



# CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 30 September 2019

## LIVING QUARTERS ALLOWANCE (LQA) ELIGIBILITY DETERMINATION - LOCALLY HIRED EMPLOYEES

**General:** LQA is an allowance that serves as a recruitment incentive for US citizen civilian employees living in the United States to accept Federal employment in a foreign area. LQA is an allowance authorized specifically for this purpose, not an entitlement for anyone who happens to be working for the US government in a foreign country. Therefore, an individual analysis and determination by the responsible Civilian Personnel Section (CPS) is required when an employee is hired locally.

### Regulations:

- **Department of State Standardized Regulations (DSSR), Sections 030, 130**
- **DoD Instruction 1400.25 Vol. 1250**
- **USAFE Instruction 36-705**

**Criteria:** Determinations are individualized and each case has to be evaluated carefully. **Therefore, supervisors and selecting officials shall not make any commitments to selectees about the payment of LQA without prior consultation with the CPS.** The following paragraphs give a rough overview of the process, but do not substitute a thorough review by the responsible determining agency.

Individual eligibility determination for locally hired employees is based on two factors:

- 1. The Position:** The position must be eligible for LQA. This is determined by the staffing specialist responsible for filling the position at the time of the announcement based on the type of position and the recruitment efforts needed to find suitable candidates. If the position is not eligible for LQA, there will be no personal eligibility determination (see next paragraph).
- 2. The Person selected:** LQA eligibility of the selectee must be determined prior to the selectee accepting the position offer and is based on the conditions set forth in DSSR 031.12. Individuals who accepted an offer without a prior LQA determination are considered ineligible. This determination is made only once at the time an employee is hired into the first government job and remains in effect for any subsequent jobs the employee may choose to take.

**Requirements:** To be eligible for LQA, the selectee must meet the following conditions:

1. The selectee must have been originally recruited from the CONUS, its properties or territories by:
  - a. the US government (to include its Armed Forces);
  - b. a US firm, organization, or interest;
  - c. an international organization in which the US participates; or
  - d. a foreign government



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2. **In addition**, the selectee must have had continuous employment by a **single** such employer under conditions which provided for his/her return transportation to the US. **Multiple previous employments void the personal LQA eligibility.**

**Note for retiring military members looking for employment overseas:** In order to become LQA eligible you **must not** take any job between the time you leave the military and the time you start your civilian career! You also **must not** use your military transportation entitlement in any way.

**Process:** In order to facilitate a personal eligibility determination, the servicing CPS will require the **attached questionnaire** to be filled out and submitted with all required supporting documentation. **Lack of supporting documentation will cause denial of LQA.** Especially important are the following:

1. Documentation showing employment record with a single employer from the time of entering the overseas area until the present (i.e. DD Form 214 for former military members)
2. A copy of the orders/documents that brought the selectee to the overseas area from CONUS and all subsequent orders
3. A copy of the current transportation agreement
4. Documentation showing employer's consent to pay for repatriation of the employee upon completion of the overseas assignment.

If you have been offered a government job as a local hire for which the position eligibility has already been established, you can download the questionnaire for LQA determination, complete it and forward it with all supporting documentation to the allowances section of the Ramstein Civilian Personnel Section for an LQA determination.

## Personal Eligibility Questionnaire for Living Quarters Allowance - Local Hires

**Note:** This questionnaire applies to individuals who are:

- former military personnel who separated/retired overseas AND/OR
- worked for a Contractor, NAF or had any other employment overseas AND
- are eligible for return transportation to the United States.

Name:	SSN:	
Email:	DSN or Comm. Phone:	
Title and Grade of Position When Initially Arrived Overseas:		
Location of Position at that time:		
Date of Initial Arrival Overseas:		
Reason for Presence Overseas: (i.e. Active Duty, Contractor, family member, etc.)		
Are you currently receiving LQA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Military Service: <input type="checkbox"/>	Please Complete Section A & C	
Contractor/Civilian: <input type="checkbox"/>	Please Complete Section B & C	

**The information you provide will be used to determine your eligibility for LQA. Please only complete the sections that apply to you.**

### SECTION A: Military Service

1. Provide following information from DD 214:

Place of Entry (Item 7a)
Station Where Separated (Item 8b)
Separation Date (mm/dd/yy)

2. I have a current transportation agreement:

YES       NO

3. Did you use any portion of your military travel and transportation entitlement?

YES       NO

**You must attach a copy of your DD 214 and a statement from the Transportation Office that you have not used any portion of your military travel and transportation entitlement.**

4. Please list **all military active duty employment** from date of arrival overseas:

From (mm/dd/yy)	To (mm/dd/yy)	Employer Name/Address

## SECTION B: Contractor, NAF or Other Employment

1. Contractor or Organization that originally hired me:
2. Date I originally arrived overseas:
3. City and State from which hired:

4. Did your contractor/organization provide you with a transportation agreement back to the US?

YES       NO

5. Please list all Contractor or other employment from date of arrival overseas:

From (mm/dd/yy)	To (mm/dd/yy)	Employer Name/Address

**You must attach copies of all contracts and/or documentation on all other employment!**

## SECTION C: Checklist of Required Documents

- 1. PCS Orders CONUS to OCONUS
- 2. All subsequent PCS Orders (overseas) up to current
- 3. DD214 and/or Separation Location Memo (if military)
- 4. Retirement/Separation Orders (if military)
- 5. Transportation Statements TMO & SATO (if military)
- 6. Copy of Contract(s) (if Contractor)
- 7. Copy of Personnel Action(s) (if NAF or Other Civilian)
- 8. Transportation Agreement back to US (if Contr. or Civ)

Certification:

The information provided in this statement is true and correct to the best of my knowledge and belief. I understand that if I provide false information I will be required to reimburse the government for any amount I may have received; that I will be subject to disciplinary action that may result in termination of my employment; and that I may be subject to criminal action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date