

EIGHTH ARMY REGULATION 690-10

CIVILIAN PERSONNEL (690)

Temporary Quarters Subsistence Allowance

06 August 1999

UNCLASSIFIED

HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

Change No 1
EUSA Regulation
No. 690-10

24 October 2000

Civilian Personnel

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

1. EUSA Regulation 690-10, 6 July 1999, is changed as follows:

Paragraph 7, RESPONSIBILITIES. In paragraph 7c(6), line 3, delete "and EA Form 513-E (Daily Itemization of TQSA Expenses)(App E)".

Paragraph 7, RESPONSIBILITIES. In paragraph 7c(6), line 5, delete the word "all" and replace with "individual".

Paragraph 7, RESPONSIBILITIES. In paragraph 7c(6), line 6, Delete \$25 and replace with "\$10 for breakfast, \$10 for lunch and \$15 for dinner".

Appendix A, page A-1. In Section II, REQUIRED FORMS, delete EA Form 513-E (Daily Itemization of TQSA Expenses).

Appendixes, Page 5. Delete appendix E "Daily Itemization of TQSA Expenses (EA Form 513-E).

2. Remove page B-1 and replace with the attached B-1.

3. Remove pages D-1 and E-1 and replace with the attached D-1 and D-2.

4. Post these changes per DA Pam 25-40.

5. File this change in front of the publication.

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C1

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAGA-CP-SES, Unit #15236, APO AP 96205-0009. This change and forms can be accessed through the EUSA website at: www-eusa.korea.army.mil

FOR THE COMMANDER:

OFFICIAL:
JAMES L. LAUGHLIN
Colonel, GS
Chief of Staff



F. W. MORRIS
Assistant Adjutant General

DISTRIBUTION:
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*EUSA Reg 690-10

**HEADQUARTERS
EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009**

**EUSA Regulation
No. 690-10**

6 July 1999

**(Effective: 15 July 1999)
Civilian Personnel**

TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms is prohibited unless prior approval is obtained from the Commander, EUSA, ATTN: EAGA-CP-SES, Unit #15236, APO AP 96205-0009.

INTERNAL CONTROL PROCESS. This regulation does not contain management control procedures.

- 1. PURPOSE.** To establish policy for the uniform administration of Temporary Quarters Subsistence Allowance (TQSA) for United States (U.S.) civilian personnel and their family members serviced by the Civilian Personnel Operations Center Korea (CPOC), Taegu and to avoid unnecessary expenses for TQSA.
- 2. APPLICABILITY.** This regulation applies to U.S. citizen employees, (appropriated fund (AF) and non-appropriated fund (NAF)) eligible for TQSA in accordance with (IAW) referenced regulations who are assigned to Eighth United States Army (EUSA) and all assigned, attached, or tenant activities serviced by the CPOC, Taegu.
- 3. REFERENCES.** Required publications are listed in appendix A.
- 4. ABBREVIATIONS.** Abbreviations and terms used in this regulation are explained in the glossary.
- 5. GENERAL.**
 - a. The TQSA is an allowance granted to an employee recruited from the U.S., Commonwealth of Puerto Rico, the Northern Mariana Islands, and the possessions of the U.S. for the reasonable cost of temporary quarters, laundry/dry cleaning and meal expenses by the employee and/or family members.
 - b. The TQSA is intended to reimburse an employee for substantially all costs of temporary quarters. The TQSA is based on the per diem rate for the foreign post of assignment. The TQSA is designed to assist in covering the average cost of adequate but not elaborate or

***This regulation supersedes OCPD Policy 93-7, dated 7 September 1993.**

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unnecessarily expensive accommodations plus reasonable laundry and meal expenses. Although "adequate" and "reasonable" are very general terms, they are commonly understood. Expenses for local transportation are not reimbursable under TQSA.

c. A TQSA advance may be made in 30-day increments based on estimated expenses. The reconciliation of actual expenses will be provided to Defense Finance Accounting System (DFAS) at the end of the TQSA period. Actual expenses and receipts must be provided at the end of the 30-day period for which an advance was made.

d. It is this Command's policy to authorize TQSA for a period of up through 60 days following first arrival in Korea or not to exceed 30 days immediately preceding final departure from Korea after vacating permanent residence.

e. The TQSA will be terminated if the employee fails to comply with this policy.

f. The TQSA for incoming employees may be extended up through 90 days with approval from the first O-6 (or equivalent) official in the chain of command after consultation with the Housing Division and the Civilian Personnel Advisory Center (CPAC). The TQSA extension approval authority may not be further delegated.

g. Requests for TQSA extensions over 90 days, but no more than 60 additional days beyond 90 days, will be forwarded through the Commander to HQ, EUSA, ACoS, G1, Civilian Personnel Division (CPD), for approval.

h. An employee's request for extension will be fully documented and justified. It must be based on compelling reasons beyond the control of the employee.

i. Extensions will not be approved when--

(1) The employee fails to aggressively seek permanent quarters;

(2) Suitable or adequate housing is refused for other than health or safety reasons;

(3) The employee refuses to use available U.S. Government-owned loaner furniture, or cooking and eating utensils, pending arrival of household goods (HHG) or hold baggage, or delays the delivery of HHG or hold baggage for personal convenience, after permanent quarters are obtained; or

(4) It is determined that an employee has not substantially complied with the applicable requirements in this policy or has failed to submit acceptable reasons for noncompliance.

j. Any false statements made regarding TQSA are subject 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.

6. PROHIBITIONS. Any post allowance, which would be otherwise authorized under Section 220 of the DSSR, shall not be paid during the period in which TQSA is paid.

7. RESPONSIBILITIES.

a. Commanders, managers and supervisors will--

(1) Take an active role in providing their incoming employees with sufficient time and incentive to aggressively seek housing by monitoring their progress and providing assistance as needed to minimize time in temporary lodging;

(2) Ensure that the employee reports to the housing office within 3 workdays after reporting to duty (non applicable to Area I);

(3) Allow the newly arrived employee to maintain contact with the housing office until adequate housing has been obtained (an employee is not completely in-processed until housing has been obtained) (non applicable to Area I); and

(4) Provide a viable sponsorship program, which includes prior coordination with the Housing Division to determine housing availability.

b. Housing Division will--

(1) Provide each civilian employee a list of recommended rental houses and apartments.

(2) Provide each civilian employee adequate loaner furniture assets in order to minimize TQSA payments due to shipment of, or non-arrival of HHG; and

(3) Provide employee, when needed, a letter of non-availability of housing or loaner furniture.

(4) When required, provide statements to the CPACs or requesting management official such as:

(a) Housing meeting the employee's requirements (e.g., within Living Quarters Allowance (LQA) ceiling, bedroom requirement, etc.) is readily available.

(b) Housing meeting the employee's requirements (e.g., within LQA ceiling, bedroom requirement, etc.) is not readily available, but is projected to be available within ___ days.

c. Employees will--

(1) Report to the Housing Division within 3 workdays after reporting to their permanent duty station (non applicable to Area I);

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(2) Aggressively seek off-post quarters by contacting the Housing Division at least twice weekly to obtain information on availability of off-post quarters (non applicable to Area I);

(3) Submit to the CPAC, a list of private rental housing visited during each 15-day period, along with reasons for non-acceptance (information may be sent via Fax or email);

(4) Comply with all instructions issued by the supervisor and the servicing CPAC;

(5) Sign the EA Form 511-E (Statement of Understanding, Temporary Quarters Subsistence Allowance (TQSA)) (App B); and

(6) For each 30-day period complete and submit to the servicing CPAC on SF-1190, (Foreign Allowances Application, Grant and Report) (App C), EA Form 512-E (Claim for Temporary Quarters Subsistence Allowance (TQSA) (App D) and EA Form 513-E (Daily Itemization of TQSA Expenses) (App E), and receipts for temporary quarters, laundry/dry cleaning (other than for coin operated machines and the laundry detergent) and all meal expenses over \$25 or WON equivalent.

d. The CPACs will--

(1) Provide and explain this regulation and local procedures to the supervisor and employee;

(2) Advise the employee that a TQSA advance may be made in 30-day increments based on estimated expenses. Additionally, inform the employee that actual expenses and receipts must be provided for each 30-day period;

(3) Review reasons for non-acceptance of available housing to ensure every effort is being made by the employee to seek permanent quarters. When required, provide a statement to requesting management officials.

(4) Review and process TQSA claims. Computation procedures for determining the employee's maximum entitlement are provided in the DSSR, Chapter 100, sections 123.3 and 124.3. The employee is entitled to receive the actual amount claimed or the maximum entitlement, whichever is less. Any claims which are found to be significantly out of line with comparable claims, i.e. for the same location, number and ages of family members, etc., are subject to validation. In such cases, the CPAC should contact the employee for validation. Only actual subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, will be reimbursed. Claims submitted for reimbursement, which exceed reasonable costs for average, adequate accommodations or meals are subject to scrutiny and, if warranted, will be turned over to the Criminal Investigation Command (CID) for investigation; and

(5) Maintain TQSA claim and receipts IAW AR 25-400-2.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, EUSA, ATTN: EAGA-CP-SES, Unit #15236, APO AP 96205-0009.

FOR THE COMMANDER:


JOHN A. HALL
Assistant Adjutant General

OFFICIAL:
DANIEL S. CHALLIS
Colonel, GS
Chief of Staff

5 Appendixes

- A. References
- B. Statement of Understanding (EA Form 511-E)
- C. Foreign Allowances Application, Grant and Report (SF 1190)
- D. Claim for Temporary Quarters Subsistence Allowance (TSQA) (EA Form 512-E)
- E. Daily Itemization of TQSA Expenses (EA Form 513-E)

Glossary

DISTRIBUTION:

A (1 copy each)

SPECIAL DISTRIBUTION:

- 10 - 34th Support Group, ATTN: EANC-SA-CPAC,
APO AP 96205-0177
- 10 - 20th Support Group, ATTN: EANC-T-CPAC,
APO AP 96218-0562
- 10 - HQ, USA Supt Activity Area III, ATTN:
EANC-HG-CPAC, APO AP 96271-0716
- 10 - Area I Support Activity, ATTN: EANC-AI-CPAC,
APO AP 96258-0707
- 10 - 19th TAACOM, ATTN: EANC-CPOC,
APO AP 96218-0171
- 30 - PPCK
- 8 - EAIM-R-PM (Editing)

APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)). Cited in paragraph 7d(5).

Department of State Standardized Regulations. Cited in paragraph 6 and 7d(4).

United States Code (U.S.C.) 18 287 and 1001. Cited in paragraph 5j and appendix B.

United States Code (U.S.C.) 31 3729 and 3802. Cited in paragraph 5j and appendix B.

USFK Reg 10-2 (Installation Management and Base Operations). Cited in the glossary.

USFK Reg 210-51 (USFK Housing Referral Service Program). Cited in the glossary.

Section II. REQUIRED FORMS

EA Form 511-E (Statement of Understanding, Temporary Quarters Subsistence Allowance (TQSA)).

EA Form 512-E (Claim for Temporary Quarters Subsistence Allowance (TQSA)).

EA Form 513-E (Daily Itemization of TQSA Expenses)

SF-1190 (Foreign Allowances Application, Grant and Report).

STATEMENT OF UNDERSTANDING

Temporary Quarters Subsistence Allowance (TQSA)

(EUSA REG 690-10)

This is to certify that I understand that Temporary Quarters Subsistence Allowance (TQSA) is designed to assist in covering the average cost of **adequate** but not elaborate or unnecessarily expensive accommodations plus **reasonable** meal and laundry expenses. Only **actual** subsistence expenses incurred, which are reasonable in amount and incident to the occupancy of temporary quarters, will be reimbursed.

I must submit a signed statement of actual expenditures including a certified statement indicating a per meal per day cost, and receipts or other appropriate documentation for the daily cost of temporary quarters laundry/dry cleaning and for any individual meal which exceeds \$10 for Breakfast, \$10 for Lunch and \$15 for Dinner. If I request advance TQSA I must submit an estimate of my anticipated expenses. Expenses for local transportation of any sort to include to and from eating or laundry/dry cleaning of clothes are not reimbursable under TQSA and will not be claimed.

I have been advised that it is Eighth United States Army policy that any claims submitted for reimbursement which exceed **reasonable** costs for average, **adequate** accommodations or meals are subject to investigation and, if warranted, will be turned over to the Criminal Investigation Command for investigation. If it is found that I have submitted a false or fraudulent claim, I am subject 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. Falsification of an item in my claim may result in forfeiture of the entire claim.

I certify that I have read and understand the above conditions and EUSA Reg 690-10, Temporary Quarters Subsistence Allowance policy regarding the payment and procedures of TQSA.

EMPLOYEE SIGNATURE

DATE

APPENDIX C

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT		INTERAGENCY REPORT CONTROL NUMBER 1170-DOS-AN	VOUCHER NUMBER		
1. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>		2. SOCIAL SECURITY NUMBER			
3. AGENCY		4. AUTHORIZATION/GRANT NUMBER			
5. PAY PLAN/SERIES/GRADE/ANNUAL SALARY		6. POSITION TITLE			
7. CURRENT POST/COUNTRY OF ASSIGNMENT/LOCALITY CODE	8. DATE OF ARRIVAL	9. PREVIOUS POST OF ASSIGNMENT			
10. MAILING ADDRESS					
11. IF LOCAL HIRE: DATE OF ARRIVAL AT POST/REASON FOR PRESENCE					
12. IF SPOUSE IS EMPLOYED BY THE US GOVERNMENT: NAME/SOCIAL SECURITY NUMBER/ALLOWANCES RECEIVED					
13. FAMILY DOMICILED AT POST					
NAME OF RELATIVE	RELATIONSHIP	DOB EXCEPT SPOUSE <i>(MM/DD/YY)</i>	% SUPPORT	DATE OF ARRIVAL AT POST	RESIDENCE ADDRESS
14. FAMILY DOMICILED AWAY FROM POST					
NAME OF RELATIVE	RELATIONSHIP	DOB EXCEPT SPOUSE <i>(MM/DD/YY)</i>	% SUPPORT	DATE OF DEPARTURE FROM POST	RESIDENCE ADDRESS
15. 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.

FOREIGN ALLOWANCES APPLICATION, GRANT AND REPORT		VOUCHER NUMBER
16. EMPLOYEE NAME (Last, First, Middle Initial)		17. SOCIAL SECURITY NUMBER
18a. PAYMENTS/ENTITLEMENTS (Check box(es). For calculations see DSSR chapter exhibits.)		FOR OFFICIAL USE ONLY
TQSA - TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE - (DSSR 120)		\$
Advance	Beg. Date	End Date
Biweekly	Beg. Date	End Date
Lump Sum (upon completion)	Beg. Date	End Date
LQA - LIVING QUARTERS ALLOWANCE - (DSSR 130)	U.S. Dollar Payment _____ Foreign Currency Payment _____	
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)		
EDUCATION: ALLOWANCE (DSSR 270) [] or TRAVEL (DSSR 280) []		
PD - POST DIFFERENTIAL - (DSSR 500)		
DP - DANGER PAY - (DSSR 650) 652f [] or 652g []		
Total Amount Claimed		
18b. ADVANCES		
LQA	Beg. Date _____	End Date _____ # of Months _____
U.S. Dollar Payment		\$
Foreign Currency Payment		
TRANSFER ALLOWANCE: Foreign [] or Home Service [] Portion(s): Subsistence [] Miscellaneous [] Wardrobe [] Lease Penalty []		
ADVANCE OF PAY (DSSR 850) This advance will be repaid in _____ pay periods. Travel Authorization or Permanent Change of Station (PCS) Number Name of Issuing Activity		
METHOD OF PAYMENT		
19a. If Electronic Funds Transfer (EFT) Mark one: [] Checking [] Savings		
FINANCIAL INSTITUTION NAME		FINANCIAL INSTITUTION MAILING ADDRESS
ROUTING NUMBER		ACCOUNT NUMBER (including any suffix)
19b. IF BY CHECK		
CHECK MAILING STREET ADDRESS		
CHECK MAILING CITY, STATE, ZIP CODE		
20. ACCOUNTING CLASSIFICATION(S):		
21. Employee Statement and Signature: 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.		
EMPLOYEE'S SIGNATURE:		DATE:
22. APPROVING/REVIEWING OFFICIAL SIGNATURE WHEN REQUIRED:		DATE:
23. CERTIFYING OFFICIAL: THE ABOVE REQUEST IS CERTIFIED AS CORRECT AND PROPER FOR PAYMENT		
AUTHORIZED CERTIFYING OFFICIAL'S SIGNATURE:		DATE:

CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

(EUSA REG 690-10)

PRIVACY ACT STATEMENT

- AUTHORITY:** Title 5, United States Code, section 5922 and executive order 9397.
- PRINCIPAL PURPOSE:** To determine employee eligibility and appropriate amounts of Temporary Quarters Subsistence Allowance (TQSA).
- ROUTINE USE:** None
- DISCLOSURE:** Disclosure of requested information is voluntary, however, if information is not provided the employee will be denied TQSA.

EMPLOYEE NAME:	SSN:	GRADE:
DATE EMPLOYEE ARRIVED/DEPARTED FOREIGN POST	DATE TQSA BEGAN	
DATE FAMILY MEMBER(S) ARRIVED/DEPARTED FOREIGN POST	NEW DUTY STATION	

DATE OCCUPIED/VACATED PERMANENT QUARTERS

EMPLOYEE	FAMILY MEMBERS

NAME(S) OF FAMILY MEMBER(S) INCLUDED IN CLAIM *(Show only eligible members of family included in travel authorization)*

INSTRUCTIONS

Complete claim on SF 1190 and submit to the Civilian Personnel Office. Claim only actual expenses. Itemize all expenses.

Submit receipts for quarters expenses and laundry and dry cleaning costs other than when coin operated facilities are used.

Submit receipts for any individual meal which exceeds \$10 for Breakfast, \$10 for Lunch and \$15 for Dinner (less tip).

If expenses are claimed for temporary quarters occupied at different locations by the employee and family members use a separate expense itemization sheet for each location.

Occupancy of permanent quarters occurs when the employee or any member of the family starts occupying the permanent quarters.

REMARKS OR EXPLANATION

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EMPLOYEE SIGNATURE	DATE
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EIGHTH ARMY REGULATION 690-10

CIVILIAN PERSONNEL (690)

Temporary Quarters Subsistence Allowance

06 August 1999

UNCLASSIFIED

GLOSSARY

Section I. ABBREVIATIONS

AF	appropriated fund
CID	Criminal Investigation Command
CPAC	Civilian Personnel Advisory Center
CPD	Civilian Personnel Division
CPOC	Civilian Personnel Operations Center
DFAS	Defense Finance Accounting System
DSSR	Department of State Standardized Regulations
EUSA	Eighth United States Army
HHG	household goods
NAF	non-appropriated fund
TQSA	Temporary Quarters Subsistence Allowance
U.S.	United States (of America)

Section II. TERMS

Area Commander. The designated commander, within a prescribed geographical area, responsible for providing or coordinating the provision of BASOPS and installation management to all individuals, units, and activities within that geographical area. For the purposes of this regulation, the area commander is also considered the installation commander for facilities located within his prescribed area (see USFK Reg 10-2).

Housing Office. The office that provides housing assists in locating permanent housing. The term "housing office" includes base housing office, family housing office, billeting office, and housing referral office.

Suitable or adequate housing. Government quarters, other than transient-type facilities, including U.S. Government leased housing. Private rental housing on the local economy in the vicinity of the permanent duty station that has sufficient bedrooms to meet requirements for family size, meets health and safety standards established by USFK Reg 210-51, and is within an acceptable price range for the civilian's grade.