



**Functional Series 600
Budget and Finance**

INTERIM UPDATE 09-05

SUBJECT: Updated Form: Foreign Allowances Application, Grant and Report (SF-1190)

NEW MATERIAL: This form, a mandatory reference to ADS 621, Obligations, has been updated to recognize and include domestic partners.

EFFECTIVE DATE: 08/20/2009

POLICY

USAID/General Notice
M/CFO/FPS
08/20/2009

Subject: Updated Form: Foreign Allowances Application, Grant and Report (SF-1190)

The SF-1190 Foreign Allowances Application, Grant and Report, has been updated. It is located on the USAID intranet forms page at <http://inside.usaid.gov/forms/sf1190.pdf>.

This form is used to request various foreign allowances, including Separate Maintenance Allowance (SMA) and as a basic document for creating obligations (See ADS 621).

The updated form includes a signature block for a spouse or domestic partner in Box 24, Employee Signature and Statement, and is to be signed by the spouse or domestic partner only when the employee is applying for SMA on behalf of either of the two. By signing the form, the spouse or domestic partner is attesting to being aware of criminal penalties for criminal fraud in obtaining the allowance and that a change in status could possibly result in a requirement that the funds be repaid.

The form can be obtained from other U.S. Government Web sites but, because not all sites are as current as ours, we recommend that USAID personnel download it from the Agency's intranet forms site.

Completed SF-1190 forms must be submitted through the Mission's Executive Officer or the Mission or Regional Controller, when appropriate, to the Office of Human Resources, Foreign Service Personnel Division, Foreign Service Staffing Branch (OHR/FSP/FSS), attention: Ghytanna Butler, Chief, for review and appropriate action.

Point of Contact: Any questions concerning this Notice may be directed to Ghytanna Butler, OHR/FSP/FSS, (202) 712-5043, gbutler@usaid.gov.

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