



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
JOINT BASE SAN ANTONIO-RANDOLPH TEXAS

13 February 2025

MEMORANDUM FOR CENTRALLY MANAGED EMPLOYEES

FROM: HQ AFPC/DPCZ
550 C Street West Ste 57
Joint Base San Antonio-Randolph TX 78150-4759

SUBJECT: Air Force Policy and Guidance on Temporary Quarters Subsistence Expense
Lodging Plus (TQSE LP) Extensions

Major changes have been made to how Temporary Quarters Subsistence Expenses (TQSE) allowances are defined and paid. Policies related to TQSE, a supplemental allowance used to reimburse civilian employees for the cost of lodging, food, and other necessities when occupying temporary quarters, were updated in the Joint Travel Regulations (JTR) on July 1, 2024. The recent amendments aim to streamline the administrative process and increase civilian employee satisfaction with the relocation process.

Eligibility

Changes affect civilian employees and their dependents with a relocation authorization dated July 1, 2024, and beyond. Travelers with a relocation authorized before June 30, 2024, must maintain their selection of TQSE (AE) and TQSE (LS) and must follow the former TQSE methodologies. All locations in the United States and non-foreign overseas locations where employees are occupying temporary lodging during a permanent change of station are affected.

Reimbursement

TQSE Lodgings Plus (LP). New and preferred method that DoD Components must offer if TQSE is authorized. Reimbursement is based on the locality per diem rate and the employee is reimbursed lodging expenses up to the locality's lodging per diem rate, as supported by receipts. Meal and incidental expense allowances are based on the locality per diem rate and are not itemized.

Extensions

TQSE LP is typically issued in 30-day increments, not to exceed 60 consecutive days and may be extended up to 120 days with acceptable written justification and documentation from the employee. Extensions are not automatic and must be held to a minimum. The DoD Component's authorizing/order-issuing official (AO) may authorize additional TQSE LP not to exceed a total of 60 days with good/sufficient reason. Extensions beyond the initial 60 days may be authorized by the AO only if they determine there are compelling reasons for the continued temporary lodging occupancy due to circumstances beyond the civilian employee's control.

Policies were implemented in accordance with Title 41 of the Code of Federal Regulations (CFR) Parts 300-2, 302-6, and 302-17 and Federal Register Notice Vol 89, No, 89. For more information on the TQSE allowance, see Chapter 5 of the JTR (JTR, pars. 054206, 054207, 054208, and 054210)

MAILI PETERS, GS-15, USAF
Chief, Talent Management Division
AFPC/DPCZ

Attachment:
Temporary Quarters Subsistence Expense Lodging Plus (TQSE LP) Extensions Policy and Guidance

APPROVAL CRITERIA FOR EXTENDING TQSE LP BEYOND THE FIRST 30 DAYS UP TO 60 DAYS:

The criteria for extending TQSE LP beyond the first 30 days up to 60 days shall be “uniformly applied”. The authorizing/order-issuing official must determine there are “good/sufficient reasons” acceptable to the Agency for continued temporary quarters occupancy up to 60 days. Extensions may only be granted on a case-by-case basis and in situations where there is a demonstrated need for additional time due to “circumstances beyond the employee’s control and acceptable to the agency”. Circumstances that exist at the time of transfer, such as high cost of housing, high interest rates, or a poor housing market, will not by themselves be good/sufficient to warrant extending TQSE LP.

SITUATIONS WHERE TQSE LP MAY BE EXTENDED UP TO 60 DAYS:

In addition to the examples noted below, and which the JTR lists for additional TQSE LP beyond the initial 60 days, the following situations may warrant a TQSE LP extension for the 30–60-day period:

- a. If the employee receives less than 30 days advance notice in receiving orders, the employee may be granted the number of days they were short by, up to an additional 30 days.
- b. The employee explains why there were unable to take their authorized HHT and provides documentation of offers/purchases made within the initial TQSE period.
- c. The employee provides documentation of housing secured during their HHT that subsequently fell through due to circumstances beyond their control.
- d. The employee schedules HHG delivery in a timely manner and the servicing TMO is unable to accomplish delivery within the period authorized. Supporting documentation should show the requested delivery date and TMO’s inability to accommodate the request.
- e. The employee contracts to build a home or buy a new home under construction and the contract has a completion date within the first 30 days authorized and the completion date slips past the authorized period due to unforeseen circumstances beyond the employee’s control. TQSE LP may not be extended if the delay is caused by the buyer’s changes to specifications.

SITUATIONS WHERE TQSE LP MAY BE EXTENDED BEYOND 60 DAYS UP TO 120 DAYS:

The JTR lists examples of “compelling reasons” or circumstances that may be considered as beyond the employee’s control that may allow for additional TQSE LP beyond the initial 60 days. Additional situations that may warrant an extension beyond the initial 60 days, as determined by the authorizing official are:

- a. The employee purchases/rents permanent quarters with the closing/lease start date within the authorized 30-day TQSE LP period, and the closing/lease start date is delayed beyond the TQSE LP end date due to unforeseen circumstances beyond the employee's control. If excessive processing is required because of a special type of mortgage, this is not considered to be a valid circumstance warranting an extension.
- b. Lack of suitable housing/inability to locate permanent housing at the new duty station – employee must show that quarters are not available for purchase or rent. High cost of housing, personal preferences (such as minimal square footage, school zones) may not be used to support an extension request.
- c. Housing conditions at the new PDS – consideration is given for documented housing conditions such as a housing crisis or recent natural disasters affecting the area surrounding the new PDS.

EXAMPLES WHERE TQSE LP MAY NOT BE EXTENDED:

- a. Failure to sell the home at the old duty station, regardless of market conditions.
Generally, a homeowner has some control over the ability to sell a residence – reducing the sale price, modifying other terms, etc. Changes in market conditions are not usually catastrophic events, and when they occur at an employee's old duty station, that is not indicative of the physical availability of permanent housing at the new duty station (GSBCA 14654-RELO & 14294 RELO)
- b. The employee is having a home built with the completion date specified in the contract beyond the authorized TQSE LP period. Per JTR 054203 (Note), TQSE authority beyond that needed to seek available private-sector housing is considered inappropriate if the employee chooses to have a house built when there is existing inventory of affordable housing.
- c. The employee purchases a residence and accepts the seller's closing date outside the authorized TQSE LP period, unless the employee can provide extenuating circumstances outside of the employee's control. Allowing for a contingency or allowing time for occupants to vacate the property, complete repairs, etc, are not considered circumstances beyond the employee's control. These are done for personal reasons and are different from delayed occupancy of new quarters because of unanticipated problems as stated in JTR 054206.
- d. The employee does not actively seek permanent quarters during the authorized TQSE LP period. Includes requests for additional TQSE LP based on awaiting base housing without documentation of search efforts in the area surrounding the new PDS.
- e. The employee elects to leave the household goods in the former residence to increase the likelihood of sale or the employee does not make arrangements for delivery of household

goods from temporary storage timely. This is considered a personal choice and is not considered beyond the employee's control.

- f. The employee elects to rent a home/apartment while looking for a home to purchase. Quarters rented for a six month or one year lease could be considered permanent. Whenever an employee rents temporary quarters on other than a month-to-month basis, the employee must be prepared to demonstrate that the intent is to occupy those quarters temporarily.
- g. The occupancy of temporary quarters which eventually become the employee's permanent residence will not necessarily preclude payment of TQSE LP if the employee can show, in a manner satisfactory to the agency, quarters are initially intended to be occupied temporarily. Factors impacting approval include duration of lease, type of quarters, and household goods movement into the quarters.