivers for overpayments to casuals shall be concurred in by the Regional Director, Fiscal and Accounting Services Staff, prior to final decision.

#### **16.51 - Initiating a Waiver Action**

The employee who received the erroneous payment is responsible for initiating a request for waiver. However, the employing office may, without a specific request, initiate waiver action for any claim arising out of an erroneous payment made on or after July 1, 1960. It is not

necessary that units search files in an effort to discover cases involving erroneous payments for possible consideration under these regulations.

### **16.52 - Conditions for Waiver of Claims**

Claims against employees arising from erroneous payments of pay or allowances may be waived in whole or in part, whenever all of the following conditions exist:

1. The amount of the claim is \$1,499 or less, exclusive of any repayments by the employee (that is, the original claim must not be greater than \$1,499).
2. The erroneous payment of pay or allowance was made on or after July 1, 1960, and less than 3 years have passed since the date of discovery of the erroneous payment of pay after October 1, 1971, or for allowances after October 2, 1975.
3. Collection would be against equity and good conscience and not in the best interest of the United States. This criterion will be met by a determination that the erroneous payment of pay or allowances occurred through administrative error and that there is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the employee or any other person having an interest in obtaining a waiver of the claim. Any significant, unexplained increase in an employee's pay or allowances that would prompt a reasonable person to make inquiry concerning the correctness of the pay or allowances ordinarily would preclude a waiver when the employee fails to bring the matter to the attention of appropriate officials.

Waiver of overpayments of pay or allowances under this standard necessarily must depend upon the facts existing in the particular case. Record in detail the facts and make such a record a part of the case file (7 AR 696.6i(1)). Ordinarily, consider collections for minor adjustments involving erroneous payments (7 AR 303) to be in the best interest of the United States and not against equity and good conscience.

4. The claim has not been referred to the Comptroller General for collection or the Attorney General for litigation or is not the subject of an exception made by the Comptroller General in the account of an accountable officer (7 AR 697.6g).

### **16.53 - Investigation of Claim Prior to Waiver**

Before taking waiver action, conduct an investigation, unless the overpayment of pay or allowances is \$100 or less and there is no indication in the record of fraud, misrepresentation, fault, or lack of good faith on the part of the employee or any other person having an interest in obtaining a waiver of the claim. Submit the report with the request for a waiver. Refer all claims involving known, suspected, or alleged violations or irregularities through the designated liaison officer of the Region, Station, or Area to the appropriate Inspector General Officer (8-104). Include in the investigative report:

1. The total amount of the erroneous payment together with the part of the erroneous payment made on each pay record or voucher. Enclose copies of pertinent documents



such as Form AD-334, Statement of Earnings and Leave, and Form AD-343, Payroll Action Request. The statement must be sufficiently detailed to permit an audit by the reviewing official.

2. A statement showing the circumstances surrounding the erroneous payment, the date of its discovery, and whether or not it was subject to an exception made by the Comptroller General. This statement must include details of personnel actions, dates, actions taken or not taken by any persons who processed documents, and any other pertinent information.
3. A statement as to whether there is any indication of fraud, misrepresentation, fault, or lack of good faith on the part of the employee or any other person having an interest in obtaining a waiver of the claim.
4. A statement by the employee concerning the employee's knowledge of the overpayment. The employee should record the facts as the employee remembers them and should sign and date the statement. The original, signed by the employee, must be submitted to GAO.
5. Any factual information indicating that the employee was aware of the possibility of having received an erroneous payment of pay or allowances.

#### **16.54 - Waiver Action**

##### **16.54a - Claims of \$1,500 or Less**

Upon receipt of the report of investigation, the delegate responsible for waiver of such claims shall review the report, take whatever action is necessary to prevent similar erroneous payments, and if the circumstances of the case so justify, waive the claim in whole or in part. Document the date and reasons for the waiver or rejection, and the nature of the corrective action, and make this documentation a part of the case file along with the report of investigation and related correspondence. Promptly notify in writing the employee involved and all others concerned, including the National Finance Center, of the waiver action taken.

When waiving a claim, notify all persons who have repaid any part of the claim so waived of the waiver if it is reasonably possible to locate them. Inform them of their right to apply for a refund within 2 years following the date of the waiver.

A Forest Service unit may not waive claims referred to the Comptroller General for waiver or collection or to the Attorney General for litigation. Refer the report of investigation for such claims, along with a recommendation for waiver action, to the Washington Office for review and forwarding to the General Accounting Office.

##### **16.54b - Claims in Excess of \$1,500**

For such claims, forward the case with the investigative report, supporting documents, and recommendation on the waiver action to:

U.S. General Accounting Office  
Accounting and Financial Management Division  
Claims Group, Room 5451  
441 G Street, NW.  
Washington, DC 20548

### **16.55 - Refunds of Repayment**

When employees or former employees have repaid amounts paid in error on or after July 1, 1960, and the erroneous payment is subsequently waived, refund the employee the amount of the waiver granted or amount repaid, whichever is less, provided the employee applies for refund within 2 years following the date of the waiver.

The National Finance Center refunds based upon the notification of waiver and such other information as may be required to process payment. For income tax withholding and reporting purposes, refunds are considered as taxable wages in the year in which the employee receives them. Charge refunds to the appropriation from which the erroneous payment was made.

### **16.56 - Records and Reports**

Both case files and a register of cases are required. Maintain a register of cases containing the following:

1. Name of employee who received overpayment.
2. Date of discovery.
3. Date of receipt of request for waiver.
4. Disposition and date.
5. Amount waived and/or amount denied.
6. Amount refunded.

For each claim establish a case file containing the report of investigation, an account of corrective action taken, waiver action taken with reasons, and pertinent information such as action taken concerning refunds and related correspondence.

By November 1 each year submit Report FS-6100-AC, Annual Report of Waiver of Claims Against Employees for Erroneous Payments of Pay and Allowances, to the Director, Personnel Management Staff, Washington Office, indicating the total amount of claims waived and refunds made during the preceding fiscal year. See exhibit 01 for report format. Negative reports are mandatory and must be submitted on Form FS-1300-22, Negative Report.

**16.56 - Exhibit 01**

Annual Report of Waiver of Claims Against Employees  
For Erroneous Payments of Pay and Allowances

To: The Comptroller General

From: USDA-Forest Service

	Number	Dollar Value
Waived in full by agency	0	\$ 0
Denied in full by agency	0	0
Waived in part and	0	0 waived
denied in part by agency	0	denied
Agency determined application not for consideration (See 4 GAO 102.1-102.3)	0	0
Cases referred to GAO	0	0
Amount refunded as result of waiver action by agency:		\$ 0
Amount refunded as result of waiver action by GAO:		\$ 0

### **16.57 - Referral of Claims for Collection or Litigation**

In cases where you have considered and denied a request for waiver, and the National Finance Center (NFC) is unable to collect the amount owed, the NFC refers the uncollectible billing to the General Accounting Office (GAO) and includes a statement indicating denial of waiver of the claim. In the case of casual employees, the fiscal agent refers the uncollectible billing to the GAO with a statement indicating denial of the waiver of the claim.

### **16.6 - Backpay**

Regional Foresters, Station Directors, and the Area Director are delegated authority to approve backpay claims and cases. Cases which are in doubt or where no clear precedent or Comptroller General decision exists, shall be sent to the Director, Personnel Management Staff, Washington Office, for decision or for transmittal to the USDA Office of Personnel or General Accounting Office (GAO). The statute of limitations for backpay claims is 6 years, except for certain situations involving military service during time of war. For cases that must be decided by the General Accounting Office, the date used to determine the statute of limitation is the date received and noted at GAO. An agency administrative office cannot stop the date for claims when the statute of limitation is involved. Only GAO has that authority.

## **17 - Allowance Based on Duty at Remote Worksites**

### **17.02 - Objective**

1. To provide some compensation to employees in recognition of extraordinary expense, inconvenience, or hardship:
  - a. Involved in commuting long distances to and from an official duty station that is remote from the nearest established community or suitable place of residence.
  - b. When employees are required by agency management to remain at a remote duty station for the workweek because conditions such as location and transportation make it impractical to commute on a daily basis.

The law does not permit establishment of an allowance for remoteness as such or for situations where employees may live either permanently or temporarily at or near remote duty stations and may have to travel long distances to avail themselves of consumer services. The factors of expense, inconvenience, and hardship, as they exist in connection with commuting to a remote post of duty, must be appreciably greater than that experienced by employees who commute to work in metropolitan areas throughout the country.

2. To provide instructions for administering the remote worksite commuting allowance program.

### 17.03 - Policy

1. Take positive steps to eliminate, reduce, or minimize to the extent permissible or feasible, any extraordinary expense, inconvenience, or hardship that may be associated with or stems from employment at a remote duty station.
2. Pay the allowance where requirements are met.
3. Review approved remote worksites at least annually to determine if there have been any changes in the remote worksite commuting conditions or other factors that may affect an authorized allowance. Report changes in conditions to the Washington Office on a current basis.

### 17.05 - Definitions

1. Official Duty Station. The worksite where the employee is actually stationed and where that employee expects and is expected to spend the greater part of work time (FSM 6543.06e).
2. Nearest Established Community or Suitable Place of Residence. A city, town, or location with adequate living quarters and basic consumer services, such as shopping facilities, medical care, schools, and recreation. Any community with a population of 5,000 or more is generally considered a suitable place of residence. However, a community with a smaller population is also considered suitable if adequate living quarters and consumer services are available (FSM 6445.05, item 4).
3. Official Residence. The residence to which an employee commutes daily or could commute daily except when the employee stays at the worksite.
4. Permanent Resident. An employee who lives year-round at or near the remote worksite. The official residence is less than 50 miles from the remote worksite.
5. Temporary Resident. An employee who does not maintain an official residence in or near the nearest established community from which the employee could commute to and from the remote worksite on a daily or weekend basis. Such an employee uses housing at the worksite as the place of residence for the period of employment at the worksite. A temporary resident is generally one of the following:
  - a. A temporary employee who lives in another geographical area and who has not established an official residence in or near the nearest established community; that is, a rented room or apartment from which the employee could commute to and from the remote worksite on a daily or weekend basis. Establishing a mailing address, acquiring a post office box, or renting a motel room for weekends does not meet the intent of "establishing and maintaining an official residence for the period of employment."

- b. An employee with an official residence in or near the nearest established community who rents out this residence and lives in housing at the worksite for the period of employment.
6. Most Direct Route. The shortest route available over dry and regularly maintained State, county, or Forest Service system roads between the nearest established community and the official duty station (FSM 7310.3).
7. Commuting Time. The average time required for a prudent, safe driver to drive a vehicle from the nearest established community to the official duty station (FSM 7310.3) at just under the established speed limits and using the most direct route.

### **17.1 - Employees Eligible for an Allowance**

Employees, regardless of type of appointment or work schedule, are eligible to receive remote worksite allowances if they:

1. Have a remote worksite designated as their official duty station.
2. Maintain an official residence at or within a reasonable distance from the nearest established community.
3. Incur extraordinary expense, inconvenience, or hardship as a result of:
  - a. Commuting daily 50 miles or more one way to a remote worksite.
  - b. Maintaining two residences when management requires them to remain at a remote worksite to which daily commuting is impractical.

Availability of housing at the worksite does not affect an employee's eligibility for an allowance. Do not require the employee to occupy Government housing for the sole purpose of either granting or denying an allowance.

### **17.2 - Employees Ineligible for an Allowance**

The following employees are not eligible to receive an allowance, even though they are working at a worksite designated as remote:

1. Permanent Residents. See paragraph 4, section 17.05.
2. Temporary Residents. See paragraph 5, section 17.05.
3. Others. Employees who do not have the remote worksite designated as their official duty station in accordance with FSM 6543.06e.

### **17.3 - Basic Criteria for Determining Remoteness**

A remote worksite must meet one of the following situations:

1. Daily Commuting by Motor Vehicle

a. Minimum Distance. The worksite has road access where daily commuting is practical and is located 50 miles or more, one way, over the most direct route from the nearest established community or suitable place of residence.

b. Inconvenience and Hardship. Daily travel normally exceeds 1 hour, one way, between the nearest established community or suitable place of residence and the remote post of duty.

2. Where Daily Commuting Is Not Required. Consider the worksite to be remote when factors such as location, terrain, weather, or transportation make it impractical for employees to commute daily and the Forest Service, therefore, requires them to remain at the worksite for the workweek or a substantial part of the workweek as a regular condition of employment. In these situations, employees typically travel from their homes to the worksite at the start and finish of the workweek.

3. Other Commuting Situations. The minimum requirements outlined in 17.3, paragraphs 1 and 2 do not apply when commuting:

a. Is by boat, aircraft, or other unusual conveyance.

b. Involves factors or conditions unique to the worksite.

Do not consider an allowance rate to compensate for inconvenience and hardship in such circumstances unless the travel time normally exceeds 1 hour, one way, between the nearest established community or suitable place of residence and the remote worksite. In these situations, where Forest Service management believes that because of extraordinary commuting conditions the worksite should receive consideration as remote for allowance purposes, submit a request showing the recommended allowance to the Washington Office for review and forwarding to the Office of Personnel Management for consideration.

#### **17.4 - Allowances Payable**

An allowance rate may not exceed \$10 per day. A specific allowance rate is established for each remote worksite. Rates are terminated or adjusted as conditions warrant.

The following are the types of allowances payable and the factors considered in establishing the specific rate:

##### **17.41 - Commuting Expenses**

Compensation may be authorized for each round trip an employee actually makes to a remote worksite if either of the following factors apply.

### **17.41a - Transportation**

Extraordinary expenses are incurred in commuting to a remote worksite located 50 or more miles one way from the nearest established community. The transportation allowance is computed in accordance with Federal Personnel Manual Supplement 990-2, book 591, appendix A (FSH 6109.41 - FPM Sup. 990-2, bk. 591, ap. A).

### **17.41b - Inconvenience and Hardship**

Excessive travel time or unusual commuting conditions or conveyance are compensable when normal time exceeds 1 hour one way from the nearest established community to the remote worksite. The inconvenience and hardship allowance is computed in accordance with Federal Personnel Manual Supplement 990-2, book 591, appendix B (FSH 6109.41 - FPM Sup. 990-2, bk. 591, ap. B).

### **17.42 - Miscellaneous Expenses**

The Office of Personnel Management (OPM) may authorize an allowance to cover other miscellaneous expenses incurred in situations where daily commuting is impractical. Following are some examples of allowances that may be authorized.

#### **17.42a - Lodging Expenses**

This allowance covers the quarters fee paid by the employee when management requires that employee to remain overnight at the remote worksite.

#### **17.42b - Food Costs and Inconvenience**

This allowance compensates for the hardship and inconvenience incurred in maintaining two residences and/or being separated from the family and defrays the costs of providing two food supplies.

Generally, OPM has provided an allowance rate of \$8.50 per day for this portion of the allowance, of which \$6.00/day is allocated to food costs and \$2.50/day to hardship and inconveniences incurred. While the amounts may vary depending on individual circumstances and situations, some portion of this allowance is payable to all eligible employees, married or single. The basic test to determine the actual amount of the allowance payable to each employee is the extent to which the employee incurs additional costs by assignment to a remote worksite. The following examples illustrate how this allowance may vary according to individual circumstances:

1. A married employee is paid the full \$8.50/day for every day the family does not accompany the employee to the remote worksite. For the days when the family also lives at the worksite, the employee receives only the \$2.50/day hardship and inconvenience portion of the allowance and not the \$6.00/day for food costs.
2. A single employee living alone in the official residence would not lose any economy of scale nor have to pay for two continuing food supplies, and, therefore, would not incur



unusual or additional food costs. Therefore, the employee receives only the \$2.50/day portion for the inconvenience associated with living at the remote worksite.

3. Single employees who share the official residence and lose the economy of scale associated with sharing expenses are eligible for the full \$8.50/day. For the days when the sharing resident also lives at the worksite, the employee receives only the \$2.50/day hardship and inconvenience portion of the allowance and not the \$6.00/day for food costs.

4. If all employees eat at a Government mess operation and pay a set meal fee, the allowance per day would be the actual food costs plus the \$2.50 per day for inconvenience.

Do not apply this part of the allowance universally. Evaluate it in relation to individual situations.

Specific allowance rates payable for each remote site are established when the site is designated as a remote worksite.

## **17.5 - Payment of Allowance**

### **17.51 - Effective Date**

Allowances are payable from the date of approval by the Office of Personnel Management or the Washington Office. No retroactive payments are authorized.

### **17.52 - Maximum Allowance Payable**

The maximum allowance payable is limited by statute to \$10 a day even if the total of the amounts allowed for the various allowance factors is greater.

### **17.53 - Computing the Allowance**

1. Payment of the allowance is for those days when the employee actually incurs expenses or experiences hardship or inconvenience because of commuting to the remote worksite.

a. Pay the allowance for each round trip an employee actually makes between the official residence and the remote worksite. The round trip is completed on the day that the employee returns to the official residence. Pay the full allowance for that day. When an employee remains overnight at the worksite through personal choice, do not pay the allowance for that day.

b. Pay the full commuting allowance for the day and any fee charged for housing when management requires an employee who normally commutes on a daily basis to remain at the worksite overnight because of work demands.

2. An employee earns an allowance on a daily basis; do not pay an allowance for days the employee is absent from the worksite, such as sick days or annual leave, holidays, temporary assignments on detail, training, or travel, or other nonworkdays, unless payments are averaged in accordance with Federal Personnel Manual Supplement 990-2, book 591, subchapter 3 (FSH 6109.41 - FPM Sup. 990-2, bk. 591, subch. 3).
3. Daily commuting allowances are based on mileage and time. An employee who meets eligibility requirements need not maintain an official residence within the nearest established community.
  - a. Base the allowance on the mileage and time from the center of the community to the remote worksite if the employee resides within the nearest established community.
  - b. Compute the allowance based on the mileage and time from the employee's residence if the employee lives closer to the worksite than the nearest established community, but still 50 or more miles away.
  - c. Base the allowance on the mileage and time the employee incurs for commuting from the nearest established community to the worksite when the employee lives farther than the nearest established community but close enough to commute on a daily basis.
  - d. Consider an employee who lives less than 50 miles from the worksite to be a permanent resident; such an employee is not eligible for the allowance.
  - e. Consider an employee who does not maintain a residence within a distance that would permit daily commuting to be a temporary resident at the worksite; such an employee is not eligible for the allowance.
  - f. Do not pay the mileage portion of the allowance if the employee travels in a Government vehicle.
  - g. Do not pay the inconvenience and hardship portion of the allowance if the employee travels on official time.
4. As specified in section 17.42, apply allowance rates individually to each eligible employee based on the degree of hardship and inconvenience actually experienced for situations where daily commuting is impractical.

#### **17.6 - Relationship to Additional Pay Payable Under Other Statutes**

Employees shall receive a remote worksite commuting allowance in addition to any additional pay or allowances paid under other statutes. When computing additional pay or allowances payable under other statutes, do not consider the remote worksite commuting allowance to be part of the employee's rate of basic pay.

### **17.7 - Requests for Designation of Remote Worksites**

To prepare supporting information for each proposal, use Federal Personnel Manual Supplement 990-2, book 591, subchapter 3, appendix C (FSH 6109.41 - FPM sup. 990-2, bk. 591, subch. 3, ap. C). The following supplemental instructions apply:

1. Item b, (1)(d) - Facilities and services at the duty post. If room and board are provided, state this fact and the cost to each employee.
2. Item b, (3) - Allowances and differentials. Do not list employees in travel status working at the worksite.
3. Item b, (4) - Local communities and housing. Use the commuting habits of present employees to identify the commuting area surrounding the worksite.
4. Item b, (6)(c) - Government-provided transportation. As a general rule, this includes any form of transportation provided by the Forest Service.
5. Item b, (7) - Recommendations. Provide specific answers to the sub-items in this item. The Office of Personnel Management role is primarily to review requests. The recommended allowance may be accepted and used as the final established rate.
6. Item b, (7)(b) - Appendixes A and B exactly as shown. Use the round trip distance in excess of 50 miles column in Appendix A in all commuting factors.
7. Item b, (7)(d) - Many remote worksites have only one allowance rate based on commuting from the nearest established community. However, in making your recommendations, consider the possibility of more than one rate if employees live closer than the nearest established community. Requests must also demonstrate that employees actually experience extraordinary expenses, hardships, or inconvenience as a result of assignment to a remote worksite. It is not sufficient to simply establish the remoteness of the worksite.