



1 March 2022

Administrative instruction

Special entitlements for staff members serving at designated duty stations

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of implementing General Assembly resolution [70/244](#), section III of Assembly resolution [73/273](#), section D of Assembly resolution [76/240](#), staff regulation 5.3 and staff rules 5.2 (l) and 7.15 (j), hereby promulgates the following:

Section 1

Conditions for special entitlements

1.1 Internationally recruited staff members serving at designated duty stations shall be eligible for the special entitlements set out in the present instruction, provided that they meet the conditions applicable to each entitlement. The duty stations, and the special entitlements applicable to each one, are listed in an information circular on classification of duty stations and special entitlements for staff members serving at designated duty stations (hereunder referred to as "the circular").

1.2 Duty stations where no staff members are serving and where staff members are not expected to serve in the near future are placed by the International Civil Service Commission on a "reserve list". If staff members are assigned to a duty station on the reserve list, the special entitlements last approved for such duty station shall apply, pending the determination by the International Civil Service Commission of the applicable special entitlements.

Section 2

Optional payment of a reduced non-family service allowance at category D and E duty stations not designated as non-family duty stations

2.1 Effective 1 March 2019, eligible staff members who have eligible dependants as defined under staff rule 3.6 and who are serving at category E duty stations that are not designated as non-family duty stations may opt for the payment of a reduced non-family service allowance in lieu of the installation of eligible dependants at the duty station. The reduced non-family service allowance is \$15,000 per year, payable in equal monthly instalments. Prior to relocation to the duty station, or at the time that the staff member becomes eligible pursuant to section 2.7 below, the staff member must decide whether to opt for the installation of their eligible dependants or the payment of the reduced non-family service allowance.



2.2 Effective 1 March 2022, eligible staff members who have eligible dependants as defined under staff rule 3.6 and who are serving at category D duty stations that are not designated as non-family duty stations may opt for the payment of a reduced non-family service allowance in lieu of the installation of eligible dependants at the duty station. The reduced non-family service allowance is \$14,000 per year, payable in equal monthly instalments. Prior to relocation to the duty station, or at the time that the staff member becomes eligible pursuant to section 2.7 below, the staff member must decide whether to opt for the installation of their eligible dependants or the payment of the reduced non-family service allowance.

Eligibility criteria

2.3 In order to qualify for the reduced non-family service allowance, eligible staff members shall:

- (a) Have received and accepted an offer of appointment or assignment for one year or longer to a category D or E duty station not designated as a non-family duty station, and physically report to their official duty station;¹
- (b) Hold a fixed-term or continuing² appointment;
- (c) Have eligible dependants as defined under staff rule 3.6 (a) (i) and (iii);
- (d) Be entitled to the payment of relocation-related entitlements in respect of eligible dependants;
- (e) Not have requested the installation of any eligible dependant at the duty station.

2.4 Staff members who opt for the payment of the reduced non-family service allowance shall not receive relocation-related entitlements in respect of their dependants. This includes travel to and from the duty station, relocation shipment, unaccompanied shipment, the daily subsistence allowance portion of the settling-in grant and home leave travel in respect of their dependants. Once a staff member has opted for the reduced non-family service allowance, this decision shall be final and irreversible until the end of the staff member's appointment or assignment at the duty station.

2.5 If any eligible dependant is installed at the duty station or the staff member no longer has an eligible dependant, the allowance shall be discontinued.

2.6 In order to receive the allowance, the staff member is required to make a claim using the form in the annex to the present instruction and to submit the form to the local human resources or executive office. If the staff member meets the eligibility conditions set out in section 2.3 above, the local human resources or executive office will take action to ensure that the reduced non-family service allowance is to be paid as part of the regular pay of the staff member.

Assignments of less than one year

2.7 A staff member who holds a fixed-term or continuing appointment and is on an initial assignment for less than one year shall be eligible to opt for the reduced non-family service allowance, subject to the following conditions:

¹ When staff members are authorized to telecommute from outside their official duty stations in accordance with Secretary-General's bulletin [ST/SGB/2019/3](#), the payment of the reduced non-family service allowance shall be suspended after 30 days or more of telecommuting outside the official duty station, and the accrual and payment of the total reduced non-family service allowance shall be adjusted accordingly.

² In accordance with staff rule 13.1 (a), all permanent appointments shall be governed by the terms and conditions applicable to continuing appointments under the Staff Regulations and Rules of the United Nations, except as provided otherwise under staff rule 13.1.

(a) The total duration of the staff member's service at the duty station, including the period during which the staff member received the daily subsistence allowance, reaches a total period of one year or more;

(b) The staff member becomes entitled to payment for the shipment of personal effects and household goods in respect of eligible dependants in accordance with section 9.2 of administrative instruction [ST/AI/2016/4](#);

(c) The staff member meets the eligibility criteria set out in sections 2.3 (b) to 2.6 above.

2.8 Staff members will be eligible for the reduced non-family service allowance from the date on which they become entitled to payment for the shipment of personal effects and household goods in respect of eligible dependants. There shall be no retroactive payment of the reduced non-family service allowance.

Change in the designation of the duty station

2.9 If there is a change in the designation of a non-family duty station whereby the family restrictions are lifted during the course of a staff member's appointment or assignment to the duty station, and the staff member was in receipt of the non-family service allowance, the allowance shall be discontinued following a transition period of three months, but may be payable for an additional three months (six months in total) following the effective date of change in the duty station's designation or until an eligible family member joins the staff member at the duty station, whichever is earlier, in accordance with the administrative issuance on the mobility and hardship scheme.³ After expiration of this transition period, an eligible staff member may claim the reduced non-family service allowance, provided that the staff member's service is expected to continue for at least six months beyond the date of such a change in designation.

2.10 In the event of a change in the designation of the duty station to non-family during a staff member's appointment or assignment to the duty station, the payment of a reduced non-family service allowance shall be discontinued as of the date of the change in designation. The non-family service allowance shall be payable to the staff member as of the effective date of the change in the designation of the duty station in accordance with the administrative issuance on the mobility and hardship scheme.³

Change in the hardship classification of the duty station

2.11 In the event of an upward change from E to D in the hardship classification of a duty station, the amount of the reduced non-family service allowance will be set at \$14,000 per year as of the effective date of the change in the hardship classification. In the event of an upward change in the hardship classification of a duty station from D to C, the payment of the reduced non-family service allowance shall be discontinued as of the effective date of the change in the hardship classification. Subject to the requisite eligibility criteria, staff members who are in receipt of the reduced non-family service allowance at the time of the change in the hardship classification of the duty station from D to C and whose service is expected to continue for at least six months beyond the date of such a change in classification shall be entitled to the installation of eligible dependants at the duty station.

2.12 In the event of a downward change from C to D in the hardship classification of a duty station not designated as a non-family duty station, a staff member who meets the eligibility criteria set forth in sections 2.3 to 2.6 above and whose service is expected to continue for at least six months beyond the date of such a change in classification may opt for payment of the reduced non-family service allowance,

³ [ST/AI/2016/6](#) and [ST/AI/2016/6/Amend.1](#) or as may be superseded.

which will be set at \$14,000 per year as of the effective date of the change in the hardship classification. The allowance shall not be payable if any of the staff member's eligible dependants had previously been installed at the duty station. In the event of a downward change from D to E in the hardship classification of a duty station, the amount of the reduced non-family service allowance will be set at \$15,000 per year as of the effective date of the change in the hardship classification.

Transitional measures

2.13 A staff member who meets the following eligibility criteria may opt for payment of the reduced non-family service allowance and shall be required to make the option known to the local human resources or executive office by 1 September 2022:

- (a) The staff member is serving at a category D duty station that is not designated as a non-family duty station;
- (b) The staff member was appointed or assigned to the duty station for one year or longer prior to 1 March 2022;
- (c) The staff member's service at the duty station is expected to continue for at least six months after 1 March 2022;
- (d) The staff member has eligible dependants, none of whom have been installed by the Organization at the duty station.

Section 3

Accelerated home leave travel entitlement

3. Staff members eligible for home leave under staff rule 5.2 who are serving at duty stations classified by the International Civil Service Commission in hardship categories D or E that do not fall under the rest and recuperation framework shall be granted, under staff rule 5.2 (l), accelerated home leave travel once every 12 months in accordance with the provisions of the administrative issuance on home leave.⁴ The duty stations designated for accelerated home leave are indicated in the fourth column of annex II to the circular.

Section 4

Special shipment entitlements

4.1 Internationally recruited staff members serving at designated duty stations shall be eligible for special shipment entitlements under staff rule 7.15 (j) and the provisions of the present instruction. The designated duty stations for the entitlements under sections 4.3 and 4.4 below are indicated in the fourth column of annex II to the circular.

4.2 The relevant provisions of staff rule 7.15 and the administrative instruction on excess baggage, shipments and insurance⁵ shall apply to the special shipment entitlements.

Additional annual shipment entitlement

4.3 An additional annual shipment entitlement of 50 kilograms or 0.31 cubic metres under staff rule 7.15 (j) (i) may be granted to internationally recruited staff members serving at a designated duty station, subject to the following conditions and in accordance with the administrative instruction on excess baggage, shipments and insurance:⁵

⁴ ST/AI/2015/2/Rev.1 or as may be superseded.

⁵ ST/AI/2016/4 or as may be superseded.

- (a) The shipment is to the designated duty station;
- (b) The entitlement is normally exercised in conjunction with home leave, but may be granted independently of such leave, provided that it is exercised in the calendar year in which home leave falls due;
- (c) The entitlement shall not arise in connection with travel on reassignment or transfer to and from the designated duty station;
- (d) Payment of the shipment expenses may not exceed the cost of shipment from the place of home leave to the duty station.

Shipment entitlement on birth or adoption of an infant

4.4 The additional 50-kilogram shipment entitlement under staff rule 7.15 (j) (ii) in connection with the birth or adoption of an infant, whether at the duty station or away from it, shall be granted subject to the following conditions:

- (a) The entitlement shall be used solely for articles needed for the infant;
- (b) When the child is born or adopted outside the duty station and travels to the duty station on home leave travel, the special 50-kilogram shipment entitlement shall be in addition to the unaccompanied shipment entitlement on home leave travel under staff rule 7.15 (j).

Section 5

Reimbursement of basic medical examinations

5.1 Staff members assigned to a country listed in annex III to the circular shall be entitled to reimbursement of the costs of basic medical examinations and tests for themselves, and for their spouse and dependent children as defined in staff rule 3.6 (a) (ii) and (iii) whose travel to the duty station has been paid by the United Nations, in accordance with the provisions of this section.

5.2 Staff members shall be entitled to reimbursement of the cost of one medical examination and related tests in any two-year period for themselves and their spouse and dependent children. Reimbursement shall be within limits considered customary and reasonable at the duty station and shall not exceed a maximum amount of \$350 per person.

5.3 Reimbursement claims shall be submitted to the staff member's executive or administrative office, together with appropriate receipts specifying the examinations and tests taken.

5.4 The results of the examinations or tests shall not be reported to the Organization unless the staff member so requests. In such cases, the results shall be sent directly to the Health-Care Management and Occupational Safety and Health Division of the Department of Operational Support.

Section 6

Final provisions

- 6.1 The present instruction shall enter into force on 1 March 2022.
- 6.2 Administrative instruction [ST/AI/2019/3](#) is hereby superseded.

(Signed) Catherine Pollard
Under-Secretary-General for Management Strategy,
Policy and Compliance

Annex

**CLAIM FOR PAYMENT OF REDUCED NON-FAMILY SERVICE ALLOWANCE**

(for internationally recruited staff members serving at duty stations classified at hardship levels D or E not designated as non-family duty stations)

TO:**Chief Human Resources Officer or Executive Officer****Dept./Office/Mission:****FROM:**

First name:	Last name:
Index No.:	Dept./Office/Mission:
Duty station:	Type of appointment:
Entry-on-duty date at the duty station:	Expiry date of appointment:

Dependants (please list all the eligible dependants recognized by the Organization, except secondary dependants):

	Name (first, last)	Date of birth	Installed at the duty station by the Organization	
Dependent spouse			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dependent child/children			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Yes <input type="checkbox"/>	No <input type="checkbox"/>

☐ I hereby request payment of a reduced non-family service allowance (in the amount of \$15,000.00 per year for category E duty stations and \$14,000.00 per year for category D duty stations) in lieu of the installation of my eligible dependants in the duty station.

I hereby understand that:

- ☐ My decision shall be final and irreversible until the end of my appointment or assignment in the duty station;
- ☐ I shall not be granted any relocation-related entitlements (e.g., travel to and from the duty station, relocation shipment, unaccompanied shipment and daily subsistence allowance portion of the settling-in grant) and home leave travel in respect of my dependants;
- ☐ In the event of a change in the hardship classification that renders the duty station ineligible for payment of the allowance, the payment of the allowance shall be discontinued. If my appointment has more than six months remaining prior to expiration, and subject to meeting all applicable conditions, I shall be entitled to the installation of my eligible dependants.
- ☐ I have read and understood section 2 of administrative instruction [ST/AI/2019/3/Rev.1](#), issued on 1 March 2022.

Signature of staff member: _____ Date: _____

FOR OFFICIAL USE ONLY

Approved by:	
Printed name	Signature
Date:	Dept./Office/Mission:
Processed by:	
Printed name	Signature
Date:	Dept./Office/Mission: