



# Department of Defense Education Activity

## PROCEDURAL GUIDE

**NUMBER** 14-PGRMD-021

**DATE** September 8, 2014

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RESOURCE MANAGEMENT DIVISION

**SUBJECT:** Living Quarters Allowance at the Department of Defense Education Activity

**References:** (a) Department of State Standardized Regulations, current edition  
(b) DoD Instruction 1400.25, Volume 1250, DoD Civilian Personnel Management System: Overseas Allowances and Differentials, current edition  
(c) DoD Directive 1404.10, DoD Civilian Expeditionary Workforce, dated January 23, 2009  
(d) Federal Service Impasses Panel 92-FSIP-17 and 92-FSIP-103

1. **PURPOSE.** This Procedural Guide documents the proper processes and procedures used for determining eligibility, processing, and reconciling Living Quarters Allowances (LQA) at the Department of Defense Education Activity (DoDEA).

2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P), (hereafter collectively referred to as "DoDEA Area Directors"); and, all DoDEA District Superintendents, school administrators, supervisors, and Human Resources (HR) specialists.

3. **DEFINITIONS.** See Glossary.

4. **GUIDANCE.** This Procedural Guide describes the processes for determining LQA eligibility, processing LQA requests, and reconciling LQA as found in References (a) through (d). LQA is provided to eligible employees for leased quarters in lieu of Government-provided housing, and is intended to cover the average cost of rent, utilities, and other allowable expenses. LQA at DoDEA is managed in accordance with and consistent with the Department of State guidance.

5. **ROLES AND RESPONSIBILITIES.** See Enclosure 1.

6. PROCEDURES. See Enclosure 2.
7. EFFECTIVE DATE. This Procedural Guide is effective immediately.

R M BRADY

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Associate Director for Financial  
and Business Operations

Enclosures

1. Roles and Responsibilities
2. Procedures
3. LQA Eligibility Requirements
4. Determination of Travel and Allowances
5. Standard Form (SF) 1190, Foreign Allowances Application, Grant and Report
6. Eligibility Determination for Foreign Allowances and Benefits
7. Defense Logistics Agency (DLA) HR LQA Processing Checklist
8. LQA and Post Allowance (PA) Memorandum (Excessive Utilities)
9. LQA and PA Memorandum (Reasonable Utilities)
10. LQA Requests: Special Circumstances
11. LQA Reconciliation Messages
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14. Limited LQA Waivers Sample Messages
15. Payment of LQA after Separation Memorandum

Glossary

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

1. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) AREA DIRECTORS AND DISTRICT SUPERINTENDENTS. The DoDEA Area Directors and District Superintendents, under the authority, direction, and control of the Director, DoDEA, shall ensure that district and school procedures align with this Procedural Guide.
  
2. DODEA SCHOOL PRINCIPALS AND SUPERVISORS. The DoDEA School Principals and Supervisors, under the authority, direction, and control of the cognizant DoDEA Area Director, District Superintendent, or Headquarters (HQ) Division Chief, shall comply with and ensure current local procedures are aligned with the procedures in this Procedural Guide.
  
3. DODEA ELIGIBLE EMPLOYEES. Those DoDEA Employees eligible for Living Quarters Allowances (LQA) are responsible for submitting requests and required documentation to the Defense Logistics Agency (DLA) Human Resources (HR). Additionally, eligible employees must advise DLA HR of status or eligibility changes (e.g. change of location, change of family size, age of dependent children) that may require adjustments to allowances. See Enclosure 3 for information on eligibility.
  
4. DODEA HR.
  - a. DoDEA HR Field Office (HRFO). The DoDEA HRFO assumes responsibility for ensuring employees understand their foreign allowances, including advising employees on using the DoDEA Allowance Processing System (DAPS) to initiate or change allowance requests.
  
  - b. DoDEA HR Travel and Allowances Policy Specialists. The DoDEA HR Travel and Allowance Policy Specialists are responsible for determining eligibility of locally hired employees for foreign allowances, and all other determination requests listed in Enclosure 4.
  
5. DODEA RESOURCE MANAGEMENT DIVISION (RMD). The DoDEA RMD is responsible for certifying the availability of funds. If funds are available, the DoDEA RMD Analyst certifies the order with a dated signature on the Standard Form (SF) 1190, "Foreign Allowances Application, Grant and Report" (Enclosure 5).
  
6. DLA HR. DLA HR reviews and approves DAPS LQA requests and documentation before sending the request package to DoDEA RMD; enters approved LQA requests into the Defense Civilian Personnel Data System (DCPDS); scans completed documentation into the employee's electronic Official Personnel Folder (eOPF); and, conducts LQA reconciliations after employees' first year of occupying new economy quarters.

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1. LQA OVERVIEW. Overseas allowances and post differentials (PD) are recruitment incentives for U.S. citizens living in the U.S. to accept federal employment in a foreign area. With the exception of post allowances (PA), overseas allowances and differentials are not automatic salary supplements or entitlements. Employees recruited in the U.S. for employment in foreign areas may be authorized an LQA and PD.

2. PROCESSING LQA REQUESTS.

a. Employees requesting LQA or reconciling their LQA must complete the online SF 1190 and submit all required documentation to DLA HR via e-mail or DAPS at the time of the request.

(1) The DoDEA HRFO representative assists the employee with completing the SF 1190 and compiling the required supporting documentation.

(2) Required documentation submitted in DAPS includes: SF 1190; DAPS worksheet (a worksheet that lists all expenses for LQA, including rent and utilities); copy of the lease/purchase agreement; and, estimated cost of utilities.

b. The DoDEA HR Travel and Allowances Policy Section reviews employee requests for LQA to determine eligibility.

(1) Refer to Enclosure 3 for specific information on eligibility requirements and determinations.

(2) Once an employee is deemed eligible for LQA, the DoDEA HR Travel and Allowances Policy Specialist completes and forwards the "Eligibility Determination for Foreign Allowances and Benefits" (Enclosure 6) to DLA HR to scan into the employee's eOPF.

c. The DoDEA HR Travel and Allowances Policy Specialist signs and dates the SF 1190 before DAPS automatically routes the package to DLA HR for processing.

d. DLA HR reviews the documents in DAPS for completeness using the DLA HR LQA Processing Checklist (Enclosure 7). DLA HR reviews the following before forwarding to DoDEA RMD for funds certification:

(1) Housing Documentation. DLA HR confirms the employee included a copy of the lease, rental agreement, or purchase agreement.

(2) Other Entitlements. DLA HR ensures the employee's Temporary Quarters Subsistence Allowance (TQSA) entitlement has ended.

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(3) Authorized Expenses. DLA HR verifies that all submitted expenses are authorized. If the employee requests a change to authorized utility amounts, he/she submits copies of the utility bills and/or receipts for paid utilities for the past three months. For initial submissions, the employee must submit utilities cost estimates.

(a) If the estimated amount for utilities expenses is considerably higher than the amount authorized for other employees at that post with similar family size, DLA HR lowers the estimated amount and provides the employee with an explanatory memorandum (Enclosure 8) and copy of the completed SF 1190. The memorandum and SF 1190 are scanned into the employee's eOPF.

(b) If the utilities amount is considered reasonable, DLA HR sends the employee a memorandum (Enclosure 9) and completed copy of the SF 1190, both of which are scanned into the employee's eOPF.

(4) Accurate SF 1190 Information. DLA HR verifies the employee's listed location code, quarters group, family status, shared status, and authorized maximum allowed listed on the SF 1190. According to the Department of State Standardized Regulations (DSSR), Teaching Position (TP) employees with a Bachelor's degree, steps 1 through 3, are assigned to Quarters Group 4. This applies only to the Bachelor's pay lane. Employees in the Bachelor's +15 and +30 pay lanes will be assigned to Quarters Group 3. See Enclosure 10 for further information.

(5) Advance LQA. For employees receiving advance LQA, the DLA HR member faxes the SF 1190 to the Defense Finance and Accounting Service (DFAS) Payroll Technician. If required by the lease, DoDEA authorizes DFAS to disburse advances in at least three month increments.

(a) The SF 1190 should reflect the LQA amount in foreign currency, if required by the employee's lease.

(b) Most advance LQA requests are for the duration of the lease (i.e. one to two years). If the lease requires advance payments less than the duration of the lease, DLA HR makes a copy of the SF 1190 submitted by the employee before processing; at least two weeks before the next advance is due to the employee, DLA HR will fax a new SF 1190 to the DFAS Payroll Technician.

(6) If documentation is incomplete, DLA HR works with the employee to obtain the proper documentation. The SF 1190 is placed in a pending status and an explanatory message is sent to the employee. Reminders are sent to the employee every ten days, up to 30 days. If documentation is still outstanding by the 30<sup>th</sup> day, the action is closed in DAPS and the unprocessed documents are filed in the employee's allowance folder, along with copies of the

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reminders. DLA HR will also notify the employee via e-mail, with a copy sent to the DoDEA HRFO representative and the DoDEA Principal/Supervisor.

e. Once DLA HR is satisfied that all requirements have been met for LQA payment, the request is forwarded in DAPS to DoDEA RMD for review and funds certification.

(1) DoDEA RMD certifies funds availability for LQA payment. If funds are available, the DoDEA RMD Analyst assigns a line of accounting (LOA) to the SF 1190.

(2) The DoDEA RMD Analyst and his/her supervisor review and sign the document in DAPS before returning the request to DLA HR for processing. Copies of this documentation are maintained in the employee's eOPF and DAPS.

f. DLA HR inputs the data (e.g. rent, utilities) into DCPDS using annual amounts in the appropriate currency. Requests are processed no later than five business days from initial receipt. Additionally, DLA HR inputs the following information into DCPDS:

(1) Personally Owned Quarters (POQ). DLA HR inputs the purchase price for POQ in U.S. dollars. If the residence was purchased prior to LQA eligibility or prior to the date the employee began residing in the quarters, DLA HR inputs the date of eligibility or the date of residence (i.e. not the date of purchase) in the "date of purchase" data element.

(2) PA. If applicable, DLA HR inputs the employee's PA data.

(3) Miscellaneous Expenses. Per the DSSR, new appointees to overseas positions may be authorized payment of miscellaneous expenses of the Foreign Transfer Allowance in addition to LQA. Unless previously authorized, DLA HR authorizes the payment on the SF 1190 and sends the form to the DFAS payroll technician.

(4) PD. For employees stationed in geographical regions authorized to receive PD, DLA HR enters their information into DAPS and DCPDS. The effective date of PD commencement should be the date of arrival at the new permanent duty station; payment of PD coincides with bi-weekly base payment.

g. Once all information has been entered into DCPDS and the SF 1190 has been completed and reviewed, DLA HR signs the SF 1190.

h. DCPDS automatically interfaces with the Defense Civilian Pay System (DCPS) as actions or changes are entered into the employee's records. The information entered into DCPDS appears in DCPS within two to four business days.

(1) DLA HR monitors DCPS until entitlements appear.

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(2) Additionally, DLA HR reviews the DCPDS Pay 500 report to ensure information flowed appropriately from DCPDS to DCPS.

i. DLA HR files the completed SF 1190 and the DCPDS Pay 500 report in the employee's allowance folder. DLA HR e-mails the employee with a copy of the approved SF 1190, the DAPS worksheet, updates to the employee's record, and a copy of the LQA eligibility memorandum (Enclosure 8 or 9, as appropriate).

3. LQA RECONCILIATION. The DSSR requires employees to submit LQA reconciliations after the first year of occupying new economy quarters. Should a change in the employee's LQA eligibility occur, they will be required to submit subsequent reconciliations for those quarters. Refer to Enclosure 3 for further information on eligibility changes.

a. DLA HR runs monthly reports in DAPS by district to identify employees required to submit first-year reconciliations.

b. Using the monthly report, DLA HR sends a series of notices and forms to the employee, notifying them of the upcoming reconciliation (Enclosure 11).

(1) Forty-five days prior to the LQA reconciliation anniversary date, DLA HR emails the employee an SF 1190 and LQA Reconciliation Worksheet (Enclosure 12). A copy of the email is sent to the DoDEA HRFO representative. The email shall specify the documents the employee must submit, the date the employee must submit the documents, and the address or means of submitting the required documents.

(2) On the anniversary date, DLA HR emails the employee to remind them of their reconciliation suspense date; to reiterate that the utilities portion of their LQA will be terminated if the reconciliation request is not received on time; and, to submit all required supporting documentation.

(3) If the reconciliation is not received by the suspense date, DLA HR notifies the employee that the utilities portion of their LQA will be suspended.

c. The employee submits his/her reconciliation documents to the appropriate DoDEA HRFO. The DoDEA HRFO reviews the documents for completeness.

(1) If bills/receipts for the one-year period are unavailable because of the utility's billing cycle, the employee submits all bills/receipts received. Utility expenses are prorated when processing the reconciliation. Once the employee receives the bills/receipts, he/she must submit them so the initial reconciliation and current authorization can be adjusted, if necessary.

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(2) If there are extenuating circumstances preventing the employee from submitting bills/receipts, he/she may submit a request via e-mail for an extension. The request must include a date when the bills/receipts will be submitted. The DLA HR program manager notifies the employee of approval or denial within five business days.

d. In some cases, the DoDEA HRFO submits employees' reconciliation packages to DLA HR; generally, the employee is responsible for submitting their completed packages and all follow-up bills and receipts directly to DLA HR for processing.

e. DLA HR processes the reconciliation within 30 business days of receipt of the package; extensions must be approved by the DLA HR Program Manager.

f. Once complete, DLA HR drafts a memorandum that summarizes the calculations used to generate the employee's new LQA amount. DLA HR forwards a copy of the memorandum to the employee and the DoDEA HRFO, and scans a copy into the employee's eOPF.

g. DLA HR inputs the new authorized rent and utilities amounts into DCPDS as a modification, effective the first day of the reconciliation period. The amount of overpayment or underpayment is automatically calculated in DCPS; DFAS issues either a debt notice or a payment action.

ENCLOSURE 3

LQA ELIGIBILITY REQUIREMENTS

1. ELIGIBILITY FOR OVERSEAS ALLOWANCES UNDER THE DSSR. The DoDEA HR Travel and Allowances Policy Section is responsible for determining DoDEA employees' LQA eligibility before submitting LQA requests to DLA HR for processing. LQA eligibility is based on a number of factors, including:

a. Recruitment Location. Employees recruited in the U.S. for employment in foreign areas may be authorized LQA and PD. Locally hired candidates are not eligible for LQA if the position is one for which out-of-country recruitment is normally not undertaken, unless the local hire receives a waiver of the standard limitations because of exceptional circumstances in accordance with Section 2 (below).

(1) To be LQA-eligible, individuals (including former Department of Defense Dependents Schools (DoDDS) educators) returning to the U.S. from DoD employment overseas must physically reside in the U.S. or the Commonwealth of the Northern Mariana Islands from the time he/she applied for employment until he/she accepted a formal offer of employment.

(2) Overseas employees on leave without pay (LWOP) are considered to be current agency employees. Employees who go on LWOP, are selected for a full-time position before expiration of the LWOP, and do not use any separation travel entitlement maintain their eligibility for LQA and a transportation agreement.

(3) Locally hired employees must submit an initial "Request for Determination of Eligibility for Foreign Allowances and Transportation Benefits" (Enclosure 13) to the HR Travel and Allowances Policy Section via email if seeking LQA. Documentation must be completed upon initial hiring or whenever an exceptional event occurs which may confer eligibility.

b. Pay Grade Level. Individuals selected for, reassigned, or promoted to positions at the General Schedule (GS)-9 and below level will not be authorized LQA unless the position has a target level of GS-11 or above. Current DoDEA employees in lower grade positions who are already authorized LQA are exempt, and may be selected for other positions within DoDEA without losing LQA authorization during a period of continuous DoDEA employment.

2. REQUEST FOR WAIVER OF DSSR RULES IN EXCEPTIONAL CIRCUMSTANCES (DSSR 031.12B WAIVERS) AND DETERMINATIONS. A waiver request is an application to DoDEA management to waive the rule that LQA is available only to Continental U.S. (CONUS) hired personnel.

a. Employees may submit requests for LQA waivers to the DoDEA HR Travel and Allowances Policy Section via e-mail (Enclosure 4). Employees who may apply for a waiver of the DSSR eligibility rules are spouses or domestic partners who are currently employed by DoDEA without LQA when their LQA-eligible spouse or domestic partner:

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(1) dies;

(2) becomes physically or mentally incapable of continued employment with the Government;

(3) is divorced or legally separated or a domestic partnership has dissolved;

(4) left the post or area permanently;

(5) could not maintain a common dwelling due to the relocation of either spouse's or domestic partner's work place. See DSSR Paragraph 031.12 and Reference (b) at Enclosure 2.

b. Employees must file applications for a waiver with the DoDEA HR Travel and Allowances Policy Section as soon as circumstances establish possible eligibility.

(1) LQA benefits are not granted retroactively in accordance with DoDI 1400.25 Volume 1250, Enclosure 2, paragraph 2.f.

(2) In accordance with Federal Services Impact Panel (FSIP) decision 92 FSIP 17 and 103, applicable to members of the Federal Education Association (FEA); and, the provisions of a 1996 memorandum of understanding (MOU) between DoDDS and the Overseas Federation of Teachers (OFT): governing OFT members authorize these members to apply for a waiver of DSSR rules at any time within the seven-year period of the retirement of the LQA sponsor's retirement. Delays in applying, however, risk disqualification.

(a) In accordance with DoDI 1400.25 Volume 1250, Enclosure 2, paragraph 2.a., the application will be denied if it is not approved prior to the LQA-eligible sponsor's use of his/her return transportation benefit.

(b) If the application is approved, the duration of the benefit is time-limited to the period between the Agency's eligibility determination on the applying spouse's application and the date the applying spouse is eligible to retire (provided that period is within seven years of the LQA-sponsored spouse's retirement)

c. Duration of the benefit and the period to reapply.

(1) When an employee is granted a waiver, he/she may receive LQA benefits until he/she is eligible to retire, within seven years of the date of the sponsoring spouse's retirement.

(2) To avoid an interruption of LQA, members of the OFT who are determined eligible for LQA based on a waiver of section 031.12 of the DSSR must reapply annually prior to the anniversary of the initial grant of the waiver.

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LQA ELIGIBILITY REQUIREMENTS

d. All eligibility determinations include a brief explanation of the reasons for approval or denial.

e. When a waiver is approved, the employee must sign and return the appropriate LQA authorization MOU to the DoDEA HR Travel and Allowances Policy Section; the memorandum is filed in the employee's allowance folder with the LQA determination form.

f. Notification of expiring LQA benefits. Employees are responsible to know the anniversary date of their eligibility for a waiver of benefits and to make an application to extend their benefits prior to the date they expire, but DoDEA and DLA will endeavor to provide notice of expiring benefits.

(1) FEA, OFT, and all other employees: when the DoDEA HR Travel and Allowances Policy Section approves waivers, they notify DLA HR via email.

(2) DLA HR inputs the not-to-exceed (NTE) date of the entitlement in the Integrated Database (IdB); within 45 days before the termination date, DLA HR uses one of the sample responses in Enclosure 14 to notify the employee of their LQA termination date.

(3) DLA HR scans a copy of the message into the employee's eOPF.

(4) DLA HR coordinates with the DoDEA Travel and Allowances Policy Section to ensure extensions have not been requested or approved prior to termination of the employee's LQA.

3. ELIGIBILITY CHANGES. It is the employee's responsibility to promptly submit an SF 1190 whenever their status or eligibility changes to avoid possible underpayment or overpayment/indebtedness.

a. Employees are required to report the following eligibility changes: changes in marital or family status; changes in the number of authorized dependents; attainment of age 21 by a dependent child; sharing of LQA expenses; letting or subletting of quarters; and, moving out of the quarters.

b. DLA HR monitors internal suspense reports that identify employees' LQA eligibility and date of eligibility (e.g. LQA entitlements for POQ have ended, dependents have reached age 21).

(1) DLA HR reviews the information on a weekly basis, making adjustments to the employee's entitlements as appropriate.

(2) DLA HR files a screenshot of the changes to DCPDS and any other supporting documentation into the employee's eOPF. When a change is made, DLA HR notifies the DoDEA HRFO and the employee by e-mail.

ENCLOSURE 4

DETERMINATION OF TRAVEL AND ALLOWANCES

The Field/DLA HR forwards all requests from employees requesting determinations regarding the following allowance benefits to the DoDEA HR Travel and Allowances Policy Section for review and response. The DLA HR Services DoDEA Teams are responsible for providing any appropriate background information that may be required to make the determination.

- Requests for waivers of Section 031.12.b of the DSSR that fall under the waiver provisions authorized by DoD Instruction 1400.25-Volume 150, Enclosure 2, Section 2.
- Requests for waivers of governing DSSR requirements to qualify for LQA.
- Requests for waiver extensions under Section 2 of DoD Instruction 1400.25, Volume 1250.
- Requests for waivers of collection action of summer LQA for employees who do not report for duty at the beginning of the school year or who separate during a school year.
- Requests for LQA under the Federal Service Impasse Panel 92-FSIP-17 and 92-FSIP-103 from employees who have owned their quarters for ten or more years and sell their quarters to a family member other than their spouse.
- Requests for reimbursement of lease penalties under the Lease Penalty Portion of the Foreign Transfer Allowance.
- Requests under Section 113.4 of the DSSR for a waiver of recovery of unpaid balance of advance payments for rent.
- Requests for public interest determinations to continue LQA beyond the periods authorized in Section 132.2a of the DSSR (i.e. during authorized leave with pay or leave without pay).
- Requests for “Government’s best interest” determinations for non-temporary storage of household goods.
- Requests to establish parents and brothers and sisters as dependents for travel and allowance purposes.
- Requests for Separate Maintenance Allowance authorized by Section 260 of the DSSR.
- Requests for Extraordinary Quarters Allowance authorized by Section 138 of the DSSR when an employee and eligible family members must necessarily vacate their permanent quarters due to U.S. Government renovations/repairs or other unhealthy or dangerous conditions.

ENCLOSURE 5

SF 1190, FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT (SF-1190)					FOR OFFICIAL USE ONLY	
1. Employee Name (Last, First, MI)			2. Social Security Number		Voucher Number	
3. Agency			4. Bureau/Office		Authorization/ Grant Number	
5. Pay Plan	6. Series	7. Grade	8. Annual Salary	9. Position Title		
10. Current Post/Country of Assignment/Locality			11. Date of Arrival (mm-dd-yyyy)		12. Previous Post of Assignment	
13. Mailing Address					13a. E-mail Address	
14. If Local Hire: Date (mm-dd-yyyy)			14a. Reason for Presence			
15. If Spouse or Domestic Partner is Employed by the U.S. Government <input type="checkbox"/> Yes <input type="checkbox"/> No						
Spouse or Domestic Partner Name (Last, First, MI)			Social Security Number		Allowances Received	
16. Family Domiciled at Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner (mm-dd-yyyy)	% Support	Date of Arrival at Post (mm-dd-yyyy)	Allowances Received	
17. Family Domiciled Away from Post						
Name of Family Member	Relationship	DOB Except Spouse or Domestic Partner (mm-dd-yyyy)	% Support	Date of Departure from Post (mm-dd-yyyy)	Residence Address/Telephone Cell Phone/E-mail (please provide all)	
18. Remarks						
Privacy Act Statement: Solicitation of this information is authorized under 5 U.S.C. 5922, E.O. 9397 and E.O. 10903, Section 1(b-2) and DSSR Section 073.4. The information is used to determine employee eligibility for and appropriate amounts of allowances. All forms are subject to fiscal audit by the employee's parent agency and GAO. The Office of Allowances, U.S. Department of State, will review forms to set LQA rates. Lack of requested information may result in erroneous or unauthorized allowances.						

ENCLOSURE 5

SF 1190, FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT		Voucher Number
19. Employee Name (Last, First, MI)		20. Social Security No.
21a. Payments [Check box(es). For calculations see DSSR chapter exhibits.]		FOR OFFICIAL USE ONLY
TQSA - Temporary Quarters Subsistence Allowance - (DSSR 120)		
Advanced	Beg. Date (mm-dd-yyyy) _____ End Date (mm-dd-yyyy) _____	
Biweekly	Beg. Date (mm-dd-yyyy) _____ End Date (mm-dd-yyyy) _____	
Lump Sum (upon completion)	Beg. Date (mm-dd-yyyy) _____ End Date (mm-dd-yyyy) _____	
LQA - Living Quarters Allowance (DSSR 130) [ ]	Repair Allowance (DSSR 137) [ ]	
EQA - Extraordinary Quarters Allowance (DSSR 138) [ ]		
PA - Post Allowance - (DSSR 220)		
Transfer Allowance: Foreign (DSSR 240) [ ] or Home Service (DSSR 250) [ ]		
Portion(s): Subsistence [ ] Miscellaneous [ ] Wardrobe [ ] Lease Penalty [ ]		
SMA - Separate Maintenance Allowance - (DSSR 260)		
Voluntary [ ] Involuntary [ ]		
TSMA - Transitional Separate Maintenance Allowance (DSSR 260)		
262.3a [ ] 262.3b [ ] 262.3c [ ] 262.3d [ ] 262.3e [ ]		
Education Allowance (DSSR 270) [ ] or Travel (DSSR 280) [ ]		
PD - Post (Hardship) Differential (DSSR 500)		
SND - Service Need Differential (Difficult to Staff Incentive Differential) (DSSR 1000)		
DP - Danger Pay (DSSR 650) 652f [ ] or 652g [ ]		
<b>Total Amount Claimed</b>		0.00
21b. Advances		
LQA (DSSR 130)	Beg. Date (mm-dd-yyyy) _____ End Date (mm-dd-yyyy) _____	Number of Months _____
U.S. Dollar Payment	Foreign Currency Payment	
		0.00
Transfer Allowance: Foreign (DSSR 240) [ ] or Home Service (DSSR 250) [ ]		
Portion(s): Subsistence [ ] Miscellaneous [ ] Wardrobe [ ] Lease Penalty [ ]		0.00
Advance of Pay (DSSR 650) This advance will be repaid in _____ pay periods.		
Travel Authorization or _____		
Permanent Change of Station (PCS) Number _____		
Name of Issuing Authority _____		0.00
22a. If Electronic Funds Transfer (EFT) Mark one: [ ] Checking [ ] Savings		
Financial Institution Name _____		Financial Institution Mailing Address _____
Routing Number _____		Account Number (including any suffix) _____
22b. If Paid by Check - Mailing Address, City, State, ZIP Code _____		
23. Accounting Classification(s) _____		
<p><b>24. Employee Statement and Signature:</b> The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties (including fines and imprisonment) under 18 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.</p>		
Employee's Signature: _____		Date (mm-dd-yyyy) _____
Spouse's or Domestic Partner's Signature: _____		Date (mm-dd-yyyy) _____
(If Applying for SMA on Behalf of Spouse or Domestic Partner)		
25. Approving/Reviewing Official Signature: When Required _____		Date (mm-dd-yyyy) _____
26. Certifying Official: The Above Request is Certified as Correct and Proper for Payment		Date (mm-dd-yyyy) _____
Authorized Certifying Official's Signature _____		

ENCLOSURE 6

ELIGIBILITY DETERMINATION FOR FOREIGN ALLOWANCES AND BENEFITS

**Eligibility Determination for  
Foreign Allowances and Benefits**

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_ POST OF ASSIGNMENT: \_\_\_\_\_

A determination has been made regarding foreign allowances and benefits to which you may or may not be eligible for as an overseas employee of the Department of Defense Education Activity. The following checked items apply:

1. In accordance with the provisions of the DoD Joint Travel Regulations (JTR), Volume 2, you are:

ELIGIBLE  INELIGIBLE to negotiate a Transportation Agreement

\_\_\_\_\_ PCS costs only (same geographical area)

\_\_\_\_\_ PCS costs and return transportation to CONUS (management directed to a different geographical area)

\_\_\_\_\_ PCS costs and return transportation to CONUS (Bass/Fasser Award)

\_\_\_\_\_ Return transportation to CONUS (former dependent using sponsoring spouse's entitlement)

\_\_\_\_\_ Other - \_\_\_\_\_

Your Actual Place of Residence in the US is: \_\_\_\_\_

2. In accordance with the Department of State Standardized Regulation (DSSR) and the DoD Instruction 1400.25-Volume 1250, you are:

ELIGIBLE  INELIGIBLE  to receive Temporary Quarters Subsistence Allowance (TQSA).

TQSA is available for eligible employees and each family member residing at the foreign post for up to 90 days after first arrival prior to occupancy of permanent quarters, and up to 30 days preceding final departure from the foreign post after vacating permanent quarters. TQSA is designed to reimburse the employee for the cost of hotel, meals, laundry and dry cleaning while in temporary quarters.

\*Your estimated daily maximum TQSA on arrival is:

1st 30 days: \_\_\_\_\_

2nd 30 days: \_\_\_\_\_

3rd 30 days: \_\_\_\_\_ (\* TQSA rates are based on per diem rates and are subject to change)



ENCLOSURE 7

DLA HR LQA PROCESSING CHECKLIST

**DLA HR LQA Processing Checklist**

- 1. Is the employee eligible for LQA (check one)
  - CONUS Hire \_\_\_\_\_
  - PCS - Previously Eligible \_\_\_\_\_
  - Management-Directed Reassignment \_\_\_\_\_
  - Eligibility Determination Done IAW \_\_\_\_\_
  - Other \_\_\_\_\_
  
- 2. Are SF 1190 and LQA worksheet filled out correctly and all documents received?
  - Copy of lease (if not on file already) \_\_\_\_\_
  - Copy of utility receipts (except new quarters) \_\_\_\_\_
  - Copy of Purchase Agreement for POQ \_\_\_\_\_
  
- 3. Review Block 16 on Worksheet \_\_\_\_\_
  
- 4. Review Block 18 on Worksheet as appropriate \_\_\_\_\_
  
- 5. Review Block 21 on SF 1190 and make sure it is the same as total of Item 16 of the LQA Worksheet \_\_\_\_\_
  
- 6. Enter data into DCPDS
  - If action is starting LQA, also enter Post Allowance data if applicable \_\_\_\_\_
  - If entitlement is for a limited amount of time, enter NTE date in IdB \_\_\_\_\_
  
- 7. For Advance LQA, fax SF 1190 to pay technician \_\_\_\_\_
  
- 8. If authorized but not already paid First Duty Miscellaneous Expense, fax SF 1190 to pay technician \_\_\_\_\_
  
- 9. Date action shows up in DCPS \_\_\_\_\_
  
- 10. File SF 1190, copies of receipts, DCPDS Pay 500 report scans onto eOPF \_\_\_\_\_
  
- 11. Update IdB as appropriate \_\_\_\_\_

\_\_\_\_\_  
DLA HR Signature

\_\_\_\_\_  
Date Completed

ENCLOSURE 8

LQA AND PA MEMORANDUM (EXCESSIVE UTILITIES)

**Memorandum for DoDEA Living Quarters Allowance and Post Allowance Recipient**

SUBJECT: Conditions of Eligibility for Living Quarters Allowance (LQA) and Post Allowance

The authorization and payment of LQA are governed by the provisions of Chapter 100 of the Department of State Standardized Regulations (DSSR). Your request for LQA has been processed and your copy of the approved SF 1190, Foreign Allowances Application, Grant and Report, is attached. You have been authorized \_\_\_\_\_ for rent and \_\_\_\_\_ for allowable utility costs. Your LQA information has been forwarded to your servicing DFAS payroll office. Please bear in mind that reimbursement of your allowable expenses cannot exceed your authorized annual costs or the maximum rate set by the DSSR, whichever is the lesser amount. The maximum rates are subject to upward or downward adjustment. Your current authorized annual maximum LQA rate is \_\_\_\_\_. Your allowance payments will be paid in U.S. dollars as part of your biweekly paycheck. If you reported expenses in foreign currency, those amounts will be converted to dollars using the current exchange rate as established in the DFAS pay system. Exchange rates are subject to change every pay period. Therefore, if you have foreign currency expenses, your LQA may fluctuate each pay period. If you were advanced LQA because of your lease requirements, that advanced amount will not be part of your biweekly authorization and will not be reflected on your Leave and Earnings Statement. For personally owned quarters, the rental portion of your LQA will be converted to dollars using the exchange rate that was in effect on the date of purchase and payment in the biweekly LES will not normally fluctuate unless there is a change in the maximum rate authorized.

The amount you estimated for your utility expenses was considerably higher than the amount authorized for other employees at your post with a similar family size. Therefore, we have lowered the amount of your authorized utilities to the amount indicated above. After approximately three months in your quarters, you should compare your actual utility costs to your authorized amounts and make any appropriate adjustments. If we under estimated your utility costs, we will make the adjustment retroactive to the date your LQA was initiated. You are required to keep all utility bills and/or receipts. After one year in quarters, you are required to reconcile the utilities portion of your LQA. Failure to do so may result in immediate suspension of the utilities portion of your LQA. If there are circumstances beyond your control that prevent you from submitting required receipts, you may submit a request for an extension in writing to the same fax number or e-mail address where you are required to submit your receipts. Otherwise, within 45 days after reaching your LQA one-year anniversary, you are required to submit to your servicing DLA Human Resources Services DoDEA Team a SF 1190, Foreign Allowances Application, Grant, and Report, Living Quarters Allowance Annual/Interim Expenditures Worksheet, LQA Reconciliation Worksheet and copies of bills/receipts for all utilities claimed for the entire first-year period. If the receipts are in a foreign language, you will be required to identify in English on each receipt the appropriate utility (i.e. electricity, water,

ENCLOSURE 8

LQA AND PA MEMORANDUM (EXCESSIVE UTILITIES)

garbage disposal). If the bills/receipts are written in a foreign language, you must provide an English translation. Upon submission, your actual LQA expenses will be compared to the amount of LQA that was authorized and paid to you for the first year in new quarters. If your actual expenses exceeded the amount you were paid, you will be paid the difference up to the maximum allowable. If your actual expenses are less than the amount you were paid, you will be indebted for that overpayment. In either case, your current LQA authorization will be adjusted to reflect your actual expenses.

No further reconciliation will be required for the same residence unless requested by you or by management. However, if you do find that your actual expenses are consistently different from your authorized amount, you may submit a new SF 1190 with bills/receipts at any time for a 12-month period and your LQA authorization will be adjusted.

You are also responsible for immediately reporting any changes that affect your LQA authorization such as a change in marital or family status, a change in the number of authorized dependents, attainment of age 21 by a dependent child, sharing of LQA expenses, letting or subletting of quarters, and moving out of the quarters. Immediately reporting these changes will ensure you receive prompt payments, if due, and prevent you from incurring a debt. If you have any questions about your LQA, please contact your local Human Resources Specialist or your servicing DLA Human Resources Services DoDEA Team.

Authorization and payment of post allowance are governed by the provisions of Chapter 200 of the DSSR. Post allowance is a cost-of-living allowance granted to full-time employees officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, DC. Part-time, intermittent, and U.S. family member winter/summer hire employees are not eligible for post allowance. The post allowance is paid to eligible full-time employees even though they may not be eligible for LQA, post differential or other allowances. Post allowance is not taxable income.

When married couple employees without additional family members are both eligible for the post allowance, each may be granted the post allowance under DSSR Section 229 for one person. When married couple employees with family members are both eligible for the post allowance, only one employee spouse, at his/her option, may receive the post allowance for family members. The other employee may be granted the post allowance for one person only. Civilian employees who are spouses of military members receiving a cost of living allowance (COLA) at the "with family" rate will be granted the post allowance for the "without family" rate for one person only.

Your annual post allowance rate under Section 229.1 of the DSSR is determined by the classification of your post, your salary, and the number of family members residing with you at your post. If a post allowance is currently authorized for your post of assignment, the amount you have been authorized is reflected on the attached SF 1190.

ENCLOSURE 8

LQA AND PA MEMORANDUM (EXCESSIVE UTILITIES)

The post allowance rates are fixed by the Department of State and are periodically adjusted upward or downward to reflect changes in the economic conditions at the post. Revisions to the post allowance rates made by the Department of State are automatically processed by your servicing payroll office. There are, however, other factors which may affect the total amount of post allowance you are authorized. You are responsible for immediately reporting any changes that affect your allowance authorization such as a change in marital or family status, arrival or departure of dependents at your post, attainment of age 21 by a dependent child, or temporary absence from the post of yourself or any dependents that will last longer than 30 days.

Failure to promptly report a change affecting the payment of LQA and post allowance may lead to the suspension of the allowance and/or a debt to the United States Government. Misrepresentation of the facts involving an application for LQA or Post allowance may result in disciplinary action up to and including removal from Federal employment.

Please initial the bottom right hand corner of the first page of this memorandum and complete the section below. A signed copy of this entire memorandum must be faxed back to the following number (571) 692- \_\_\_\_\_ or e-mailed to \_\_\_\_\_.

I have read and understand the conditions summarized in this memorandum regarding eligibility for a living quarters allowance and a post allowance.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name (printed): \_\_\_\_\_

ENCLOSURE 9

LQA AND PA MEMORANDUM (REASONABLE UTILITIES)

**Memorandum for DoDEA Living Quarters Allowance and Post Allowance Recipient**

SUBJECT: Conditions of Eligibility for Living Quarters Allowance (LQA) and Post Allowance

The authorization and payment of LQA are governed by the provisions of Chapter 100 of the Department of State Standardized Regulations (DSSR). Your request for LQA has been processed and your copy of the approved SF 1190, Foreign Allowances Application, Grant and Report, is attached. You have been authorized \_\_\_\_\_ for rent and \_\_\_\_\_ for allowable utility costs. Your LQA information has been forwarded to your servicing DFAS payroll office. Please bear in mind that reimbursement of your allowable expenses cannot exceed your authorized annual costs or the maximum rate set by the DSSR, whichever is the lesser amount. The maximum rates are subject to upward or downward adjustment. Your current authorized annual maximum LQA rate is \_\_\_\_\_. Your allowance payments will be paid in U.S. dollars as part of your biweekly paycheck. If you reported expenses in foreign currency, those amounts will be converted to dollars using the current exchange rate as established in the DFAS pay system. Exchange rates are subject to change every pay period. Therefore, if you have foreign currency expenses, your LQA may fluctuate each pay period, if you were advanced LQA because of your lease requirements that advanced amount will, not be part of your biweekly authorization and will not be reflected on your Leave and Earnings Statement. For personally owned quarters, the rental portion of your LQA will be converted to dollars using the exchange rate that was in effect on the date of purchase and payment in the biweekly LES will not normally fluctuate unless there is a change in the maximum rate authorized.

The amount you have been authorized for the utilities portion of your LQA is based on the amounts you have estimated. After approximately three months in your quarters, you should compare your actual utility costs to your estimated amounts and make any appropriate adjustments by submitting a SF 1190 along with supporting receipts.

You are required to keep all utility bills and/or receipts. After one year in quarters, you are required to reconcile the utilities portion of your LQA. Failure to do so may result in immediate suspension of the utilities portion of your LQA. If there are circumstances beyond your control that prevent you from submitting required receipts, you may submit a request for an extension in writing to the same fax number or e-mail address where you are required to submit your receipts. Otherwise, within 45 days after reaching your LQA one-year anniversary, you are required to submit to your servicing DLA Human Resources Services DoDEA Team a SF 1190, Foreign Allowances Application, Grant, and Report, Living Quarters Allowance Annual/Interim Expenditures Worksheet, and copies of bills/receipts for all utilities claimed for the entire first-year period. If the receipts are in a foreign language, you will be required to identify in English on each receipt the appropriate utility (i.e. electricity, water, garbage disposal). Upon

ENCLOSURE 9

LQA AND PA MEMORANDUM (REASONABLE UTILITIES)

submission, your actual LQA expenses will be compared to the amount of LQA that was authorized and paid to you for the first year in new quarters. If your actual expenses exceeded the amount you were paid, you will be paid the difference up to the maximum allowable. If your actual expenses are less than the amount you were paid, you will be indebted for that overpayment. In either case, your current LQA authorization will be adjusted to reflect your actual expenses.

No further reconciliation will be required for the same residence unless requested by you or by management. However, if you do find that your actual expenses are consistently different from your authorized amount, you may submit a new SF 1190 with bills/receipts at any time for a 12-month period and your LQA authorization will be adjusted.

You are also responsible for immediately reporting any changes that affect your LQA authorization such as a change in marital or family status, a change in the number of authorized dependents, attainment of age 21 by a dependent child, sharing of LQA expenses, letting or subletting of quarters, and moving out of the quarters. Immediately reporting these changes will ensure you receive prompt payments, if due, and prevent you from incurring a debt. If you have any questions about your LQA, please contact your local Human Resources Specialist or your servicing DLA Human Resources Services DoDEA Team.

Authorization and payment of post allowance are governed by the provisions of Chapter 200 of the DSSR. Post allowance is a cost-of-living allowance granted to full-time employees officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, DC. Part-time, intermittent, and U.S. family member winter/summer hire employees are not eligible for post allowance. The post allowance is paid to eligible full-time employees even though they may not be eligible for LQA, post differential or other allowances. Post allowance is not taxable income.

When married couple employees without additional family members are both eligible for the post allowance, each may be granted the post allowance under DSSR Section 229 for one person. When married couple employees with family members are both eligible for the post allowance, only one employee spouse, at his/her option, may receive the post allowance for family members. The other employee may be granted the post allowance for one person only. Civilian employees who are spouses of military members receiving a cost of living allowance (COLA) at the "with family" rate will be granted the post allowance for the "without family" rate for one person only.

Your annual post allowance rate under Section 229.1 of the DSSR is determined by the classification of your post, your salary, and the number of family members residing with you at your post. If a post allowance is currently authorized for your post of assignment, the amount you have been authorized is reflected on the attached SF 1190.

ENCLOSURE 9

LQA AND PA MEMORANDUM (REASONABLE UTILITIES)

The post allowance rates are fixed by the Department of State and are periodically adjusted upward or downward to reflect changes in the economic conditions at the post. Revisions to the post allowance rates made by the Department of State are automatically processed by your servicing payroll office. There are, however, other factors which may affect the total amount of post allowance you are authorized. You are responsible for immediately reporting any changes that affect your allowance authorization such as a change in marital or family status, arrival or departure of dependents at your post, attainment of age 21 by a dependent child, or temporary absence from the post of yourself or any dependents that will last longer than 30 days.

Failure to promptly report a change affecting the payment of LQA and post allowance may lead to the suspension of the allowance and/or a debt to the United States Government. Misrepresentation of the facts involving an application for LQA or Post allowance may result in disciplinary action up to and including removal from Federal employment.

Please initial the bottom right hand corner of the first page of this memorandum and complete the section below. A signed copy of this entire memorandum must be faxed back to the following number (571) 692-\_\_\_\_ or e-mailed to \_\_\_\_\_.

I have read and understand the conditions summarized in this memorandum regarding eligibility for a living quarters allowance and a post allowance.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Name (printed): \_\_\_\_\_

ENCLOSURE 10

LQA REQUESTS: SPECIAL CIRCUMSTANCES

1. QUARTERS GROUPS. Based on adjustments to employees' status, LQA-eligible DoDEA employees may switch quarters groups. DLA generates a number of reports to identify employees who received promotions. These reports include the following: a report immediately following the August 1<sup>st</sup> TP step increases each year that identifies all TP employees who received a within-grade increase (WGI) from Classroom Teacher with a Bachelors Degree (CB) step 3 to CB step 4; monthly reports for all GS employees who were promoted, placing them in a higher quarters group; and, monthly reports for downgraded employees, placing them in a lower quarters group.

a. DLA HR reviews the quarters groups assigned to employees identified on the report and makes adjustments as needed. The DoDEA HRFO and the employee are notified of the change.

b. If DLA HR corrects an employee's step placement or pay lane, the LQA quarters group must be changed, if applicable.

2. POST OF ASSIGNMENT CHANGES. DLA HR updates the location code in DCPDS as soon as a DoDEA employee is reassigned to a new duty station. The date of reassignment to the new post serves as the effective date for the new location code. When an employee is reassigned but chooses to remain in their current residence or delay movement of their household, LQA rates change based on their new post and the new location code must be updated in DCPDS.

3. AGENT FEES. These are fees normally charged by real estate agents for assistance with locating housing. DLA HR removes agent fees included in an employee's initially authorized LQA after the first year. When employees submit their first-year LQA reconciliation, DLA HR subtracts the agent fee when the reconciliation is processed. If the employee does not submit a reconciliation, DLA HR processes an administrative SF 1190 in DAPS to subtract the agent fee from the employee's LQA expense; DLA HR manually updates DCPDS to reflect the new amount.

4. SUMMER STORAGE. Employees can request summer storage in lieu of LQA.

a. DLA HR e-mails employees (with a copy sent to the DoDEA HRFO) to request the date their household goods (HHG) will be picked up for storage. Employees must also submit an SF 1190 to stop LQA the day before HHG is stored.

b. DLA HR ensures the suspense date reflects the date when HHG is stored, and the LQA entitlement is terminated on the suspense date.

ENCLOSURE 10

LQA REQUESTS: SPECIAL CIRCUMSTANCES

c. If DLA HR does not receive an SF 1190 or the employee fails to provide the date HHG is placed in storage, DLA HR terminates LQA entitlement effective the day after school ends.

5. NON-PAY STATUS/LWOP. Excluding educators on summer recess, employees in a non-pay status for more than 14 consecutive days lose LQA entitlement. A personnel action is processed in DCPDS, which automatically interfaces with DCPS; based on the NTE date of the non-pay status action, DCPS will automatically terminate employees' LQA unless the entitlement was previously terminated through the payroll interface. It is the employee's responsibility to submit an SF 1190 to restart entitlement; DLA HR re-processes the entitlement using the date the employee returned as the "effective date."

6. LQA AFTER SEPARATION. When an educator separates and does not return for the next school year, LQA eligibility ends on the educator's last day of work. However, the TQSA or LQA may be continued up to 14 calendar days after the last day of school or date of departure (whichever comes first) to allow educators the flexibility to pack HHG.

a. Employees requesting the extension ensure the local area transportation office provides documentation confirming the packing date(s) and the date of departure.

b. When approved, DLA HR prepares a memorandum for DFAS (see example in Enclosure 15); the memorandum is faxed to the DFAS servicing pay technician, who pays the allowance offline.

7. SEPARATION FROM DODEA. If an employee is separating or transferring to another agency, a "Stop LQA" SF 1190 must be submitted within five working days prior to the date of vacating permanent quarters to avoid an LQA debt.

ENCLOSURE 11

LQA RECONCILIATION MESSAGES

*FIRST NOTICE: Message to be sent out 45 days prior to one year anniversary in economy quarters.)*

Dear Mr./Ms./Dr. \_\_\_\_\_:

When your living quarters allowance (LQA) authorization was initiated for your current quarters, you were notified that you would be required to reconcile the utilities portion of your LQA after one year of residency in your quarters. This is to remind you that effective \_\_\_\_\_ you will have occupied your economy quarters for one year. Within 45 days of this date, you are required to submit an LQA reconciliation. Since we must have a full year for the reconciliation, please do not submit your reconciliation prior to your one-year anniversary in your current quarters. Unless the amount of your rent changed during your first year in quarters, you are only required to reconcile the utilities portion of your LQA since these amounts were initially estimated.

In order to process your reconciliation, you must complete and submit the attached SF 1190 and LQA Reconciliation Worksheet, with copies of bills/receipts for all utilities claimed for the entire one year period to DLA Human Resources Services DoDEA Team. The documents may be faxed to \_\_\_\_\_ or e-mailed to \_\_\_\_\_. If the receipts are in a foreign language, please identify in English on each receipt the appropriate utility (i.e. electricity, water, garbage disposal). At the time the reconciliation is processed, your actual LQA expenses will be compared to the amount of LQA authorized and paid to you. If your actual expenses exceeded the amount paid to you, you will be paid the difference up to the maximum allowable. If your actual expenses are less than the amount paid to you, you will be indebted for that overpayment. In either case, your current LQA authorization will be adjusted to reflect your actual expenses. Failure to complete the reconciliation will result in the suspension of the utilities portion of your current LQA authorization.

If you have any questions regarding the LQA reconciliation process, please let me know.

*SECOND NOTICE: Message to be sent out to employees on the one year anniversary in economy quarters.*

Dear Mr./Ms./Dr. \_\_\_\_\_:

Our records indicate that you have occupied your economy quarters for a one year period. This is to remind you once again that you are required to submit an LQA reconciliation within 45 days of your one year anniversary. Unless the amount of your rent changed during your first year in quarters, you are only required to reconcile the utilities portion of your LQA since these amounts were initially estimated.

ENCLOSURE 11LQA RECONCILIATION MESSAGES

In order to complete your reconciliation, you must complete and submit the attached SF 1190 and LQA Reconciliation Worksheet, with copies of bills/receipts for all utilities claimed for the entire one year period to DLA Human Resources Services DoDEA Team. The documents may be faxed to \_\_\_\_\_ or e-mailed to \_\_\_\_\_. If the receipts are in a foreign language, please identify in English on each receipt the appropriate utility (i.e. electricity, water, garbage disposal). At the time the reconciliation is processed, your actual LQA expenses will be compared to the amount of LQA authorized and paid to you. If your actual expenses exceed the amount paid to you, you will be paid the difference up to the maximum allowable. If your actual expenses are less than the amount paid to you, you will be indebted for that overpayment. In either case, your current LQA authorization will be adjusted to reflect your actual expenses. Failure to complete the reconciliation will result in the suspension of the utilities portion of your current LQA authorization.

If you have any questions regarding the LQA reconciliation process, please let me know.

*THIRD NOTICE: Message sent to employees who have not submitted LQA reconciliation within 45 days of their one year anniversary in economy quarters or requested an extension.)*

Dear Mr./Ms./Dr. \_\_\_\_\_:

On \_\_\_\_\_ and \_\_\_\_\_, you were sent messages notifying you of your requirement to complete an LQA reconciliation within 45 days of your one year anniversary in economy quarters. Since no reconciliation or request for extension has been received by our office, we are processing an adjustment to your LQA to suspend your current authorization for utilities. You will continue to receive only the rental portion of your LQA authorization until your LQA reconciliation with supporting receipts for your utility expenses for your first year in economy quarters is received. Once we receive the required forms and receipts, your actual LQA expenses will be compared to the amount of LQA authorized and paid to you. If your actual expenses exceeded the amount paid to you, you will be paid the difference up to the maximum allowable. If your actual expenses are less than the amount paid to you, you will be indebted for that overpayment. The reinstatement of the suspended utilities portion of your LQA will be reflected in your reconciliation and your new amount for utilities will be processed.

ENCLOSURE 12

LQA RECONCILIATION WORKSHEET

***LQA RECONCILIATION WORKSHEET***

*Actual Yearly Expense*

Month	Rent		Electric		Gas		Heat		Water		Garbage		*Other		
	FC	US\$	FC	US\$	FC	US\$	FC	US\$	FC	US\$	FC	US\$	FC	US\$	
January															
February															
March															
April															
May															
June															
July															
August															
September															
October															
November															
December															
<b>Total</b>															
Post								<b>Reconciliation Dates:</b>		*Please give a brief description of what you are claiming under other.					
Name								<b>Begin:</b>							
SSN								<b>End:</b>							
Number of Dependents															
Type of Reconciliation															
Share %															
Quarters Group															
Foreign Currency (FC)															

This information is true and correct to the best of my knowledge. I understand that I am obligated to notify my Human Resources, Customer Operations Team, of conditions which may affect the amount of my authorized allowance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ENCLOSURE 13

REQUEST FOR DETERMINATION OF ELIGIBILITY FOR FOREIGN ALLOWANCES  
AND TRANSPORTATION BENEFITS

**Request for Determination of Eligibility  
for Foreign Allowances and Transportation Benefits**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Position Title \_\_\_\_\_

Duty Station \_\_\_\_\_ Entrance on Duty Date \_\_\_\_\_

Were you originally recruited in the United States? YES \_\_\_\_\_ NO \_\_\_\_\_  
By the U.S. Government? YES \_\_\_\_\_ NO \_\_\_\_\_  
By a firm providing return transportation  
to the U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered yes, what year? \_\_\_\_\_

Were you reassigned from another overseas area? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, was this a management directed action? YES \_\_\_\_\_ NO \_\_\_\_\_

Did you receive Living Quarters Allowance (LQA) at your last  
duty station? YES \_\_\_\_\_ NO \_\_\_\_\_

Were you hired in the overseas area for this position? YES \_\_\_\_\_ NO \_\_\_\_\_  
Date you entered the overseas area: \_\_\_\_\_

Place of actual residence in the U.S.: \_\_\_\_\_  
(Enter City and State)

Marital Status: \_\_\_\_\_ Employment status of spouse: \_\_\_\_\_

Reason for being in the country (if necessary, use a separate sheet to explain fully and account  
for all time since leaving the US):

**FAMILY MEMBERS IN THE AREA**

NAME	DOB	RELATIONSHIP TO YOU	DATE ARRIVED	RESIDING WITH YOU?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ENCLOSURE 13

REQUEST FOR DETERMINATION OF ELIGIBILITY FOR FOREIGN ALLOWANCES  
AND TRANSPORTATION BENEFITS

\_\_\_\_\_  
Employee Signature Date

**Documentation Required for Eligibility Determination for  
Overseas Allowances and Transportation Benefits**

Name: \_\_\_\_\_

RETIREEES/LOCALLY SEPARATED MILITARY (Submit all of the following):

- \_\_\_\_\_ Copy of DD-214; AND
- \_\_\_\_\_ Copy of Retirement/Separation Orders; AND
- \_\_\_\_\_ Copy of Orders to Overseas Area; AND
- \_\_\_\_\_ Copy of Last Leave & Earnings Statement; AND
- \_\_\_\_\_ Certification from transportation office that travel entitlement from military has not been used; AND
- \_\_\_\_\_ Certification from management that there are no other locally qualified candidates to fill the position

ENTERED THE OVERSEAS AREA AS A FAMILY MEMBER OF MILITARY OR  
CIVILIAN SPONSOR ELIGIBLE FOR QUARTERS ALLOWANCE

SUBMIT:

- \_\_\_\_\_ Copy of orders showing travel to the overseas area as a family member.

PLUS ONE OF THE FOLLOWING:

- \_\_\_\_\_ Copy of Divorce/Legal separation documents from sponsoring spouse (i.e. court documents or marital separation agreement prepared by JAG office) and copies of lease agreements verifying you and your spouse are living separately: OR
- \_\_\_\_\_ Copy of Death Certificate of sponsoring spouse; OR
- \_\_\_\_\_ Copy of orders and flight itinerary showing sponsoring spouse left area permanently; OR
- \_\_\_\_\_ Copy of orders showing sponsoring spouse's work location became so separated that a common dwelling could not be maintained; OR
- \_\_\_\_\_ Documentation showing sponsoring spouse became physically or mentally incapable of continued employment with the Government

OTHER LOCAL HIRES (Submit item 1, or items 2 & 3):

- \_\_\_\_\_ 1. Copy of letter showing Management Directed Reassignment; OR
- \_\_\_\_\_ 2. Copy of orders/contract from firm in overseas area that provided travel and transportation to the overseas area and entitlement for return to the US; AND
- \_\_\_\_\_ 3. Letter from transportation office/company that travel entitlement to return to the US has not been used

ENCLOSURE 14

LIMITED LQA WAIVERS SAMPLE MESSAGES

*Sample messages to be sent out to employees with limited LQA waivers. The message will be sent to the employee 45 days prior to the expiration date of the LQA authorization.*

1. GS employees, Principals, Assistant Principals and OFT employees who have been granted a time limited LQA waiver:

Dear Mr./Ms./Dr. \_\_\_\_\_

This is to notify you that you were authorized a limited waiver to receive LQA. Your allowance file reflects that your eligibility for LQA will terminate on \_\_\_\_\_. If you would like to request an extension of your LQA, you may submit a request with your supervisor’s endorsement to the Travel and Allowances Policy Section, Human Resources Regional Service Center at facsimile number (571) 372-7801 or e-mailed to LQA-TA-Requests, HQ. If the Travel and Allowances Policy Section does not receive a request for an extension of your LQA, your LQA will be terminated on \_\_\_\_\_.

2. Teaching Positions (TP) employees who were authorized a time limited LQA waiver under the provisions of the Federal Service Impasses Panel (FSIP) decision 92-FSIP-17 and 92-FSIP- (eligible for optional (unreduced) retirement within seven years or less) and the LQA termination date is in the middle of the school year.

Dear Mr./Ms./Dr. \_\_\_\_\_

This is to notify you that you were granted a limited waiver to receive LQA based on the provisions of a Federal Service Impasse Panel (FSIP) Decision. Eligibility for LQA under this FSIP decision terminates on the date you become eligible for optional retirement. Your allowance file reflects that your current eligibility for LQA will terminate on \_\_\_\_\_. If you would like to request an extension of your LQA through the end of the school year, you may submit a request with your supervisor’s endorsement to the Travel and Allowances Policy Section, Human Resources Regional Service Center at facsimile number (571) 372-7801 or e-mailed to LQA-TA-Requests, HQ. If the Travel and Allowances Policy Section does not receive a request for an extension of your LQA, your LQA will be terminated on \_\_\_\_\_.

3. TP employees who were authorized a time-limited LQA waiver under the provisions of the FSIP decision (eligible for optional (unreduced) retirement within seven years or less) and the LQA termination date is at the end of the school year.

Dear Mr./Ms./Dr. \_\_\_\_\_

ENCLOSURE 14

LIMITED LQA WAIVERS SAMPLE MESSAGES

This is to notify you that you were granted a limited waiver to receive LQA based on the provisions of a Federal Service Impasse Panel (FSIP) Decision. Eligibility for LQA under this FSIP decision terminates on the date you become eligible for optional retirement. Your allowance file reflects that your current eligibility for LQA will end on \_\_\_\_\_ at which time we will terminate your LQA.

ENCLOSURE 15

PAYMENT OF LQA AFTER SEPARATION MEMORANDUM

**Memorandum for DFAS**

ATTN: \_\_\_\_\_

Date: \_\_\_\_\_

SUBJECT: Payment of LQA After Separation

The educator listed below recently separated from our agency. In accordance with Subchapter 1250, "Overseas Allowances and Differentials" of DoD Instruction 1400.25-Volume 1250, the educator has been authorized LQA beyond separation. Please ensure immediate payment to the employee.

EDUCATOR'S NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_

LQA AUTHORIZED FROM \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
(PRINTED NAME AND SIGNATURE)

\_\_\_\_\_  
(PHONE #)

DoDEA Team  
DLA Human Resources Services

GLOSSARY

ABBREVIATIONS AND ACRONYMS

COLA	Cost of Living Allowance
CONUS	Continental United States
DAPS	Department of Defense Education Activity Allowance Processing System
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Pay System
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DLA	Defense Logistics Agency
DoDDS	Department of Defense Dependents Schools
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
DSSR	Department of State Standardized Regulations
eOPF	Electronic Official Personnel Folder
FEA	Federal Education Association
FSIP	Federal Service Impasse Panel
GS	General Schedule
HHG	Household Goods
HQ	Headquarters
HR	Human Resources
HRFO	Human Resources Field Office
IdB	Integrated Database
JTR	Joint Travel Regulations
LOA	Line of Accounting
LQA	Living Quarters Allowance
LWOP	Leave Without Pay
MOU	Memorandum of Understanding
NTE	Not To Exceed
OFT	Overseas Federation of Teachers
PA	Post Allowance

## GLOSSARY

### ABBREVIATIONS AND ACRONYMS

PCS	Permanent Change of Stations
PD	Post Differential
POQ	Personally Owned Quarters
RMD	Resource Management Division
SF	Standard Form
TP	Teaching Position
TQSA	Temporary Quarters Subsistence Allowance
WGI	Within-Grade Increase