

Personnel Overseas Bulletin

April 21, 2008

SPECIAL EDITION

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA) AND LIVING QUARTERS ALLOWANCE (LQA) PRECEDING FINAL DEPARTURE

Due to several recent inquiries, this information is being reissued to the overseas workforce.

When an employee is completing an overseas tour and preparing to return to their home of record or new permanent duty station, they **may** be eligible for temporary quarters prior to their departure.

Temporary quarters subsistence allowance (TQSA) is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension or other transient-type quarters at the post of assignment plus reasonable meal and laundry expenses for a period not in excess of 30 days immediately preceding final departure from the post following necessary vacating of residence quarters.

If it is determined that it is necessary for an employee to occupy temporary quarters immediately preceding final departure from the post, the grant of TQSA may commence the date following the vacating of government owned or leased quarters.

Note: If an employee is not eligible for Living Quarters Allowance (LQA), they will not be eligible for TQSA preceding their departure.

There is a provision in the regulation that allows the agency head or designee authority to grant an employee **up to five (5) days** TQSA prior to the termination of the grant of LQA. If it is determined that it is necessary for the employee to vacate existing quarters in order to comply with **stringent** lease requirements for cleaning and repair, a request from the employee needs to be forwarded to the servicing DHRC through the activity management chain. The request will be reviewed for compliance with the regulation and the requirements of the lease. A decision to approve/disapprove the request will then be issued.

The purpose of the possible authorization of an overlap of TQSA and LQA **is not** intended to ensure that an employee is compensated for the remaining days of a monthly lease.

The overlap of up to five (5) days of TQSA and LQA is rare and is generally the exception and not the rule. Most lease requirements can be met while the employee is still residing in the quarters. This is the only provision that allows an employee to be paid for TQSA and LQA at the same time.

If you have any questions regarding payment of TQSA or LQA, please contact your servicing HR specialist.