



DEFENSE LOGISTICS AGENCY  
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JAJ-18 2002

IN REPLY  
REFER TO DSS-B

**MEMORANDUM FOR DLA DIRECTOR' S STAFF**  
**STAFF DIRECTORS, DLA SUPPORT SERVICES**  
**COMMANDERS, DLA FIELD ACTIVrrJES**

SUBJECT: Change to the Temporary Quarters Subsistence Allowance (TQSA)

Currently, to be eligible for TQSA an employee's old and new Permanent Duty Station (PDS) must be 40 or more miles apart. The following change to the Joint Travel Regulation (*ITR*) (Civilian) increases that distance to 50 or more miles and makes additional minor changes. The change affects *ITR* paragraphs C13115-A3, C132210, and C13302, effective February 19, 2002.

**Conditions.** TQSA for an employee and/or each dependent may be authorized under the following conditions:

The employee signs a written transportation agreement. A Permanent Change of Station (PCS) is authorized and the ~ PDS is located in the United States or in a non-foreign (OCONUS) area. The old and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route. Temporary quarters occupancy is for transfers, not evacuations or other reasons unrelated to the transfer. TQSA commencement must begin no later than 2 years after the employee reports for duty at the new PDS, unless that time is extended as indicated in par. C 1057. The authorizing official authorizes TQSA allowances. NOTE: The QIQ PDS may be anywhere in the world.

**Time Limitations.** TQSA (*AB*) (Actual Expense Reimbursement for TQSA) may be authorized for any number of days, not to exceed 60 consecutive days, but only for the time that temporary quarters occupancy is necessary. TQSA authorizations are made on a case-by-case basis.

**Limitations.** The authorizing official, not the employee, determines if TQSA (F) (Fixed amount) is necessary. If the authorizing official chooses, TQSA (F) may be offered to the employee. The employee may decline the TQSA (F) offer and choose to be reimbursed by TQSA (*AB*) if the authorizing official authorizes TQSA. TQSA (F) is a lump-sum payment based on the locality per diem rate at the new PDS. TQSA (F) may be authorized/approved for the number of days determined necessary, up to 30 days. NOTE: The authorizing/order-issuing official is not required to authorize/approve the full 30 days. The employee may not be paid any additional TQSA if the TQSA (F) is not adequate to cover TQSA expenses. If the TQSA (F)

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amount is more than adequate to cover the employee's TQSA expenses, any balance belongs to the employee. TQSA does not include local transportation expenses incurred during the occupancy of temporary quarters.

If further information is needed please contact Mrs. Deborah Beckner at (703) 767-3622, DSN 428-3622, or via email: [deborah-beckner@hq.dla.mil](mailto:deborah-beckner@hq.dla.mil).

  
**RICHARD J. CONNELLY**  
Director  
Support Services "DLA"

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