Civilian Training for U.S. & Portuguese Civilians

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The Training & Overseas Allowances Specialists provide detailed information on Training and Overseas Allowance for both U.S. and Portuguese Civilians.

Training Management:

- Per AFI 36-401, all civilian training needs to be coordinated through the CPF Training Section regardless of funding source. CPO has authority to approve/disapprove training based on legal and regulatory requirements not being met.
- In addition to the above, for Portuguese employees, all TDYs must be coordinated through CPO for the following reasons:
    a. HAAZ approval is required for all TDYs outside of Portugal with a minimum notification of 3 weeks prior to departure.
    b. TDY insurance coverage must be processed for all TDYs.
    c. If TDY is to CONUS & employee is travelling on AMC flights, a Visa is required. We are the POC for the American Consul. If the employee needs a VISA they must fly to Sao. Miguel for an interview with the American Consul; coordination with our office on this must be done in a timely manner in order to ensure this process runs smoothly.
- Before approving training for civilians, verify if training can be funded using Civilian Training funds. If training is a "Priority One" it should be funded through CPO.

Mandatory Supervisory Training:

- Ensure employees attend all mandatory supervisory training. The Local Civilian Personnel Management Course is required, per AFI36-401, within 180 days of being assigned supervisory duties over Portuguese employees and member should be considered TDY-in-place for this training.
- Ensure supervisors who need to complete mandatory on-line supervisory training commit and complete the training. Statistics are closely tracked by CPF training section and by USAFE. CPF sends out emails informing Civilian supervisors of their training requirements but do not maintain rosters of military supervisors of civilians.

New Employee Orientation Training:

- This required online training for new employees comprised of seven modules. Employees must complete training within 90 days of assignment. Statistics are closely tracked by CPF training section and by HQ USAFE. Please ensure employees complete in a timely manner.

Overseas Allowance:

- **Temporary Quarters Subsistence Allowance**: Stateside hires are entitled to up to 90 days in TLF upon arrival at new post. TQSA is discontinued as soon as employee moves into either base or off-base housing. Employees are informed that they must keep all receipts (including meals & groceries) in order to be entitled to reimbursement.
- **Living Quarters Allowances:** Employees are briefed on their annual CAP for Living Quarters Allowance should they choose to live off-base. LQA is initiated once employee signs a contract and moves into off-base housing. Employees are informed to keep all receipts for utilities

(electricity, water and gas) for the reconciliation process which is done in 12 months. Employees are responsible for informing CPO of any change to number of dependents (losing or gaining), movement from one set of quarters to another; attainment of age 21 by a dependent child to name just a few of the requirements.

- **Post Allowance:** Offsets costs of living on the local economy and is indexed to stateside hired employee's pay scale and number of dependents only to salary if local hire. Lajes Field normally fluctuates between 15, 20 and 25 percent for Post Allowance. Employees are responsible for informing us of any changes to number of dependents (losing or gaining) and if they, or their dependents, are away from post for over 30 days or on a Leave Without Pay status for over 14 days, attainment of age 21 by a dependent child to name just a few of the requirements.
- **Separate Maintenance Allowance:** To be eligible for SMA, employee must fill out an SF 1192 and an additional justification form explaining the reason that their spouse and/or children could not accompany them to Lajes. The Civilian Personnel Officer has approving authority dependent upon validity of employee's justification. Family members cannot be included on PSC orders if SMA is being requested.

There are many types of allowances and they are complex with regard to the governing rules and regulations governing each one. When in doubt it is best to contact the Overseas Allowances Specialists.

Supervisor Resource Center (click here)