

# Personnel Overseas Bulletin

24 January 2007

DLA Human Resource Center's (DHRC)  
Columbus, OH and New Cumberland, PA

## LIVING QUARTERS ALLOWANCE (LQA)

Living Quarters Allowance (LQA) may be granted to an employee and his/her family at an overseas duty station. LQA is not an automatic salary supplement nor is it an entitlement. It is an allowance specifically intended to be used as a recruitment incentive for U.S. citizen civilian employees living in the United States to accept Federal employment in a foreign area. Employees are not automatically granted this benefit simply because they meet eligibility. LQA may be granted when Government owned or rented quarters are not provided without charge to the employee. The Government Housing Office determines what suitable housing is and whether Government own or rented quarters are available. Government owned quarters, in lieu of LQA, will be assigned to employees recruited for positions in the following countries: Egypt, Israel, Kuwait and Saudi Arabia. Employees in these countries should not expect to receive payment for quarters. Government owned quarters may be made available at other duty locations depending on availability. ***If quarters are available and offered, an employee is not eligible for LQA.***

When LQA is authorized, it is intended to reimburse employees for the annual cost of suitable adequate housing for the employee and his/her family at the overseas duty station. Actual expenses for rent and utilities may be paid up to the maximum authorized by regulations. The maximum rates are set on an annual basis by the Department of State and are reviewed every two weeks and adjusted according to foreign currency fluctuations and interim reports. Examples of reimbursable expenses include rent, electricity, gas, water, and agent fees.

## LIVING QUARTERS ALLOWANCE (LQA) RECONCILIATION

If an employee is granted LQA, they are required to complete a reconciliation after 12 months in the residence. The reconciliation is a comparison of estimated expenses paid to an employee versus actual expenditures to determine if an overpayment or underpayment of allowances occurred. The employee is required to submit paid receipts for all allowable expenses they are claiming as part of the reconciliation. The payments cannot exceed the maximum allowance set by the Department of State. The reconciliation may result in additional payments made to you or may result in your being indebted to the government. If you are indebted, you will receive a letter from the Defense Finance and Accounting Service (DFAS) with the amount and explanation.

Additional information about Living Quarters Allowance (LQA) can be found at DHRC web page <http://www.hr.dla.mil>.

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