

FEB 11 2008

DoDEA HUMAN RESOURCES REGIONAL SERVICE CENTER (HRRSC)
STANDARD OPERATING PROCEDURE (SOP) 06-001

SUBJECT: Processing Living Quarters Allowance (LQA) Requests On-line Through
DoDEA Allowance Processing System (DAPS)

1. Purpose: To establish procedures for processing requests for LQA.
2. Applicability: This SOP applies to all DoDEA HRRSC members who process LQA requests.
3. Procedures:
 - a. **LQA Requests**. Requests for LQA will be submitted by the employee and generated through DAPS to the appropriate Customer Operations Team (COT). The employee must complete the on-line SF 1190, Foreign Allowances Application, Grant and Report (template and the LQA Annual/Interim Expenditures Worksheet), and must submit (fax or mail) all required documentation. Upon receipt of required documentation the COT will review the documents for completeness using the COT checklist at **Attachment 1**.

NOTE: If an employee is separating or transferring to another agency, the STOP LQA SF 1190 must be submitted within 5 working days prior to date of vacating permanent quarters to avoid an LQA debt. The field HR specialist should advise the employee about submitting the SF-1190.

- b. **Eligibility**. Employees hired locally must initially submit a Request for Determination of Eligibility for Foreign Allowances and Transportation Benefits form (**Attachment 2**) with required documentation. This form should be submitted by the employee to the HR Policy Section at the following email address, "LQA-TA REQUESTS@hq.dodea.edu", when they are first hired or anytime an event occurs which may confer eligibility. The HR Policy specialist then determines eligibility and completes the Eligibility Determination for Foreign Allowances and Benefits form (**Attachment 3**) and files it in the employee's allowance folder. If there is no record that the employee was ever determined eligible for quarters allowances, the employee must submit the form to the above email address. Certain types of other allowance determination requests are forwarded to the HR Policy Section. **Attachment 4** contains the type of travel and allowance requests that should be sent to the HR Policy Section for a determination.

- c. **Documents Needed.** Once an employee is established as eligible for allowances, the COT member reviews the request for completeness and ensures the employee's Temporary Quarters Subsistence Allowance (TQSA) entitlement has ended. If the documents submitted are not complete or all required documentation is not received, the COT member will contact the employee to obtain the documentation. The SF 1190 will be placed in pending status and a message will be sent to the employee stating the reason the SF 1190 has not been processed.

Reminders will be sent to the employee every 10 days for up to 30 days. If what is needed is not received by the 30th day and reminders have been sent every 10 days, the action will be closed in DAPS and the unprocessed documents will be filed in the employee's allowance folder along with copies of the reminders sent. At that time, the COT will send the following email message to the employee, with a copy to the Human Resources Field Office representative (HRFO), and the principal/supervisor:

"Because we did not receive the required documentation within the 30 days, your request was not processed and is closed. You will need to resubmit your request in its entirety with all required documentation when you are ready. While we regret the inconvenience, we cannot finalize your action until you provide the necessary documentation."

Each submission should contain the following:

- (1) A copy of the lease/rental agreement on initial submissions for a residence, or a copy of the purchase agreement for employee's who have purchased the residence.
- (2) When the employee is requesting a change to the authorized utility amounts, copies of the utility bills and/or receipts for paid utilities for at least the past 3 months must be submitted. On initial submissions, the employee will not have these receipts and must estimate utility costs.

- d. **Processing.** Once a complete submission is received, the COT member will process the request immediately, but in no case will processing take longer than 5 workdays. The request will be processed in accordance with the Department of State Standardized Regulations (DSSR) using the below procedures. The Processing Checklist at **Attachment 1** is to be used and attached to the front of the employee's allowance folder until all steps are completed. The checklist is then filed in the allowance folder.

(1) The COT member will verify the expenses submitted are authorized. If it is determined that the amount estimated for utility expenses is considerably higher than the amount authorized for other employees at that post with similar family size; the amount will be lowered and the employee will be informed using the memorandum at **Attachment 5**, along with a completed copy of the SF-1190. A copy of the memorandum and completed SF-1190 will be filed in the employee's allowance folder.

If the amount estimated for utility expense is considered reasonable, the employee will be provided a copy of the memorandum at **Attachment 6** along with a completed copy of the SF-1190. A copy of the memorandum and completed SF-1190 will be filed in the employee's allowance folder.

(2) The COT member will verify the Location Code, Quarters Group, Family Status, Shared Status and Authorized Maximum Allowed. According to the DSSR, 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 Bachelors + 15 and + 30 pay lanes will be assigned to Quarters Group 3. The birthdates for all eligible dependent children will be updated in IdB. Birthdates will be listed from oldest to youngest.

(3) If the employee is receiving advance LQA, fax the SF 1190 to the servicing payroll technician. If the employee's lease requires payment in foreign currency, the SF 1190 should show the LQA amount in that foreign currency. If required by the lease, advances can be done in no less than three month increments. If the lease requires advance payments in terms less than the term of the lease, (e.g. the lease is for a year and the rent is to be paid in advance every three months), make a copy of the SF 1190 submitted by the employee before processing. Suspend yourself and fax a new SF 1190 to the pay technician at least two weeks before the next advance is due to the employee.

(4) Whether or not the employee is receiving LQA in advance or biweekly, input the data using annual amounts into Modern DCPDS. All rent and utilities amounts are input into Modern DCPDS using the annual amount of the expense. Advance LQA rent amounts are input in Modern System in the currency in which the employee is required to pay the advance. For all employees moving into new quarters, the LQA start date will be updated in IdB to suspend the Recon effective date. For those employees who are receiving advance LQA, but bi-weekly utilities, IdB must also be updated with the LQA start date to suspend the reconciliation effective date.

(5) Purchase price amounts for Personally Owned Quarters (POQ) are input into Modern DCPDS in US Dollars. If the purchase was made in foreign currency, use the exchange rate in effect in the Defense Civilian Pay System (DCPS) for the date of purchase when converting the amount to US dollars. Exchange rates in DCPS are updated every pay period and can be accessed by going into DCPS, and select: (6) On-Line Inquiries Menu, (6) Central Reference Tables Menu, (25) Foreign Currency Conversion Rates.

Additionally, if the residence was purchased prior to the employee being eligible for LQA or prior to the date the employee begins residing in the quarters, input the date the employee became eligible for LQA or the date the employee began residing in the quarters, not the date of purchase, in the Date of Purchase Data Element. The POQ start date must be updated in IdB.

(6) Since employees entitled to LQA are also entitled to Post Allowance (PA), if you are starting an employee's LQA; also input the PA data at this time, if applicable. Additionally, according to the DSSR, new appointees to overseas positions may be authorized payment of the Miscellaneous Expense portion of the Foreign Transfer Allowance. If not already authorized and sent to payroll when the employee submits the TQSA request, complete the SF 1190 authorizing this payment. Currently, there is no entry item in Modern DCPDS available to input this payment. Fax the completed SF 1190 to the pay tech.

NOTE: The Miscellaneous Expense authorized by the JTR for current employees who are PCSing should be requested by the employee on their Travel Voucher and paid by the Finance Office that processes that voucher.

(7) Employees in geographical regions authorized Post Differential (PD) should be entered in DAPS and Modern DCPDS. The effective date of commencement of PD should be the date of arrival at the new permanent duty station. Payment of post differential coincides with their biweekly payment of base pay.

(8) Once input into Modern DCPDS, it normally takes 2-4 days for the input to reach the payroll database. Check DCPS until the entitlements appear. File the completed SF 1190 and the Modern DCPDS Pay 500 report in the employee's allowance folder.

(9) Print a copy of the Pay 500 report from Modern DCPDS. Provide the employee with a copy of the completed SF 1190 along with the worksheet from DAPS via email.

(10) For all start or changes in rental quarters a copy of the memorandum (Attachment 5 or 6 as appropriate) will be provided to the employee outlining the conditions of Eligibility for Living Quarters (LQA) or Post Allowances (PA). Also, employees should be provided a copy of all SF-1190 changes and updates to their record.

- e. **Quarters Groups.** Because the Quarters Group assigned an employee varies by TP steps in the CB pay lane, immediately following the August 1 TP step increases each year, the Functional Automation and Information Management (FAIM) section will produce a report identifying all TP employees who received a Within-Grade Increase from CB step 3 to CB step 4. A report will be generated monthly for all NSPS employees who were promoted placing them in a higher quarters group. In addition a report will be generated for employees downgraded placing them in a lower quarters group. Each COT will review the Quarters Group assigned to the employees identified on the report and will change the authorized Quarters Group as appropriate. The HRFO and the employee will be notified of the change. Additionally, if the COT corrects an employee's step placement or pay lane, the LQA Quarters Group must be changed if applicable.
- f. **Post of Assignment Changes.** Upon reassignment to a new duty station, the Location Code must be updated immediately in Modern DCPDS. The date of reassignment to the new post of assignment will be the effective date for the new Location Code. There are cases when an employee is reassigned to a new duty station, but may choose to remain in their current residence or delay movement of their household. More than likely, the LQA rates will change based on their current post of assignment and the new Location Code needs to be updated in Modern DCPDS immediately.
- g. **Agent Fees.** Since an agent fee is not a continuing expense for an employee, when it is included in the initial authorized LQA amount it must be subtracted out after the first year. Employees must submit an LQA reconciliation after the first year in their residence and the agent fee will be subtracted out when this reconciliation is processed. If no recon is submitted, an administrative SF-1190 via DAPS will be processed to subtract the agent fee from the employee's LQA expense. DCPDS will be modified to reflect the new amount. Employees that have an agent fee included in their LQA will be annotated in IdB to suspense the agent fee date.
- h. **Eligibility Changes.** Despite the fact that it is the employee's responsibility to submit an SF 1190 whenever their status or eligibility changes, the COT section

shall monitor the suspense report from IdB to identify employee's whose entitlement to LQA for POQ has ended and whose dependents have reached age 21. COT will review the information on a weekly basis and change or stop the employee's entitlement as appropriate. A print screen of the Modern DCPDS input and any other documentation on the change will be filed in the employee's allowance file. When a change is made, the COT member will notify the HRFO and the employee by email. (See IdB Update Info)

- i. **Summer Storage.** When an employee requests orders for summer storage in lieu of LQA, the COT will notify the employee by email, with a copy to the HRFO, that they must provide the date their HHG will be picked up for storage and submit an SF 1190 to stop their LQA the date prior to their HHG being put into storage. COT will update IdB with a suspense date effective the date the HHG are placed into storage and terminate the LQA entitlement effective the suspense date. If an SF 1190 is not received and the employee does not provide the date the HHG will be placed into storage, the COT will terminate the LQA entitlement effective the day after school ends.
- j. **Waivers.** Requests for waivers involving LQA are submitted by the employee to the HR Policy Section at: LQA-TA REQUESTS@hq.dodea.edu. **Attachment 4** lists the types of waivers that are to be forwarded by the COT to the policy section with any appropriate background information for review and response. All eligibility determinations will include a brief description of the reasons for the approval or the denial of LQA or transportation benefits (i.e. sponsoring spouse departed the post or area permanently). Subchapter 1250, "Overseas Allowances and Differentials" of Department of Defense Manual 1400.25-M, contains further information on waiver requests. The appropriate Memorandum of Understanding regarding the authorization of LQA must be signed and returned by the employee as part of the waiver approval process and filed in the employee's allowance file with the LQA determination form.
- k. **Limited Time Waivers.** Employees are sometimes granted a waiver for a limited amount of time. For example, employees in the Federal Education Association and Overseas Federation of Teachers (OFT) bargaining units can request a waiver to be granted LQA when they are within seven years of retirement and their sponsoring spouse retires. Waivers for employees in the OFT bargaining unit are initially limited to one school year. When time limited waivers are approved, the COT will input the NTE date of the entitlement into the IdB. Forty-five (45) days prior to the termination date the COT will use one of the sample responses at **attachment 7**, whichever is appropriate, to notify the employee of their LQA termination date. A copy of the message will be filed in the employee's LQA folder. The COT will coordinate with the Policy Section to ensure that an extension has not been requested or approved prior to termination of the employee's LQA.

1. **Non-Pay Status/LWOP.** Except for educators over the summer recess, employees in a non-pay status for more than 14 consecutive days generally lose their entitlement to LQA. If this entitlement has not been stopped through the payroll interface, DCPS will automatically stop the employees LQA. When this happens, it is the employee's responsibility to submit an SF 1190 to restart their entitlement, and the COT's responsibility to re-flow the entitlement using the date the employee returned to duty as the effective date.

- m. **LQA after Separation.** Per Subchapter 1250, "Overseas Allowances and Differentials" of Department of Defense Manual 1400.25-M, when an educator is separating and will not be returning for the next school year, eligibility for allowances ends on the educator's last day of work. However, to allow educators the flexibility to arrange a pack out of HHG after the last day of school, the TQSA or LQA may be continued up to 14 calendar days after the last day of school or the date of departure, whichever is earlier, if appropriate documentation is provided by the transportation office confirming the pack out date(s) and date of departure.

When approved, the COT member will prepare a memorandum for DFAS using the example at **Attachment 8**. The memorandum will be faxed to the servicing pay technician who will pay the allowance off-line.


Lenoir Graham
Human Resources Director

Attachments:

1. COT LQA Processing Checklist
2. Request for Determination of Eligibility for Foreign Allowances form
3. Eligibility Determination for Foreign Allowances and Benefits form
4. Determinations of Travel and Allowances
5. LQA and Post Allowance Memorandum (excessive utilities)
6. LQA and Post Allowance Memorandum (reasonable utilities)
7. Limited LQA Waivers Sample Messages
8. Payment of LQA After Separation Memorandum

COT LQA PROCESSING CHECKLIST

- 1. Is the employee eligible for LQA (check one)
 - CONUS Hire _____
 - PCS - Previously Eligible _____
 - Management-Directed Reassignment _____
 - Eligibility Determination Done _____
 - Other _____

- 2. Is 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 18 and 23 on 1190 and make sure it is the same as total of Item 16 of the LQA Worksheet _____

- 6. Enter data into Modern System _____
 - 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 1190 to pay tech _____

- 8. If authorized but not already paid **First Duty** Miscellaneous Expense, fax 1190 to pay tech _____

- 9. Date action shows up in DCPS _____

- 10. File 1190, copies of receipts, Modern DCPDS Pay 500 report in Allowance Folder _____

- 11. Update Idb as appropriate _____

COT Signature

Date Completed

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 US Government? YES _____ NO _____
By a firm providing return transportation
to the United States? 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?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

**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 Civilian Personnel Manual, Subchapter 1250, of DoD Manual 1400.25-M, 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)

3. ELIGIBLE INELIGIBLE to receive a **Living Quarters Allowance (LQA)**

Eligibility based on:

LQA is payable to eligible civilian employees when Government-owned or rented Quarters are not provided without charge at the employee's foreign post of permanent assignment. It is based on the employee's grade, post of assignment, and number of family members residing with the employee.

QUARTERS GROUP _____ # FAMILY MEMBERS _____
TOTAL MAXIMUM ANNUAL LQA: _____
AS OF THIS DATE: _____ (LQA MAXIMUM SUBJECT TO CHANGE)

4. ELIGIBLE INELIGIBLE to receive a **Post Allowance (PA)**

PA is a cost of living allowance that reimburses full-time employees for certain living costs incurred while stationed in a foreign area where the cost of living, other than for quarters, is much higher than in Washington, D.C.

POST CLASS CODE _____ # FAMILY MEMBERS _____
TOTAL AUTHORIZED ANNUAL PA: _____
AS OF THIS DATE: _____ (PA RATES SUBJECT TO CHANGE)

5. ELIGIBLE INELIGIBLE to receive a **Post Differential (PD)**

PD is designed to provide additional compensation to employees for service in foreign areas where environmental conditions differ substantially from environmental conditions in CONUS and warrant additional compensation as a recruitment and retention incentive.

POST OF ASSIGNMENT _____ PERCENTAGE _____

***NOTE: ALL ALLOWANCE RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

NAME, TITLE, SIGNATURE OF HRRSC REPRESENTATIVE _____ DATE _____

Determination on Travel and Allowances

All requests from employees for determinations regarding the following travel and allowance benefits will be forwarded to the Human Resources Policy Section for review and response. The customer operations teams are responsible for providing any appropriate background information that may be required to make the determination.

- Requests for exceptions to director's policy memorandum for living quarters allowance for employees at the GS-9 and below level.

- Requests for waivers of Section 031.12.b of the DSSR that fall under the waiver provisions authorized by DoD Manual 1400.25-M, Subchapter 1250.5.1.3.

- Requests for waivers of Section 031.12.b of the Department of State Standardized Regulations (DSSR) for LQA based on unusual circumstances that do not fall under the waiver provisions authorized by DoD Manual 1400.25-M, Subchapter 1250.5.1.3.

- Requests for extensions of waivers under Subchapter 1250.5.1.3.

- Requests for waivers of transportation agreements for separating employees who have not completed their initial or renewal transportation agreement.

- 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 decision from employees who have owned their quarters for 10 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 nontemporary 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.

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 email address where you are required to submit your receipts. Otherwise, within 45 days after

Attachment 5

reaching your LQA one-year anniversary, you are required to submit to your Customer Operations Team a SF 1190, Foreign Allowances Application, Grant, and Report, LQA-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, 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 Customer Operations 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, D.C. 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 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

Attachment 5

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.

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 (703) 588- _____ or emailed 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): _____

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 email 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 Customer

Attachment 6

Operations Team a SF 1190, Foreign Allowances Application, Grant, and Report, LQA-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 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 Customer Operations 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, D.C. 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 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.

Attachment 6

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.

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 (703) 588- _____ or emailed 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): _____

Limited LQA Waiver 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. NSPS 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 Policy and Evaluation Section, Human Resources Regional Service Center at facsimile number 703-588-5336 or 5337. If the Policy and Evaluation Section does not receive a request for an extension of your LQA, your LQA will be terminated on _____.

2. TP employees who were authorized a time limited LQA waiver under the provisions of the FSIP decision (eligible for optional (unreduced) retirement within 7 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 on _____ 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 Policy and Evaluation Section, Human Resources Regional Service Center at facsimile number 703-588-5336 or 5337. If the Policy and Evaluation 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 7 years or less) and the LQA termination date is at the end of the school year.

Dear Mr./Ms./Dr. _____

This is to notify you that on _____ 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 we will terminate your LQA.

Attachment 8

(DATE)

MEMORANDUM FOR DFAS

ATTN: _____

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 Manual 1400.25-M, the educator has been authorized LQA beyond separation. Please ensure immediate payment to the employee.

EDUCATOR NAME: _____

SSN: _____

DATE OF SEPARATION: _____

LQA AUTHORIZED FROM _____ TO _____

(PRINTED NAME AND SIGNATURE)

(PHONE #)

DoDEA
Human Resources Regional Service Center