

January 28, 2002

MEMORANDUM FOR ALL DoDEA PERSONNEL CENTER STAFF

SUBJECT: Processing Temporary Quarters Subsistence Allowance (TQSA) Requests and Reconciliations on-line through DoDEA Allowance Processing System (DAPS)

DoDEA PERSONNEL CENTER STANDARD OPERATING PROCEDURE (SOP) 01-003

1. Purpose: To establish procedures to process requests for Temporary Quarters Subsistence Allowance (TQSA) and for processing TQSA reconciliations after termination of TQSA.
2. Applicability: This SOP applies to all DoDEA Personnel Center members who process TQSA requests and reconciliations.
3. Procedures:

- a. **TQSA Requests.** Requests for TQSA are completed by the employee and are generated through DAPS to the appropriate Personnel Management Team (PMT). The employee must complete the on-line SF 1190, Foreign Allowances Application, Grant and Report (template and the Temporary Quarters Subsistence Allowance Worksheet (TQSA), and submit (fax or mail) all required documentation. The Employee Checklist (Attachment 1) can be used when completing the SF 1190 on-line. Within one workday after receipt, the PMT will review the documents for completeness using the checklist at Attachment 2.

NOTE: The TQSA SF 1190 must be submitted online within 30 days of separation or transfer to another agency. If after 30 days, the employee must submit a hard copy SF 1190 directly to the PMT.

- b. **Documents Needed.** The PMT member determines the employee's eligibility for TQSA and reviews the documents submitted. If the employee is not eligible, the SF 1190 will be returned to the employee within three workdays along with a message stating the reason for rejection. If documents are incomplete or missing, the PMT member generates an email to the employee within two workdays with a copy to the Personnel Field Office (PFO) providing the reasons. When additional documents are required, reminders will be sent to the employee every 10 days for up to 30 days. The SF 1190 will be closed in DAPS if the documents are not received by the 30th day. The unprocessed documents will be filed in the employee's allowance folder along with copies of the reminders sent. At that time, the PMT will send the below e-mail

message to the employee with a copy to the PFO representative, and the principal/supervisor:

"Because we did not receive the required documentation within the 30 days after we requested it from you, your request was not processed and has been closed. You will need to resubmit your request in its entirety with all required documentation when you are ready. Although we regret the inconvenience, we cannot complete your action until you provide the necessary documentation."

- c. **Processing.** Once a complete submission is received, the PMT member will process the request immediately but in no case will processing take longer than 5 workdays, using the checklist at Attachment 2 and the following procedures:

(1) Determine the post of assignment and the per diem rate in effect for that post. The system will calculate the maximum allowable per day in accordance with the Department of State Standardized Regulations (DSSR), Chapter 120 and Section 925. Current and former per diem rates can be found on the Internet via the Technical Assistant icon under the heading Department of State (Office of Allowances) or directly at <http://www.state.gov/m/a/als/prdm/>. TQSA is authorized for a period not to exceed 90 days after first arrival at a new post, and for a period not to exceed 30 days immediately preceding final departure from a post. The results are annotated on the TQSA Worksheet.

(2) Expenses are often listed in foreign currencies. The DAPS application will automatically convert foreign currency amounts to the dollar amount based on the official exchange rate in effect on date of conversion. Exchange rates in DCPS are updated every pay period and can be accessed by going into the system and selecting: (6) On-Line Inquiries Menu, (6) Central Reference Tables Menu, (25) Foreign Currency Conversion Rates.

(3) If the employee's submission is for the entire period of TQSA, the employee will be paid the total allowable expenses in a lump sum payment. On page 2 of the hard copy SF 1190, in Block 18a, check the Lump Sum line, and verify the dates and the total amount to be paid to the employee on that line in the **For Official Use Only** column.

(4) If the employee's submission is for only the first period of TQSA and the entitlement is continuing, check the Lump Sum line, verify and write in the dates for the period of time receipts were received, and the total amount due employee for that time period.

Then check the Biweekly line and verify the dates for which you are projecting TQSA. The End Date should be 30 days from when the TQSA entitlement began. Verify the amount authorized per day for that period in the **For Official Use Only** column. If the employee's daily expenses are less than the maximum allowable

daily rate for the first two 30-day periods, that daily rate can be authorized for a 60-day period instead of 30 days. Additionally, if they are less than the maximum allowable for all three 30-day periods, that amount can be authorized for 90 days.

(5) If the employee's entitlement to TQSA is for more than 30 days and the daily expenses are more than the maximum allowable, an SF 1190 reflecting the different maximum allowable rate needs to be submitted to payroll for each 30 day period. PMT members should make copies of the original SF 1190 submitted by the employee prior to processing so that future submissions to payroll will contain the employee's signature. PMT members must maintain a suspense folder to track these submissions.

(6) Employees who do not want TQSA biweekly payments must indicate such in the REMARKS section of the SF 1190. Biweekly payments will be done unless the REMARKS section contains a request to NOT project biweekly payments of TQSA.

(7) Employees new to the Federal government hired from the U.S. may also be entitled to the Miscellaneous Expense portion of the Foreign Transfer Allowance as a result of their overseas move. If eligible and not previously authorized, they must submit an SF 1190 for Foreign Transfer Allowance. See Section 240 of the DSSR for more information on this allowance. This allowance should not be confused with the Miscellaneous Expense Allowance authorized by the Joint Travel Regulations that is paid to some employees incident to a Permanent Change of Station. This allowance is claimed on the employee's travel voucher, not the SF 1190.

(8) Once the SF 1190 has been reviewed and verified for accuracy, click on Sign Voucher Button, the system will authenticate and generate a facsimile signature. The PMT member will print and fax the completed SF 1190 to the servicing DFAS pay technician and to the PCR for distribution to the employee.

- d. **Extension Requests.** Requests for extensions of incoming TQSA beyond 90 days and for outgoing TQSA beyond 30 days will be approved as outlined in the DSSR, Section 120. Employees can request an extension by letter or by email. When a request is received and the PMT member determines circumstances warrant an extension, the member will complete the letter in Attachment 3 with the employee's information and the date the extension expires within three workdays. The request and letter are forwarded to the Program Manager for approval and signature. Once approved, the team member will complete and forward the SF 1190 to the pay technician. The member will also fax a copy of the approval letter and the approved SF 1190 to the PFO, who will forward the documents to the employee.

A copy of these documents will be filed in the employee's allowance folder. If a request is not approved, the letter should indicate the reason for the denial.

- e. **Extensions after Separation.** Per Subchapter 1250, "Overseas Allowances and Differentials" of Department of Defense Manual 1400.25-M, if an educator is separating effective the last day of school, the TQSA or LQA may be continued up to 14 calendar days or the date of departure, whichever is earlier, when the educator is awaiting authorized transportation if appropriate documentation is provided by the transportation office. When approved, the PMT member should process the SF 1190 and prepare a memorandum for DFAS using the example at Attachment 4. The SF 1190 and the memorandum should be faxed to the servicing pay technician, who will pay the allowance off-line.

- f. **Reconciliations.** Unless the amount of TQSA authorized an employee was based on receipts for the entire period of TQSA, a TQSA reconciliation is necessary. Once copies of receipts for the entire period of TQSA are received, the PMT member will:
 - (1) Calculate the employee's total allowable expenses for the TQSA period using the TQSA Actual Expense Worksheet.

 - (2) The PMT will audit all TQSA payments established initially for a 30-day period. Once the total amount paid is known, compare the amount received to the amount authorized. The PMT member will complete the memorandum at Attachment 5 and fax it to the pay technician. Forward a copy of the memorandum to the PFO and the employee within three workdays.

- g. **Filing Documents.** The completed SF 1190, worksheets, receipts, reconciliation documents, and fax coversheets showing successful transmissions are filed in the employee's allowance folder.

- h. **Per Diem Rates.** Per diem rates are found on the internet via the Technical Assistant icon under the heading Department of State (Office of Allowances) or directly at <http://www.state.gov/m/a/als/prdm/>. DAPs Program Managers will look up the current per diem rates at the beginning of each month (not later than 5th day of the month) and will ensure the changed rates are loaded into the Rates Access Database and DAPS. This will ensure update of the rate information on the Personnel Center Homepage.

//original signed

Paul Wolfe
Personnel Director

Attachments:

- 1. Employee Checklist for Reviewing TQSA
- 2. PMT TQSA Processing Checklist

- 3. Extension Approval Letter
- 4. Payment of TQSA After Separation Memorandum
- 5. TQSA Audit Memorandum

Attachment 1

Employee Checklist for Reviewing TQSA

SF 1190

- 1. Complete all pertinent blocks on the TQSA template _____
- 2. Complete Payment Method Information Section. This Section is very important if your records are not in the payroll database. If section is not filled in, the money will be deposited into the same account as your pay check provided your direct deposit information is in the payroll database. _____
- 3. Click on the Submit button to authenticate SF 1190 once request has been completed. _____

WORKSHEET

- 4. Complete the “Fill all dates with these values” blocks with daily expenses for lodging, meals, and laundry/dry-cleaning. Select currency type in drop down blocks as database will calculate based on currency type use for expenses. _____
- 5. Complete all TQSA information blocks. List all expenses incurred and submit receipts for ALL lodging dates listed to the PMT _____
- 6. If you are continuing your TQSA beyond the dates listed on this submission, you will receive advanced TQSA for a total of 90 days. If you do not want advanced TQSA, you must indicate in the remarks section of the SF 1190. _____

NOTE: TO AVOID OVERPAYMENTS, IT IS IMPORTANT THAT YOU SUBMIT YOUR STOP TQSA SF 1190 IMMEDIATELY UPON MOVING INTO PERMANENT QUARTERS.

PMT TQSA PROCESSING CHECKLIST

- 1. Is the employee eligible for TQSA (check one)
 - CONUS Hire _____
 - PCS - Previously Eligible _____
 - Eligibility Determination Done _____
 - Other _____
- 2. Is the SF 1190 correctly filled out _____
- 3. Review TQSA Worksheet to ensure all blocks are filled in _____
- 4. Do you have all receipts for lodging for all dates claimed _____
- 5. Verify the per day amounts and fill in Block 12, Column (D) _____
- 6. Verify the per diem rates _____
- 7. On SF 1190, Block 18a, complete the TQSA section
 - If TQSA has ended, fill in as Lump Sum _____
 - If additional TQSA is authorized, fill in Lump Sum for
receipted portion, and advance for 30 days
unless employee requests otherwise _____
- 8. Fax SF 1190 to DFAS pay technician _____
- 9. If TQSA entitlement has not ended, file documents in your
suspense file. If entitlement has ended, do TQSA recon if necessary _____
- 10. Once entitlement is complete and TQSA recon done, file documents
in allowance folder _____

Mr. John Smith
DoDEA High School
PSC 123 BOX 5678
APO AE 91012-5678

Dear Mr. Smith:

This is in response to your request for an extension of your temporary quarters subsistence allowance (TQSA).

In accordance with Section 122.2 of the Department of State Standardized Regulations (DSSR), TQSA may be extended for a maximum of 60 days if the head of agency determines that compelling reasons beyond the employee's control require continued occupancy of temporary quarters.

Since there is a shortage of housing in your area and you have not yet been able to find suitable housing, your request for an extension is approved. Your entitlement to TQSA has been extended 60 days and will expire on October 1, 1999. The DSSR does not permit further extensions. (*If the extension is for less than 60 days, do not include this last sentence).

Should you require additional assistance, please contact _____ @ (703) 696-____ x_____.

Sincerely,

Jane Jones
Program Manager, Team X

(DATE)

MEMORANDUM FOR DFAS-CHARLESTON

ATTN: _____

SUBJECT: Payment of TQSA 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 TQSA beyond separation. An SF 1190 is attached. Please ensure immediate payment to the employee.

EDUCATOR NAME: _____

SSN: _____

DATE OF SEPARATION: _____

(PRINTED NAME AND SIGNATURE)

(PHONE #)

DoDEA Personnel Center

Attachment:

SF 1190

Attachment 5

(DATE)

MEMORANDUM FOR DFAS-CHARLESTON

ATTN: _____

SUBJECT: Final TQSA Audit for: _____
(NAME) (SSN)

The above listed DoDEA employee was authorized to receive the following amount in TQSA for the time period of _____ to _____:

(TQSA AUTHORIZED - FINAL)

Per information received from your office, the employee was paid the following amount of TQSA:

(TQSA RECEIVED)

Therefore, the employee is owed/indebted the following amount of TQSA:
(CIRCLE ONE)

_____. Please make the necessary adjustment to the
(AMOUNT OWED/INDEBTED)
employee's pay.

(PRINTED NAME AND SIGNATURE)

(PHONE #)
DoDEA Personnel Center

cc:
PFO
Employee