



# CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of: 30 September 2019

## FURNITURE RENTAL

**Applicability:** Employees who are eligible to receive Living Quarters Allowance (LQA) may be authorized up to 25% of the maximum LQA rate for the separate rental of necessary furniture at Government cost. This fact sheet establishes parameters and approval criteria.

**Regulation:** Department of State Standardized Regulations (DSSR), Section 131.2 <http://aoprals.state.gov/>

**Authority:** LQA is a benefit granted at the discretion of the agency based on the determination of eligibility and necessity. As the rental of furniture entails considerable costs, pertinent requests must be carefully reviewed and strict criteria must be applied in evaluating the merits of the requirement to reach a proper determination.

**Policy:** Employees transferring to Ramstein Air Base are authorized to ship up to 18,000 lbs. of Household Goods (HHG) at Government cost. This should suffice to bring any required furniture from the previous assignment. Any missing items can be obtained from the Furnishings Management Office (FMO). Therefore, any requests for separate rental of furniture will not be approved unless there are exceptional circumstances beyond the control of the employee that may justify a separate rental of furniture. Examples of such circumstances are:

- Loss of HHGs during shipment or due to fire or natural disaster;
- Evacuation from a military installation without the option of taking personal belongings;

Such circumstances may justify the short-term rental of furniture until employees can replace personally owned furniture. Rental will be limited to the basic items needed in any common household as specified in the DSSR. Requests for furniture rental are to be submitted to this office for initial review and determination and must include as a minimum:

- A justification for the need of separate rental of furniture,
- an inventory listing of items shipped under official Government travel and transportation orders,
- an inventory of items to be rented and the proposed rental agreement, and
- an endorsement by the employee's supervisory chain-of-command, at two digit office symbol level;

If a rental of furniture is deemed justified the request is forwarded to HQ USAFE-AFAFRICA/A1K for final determination.

Approvals granted prior to the date of this fact sheet will remain valid for the duration of the current rental period. Extensions will not be granted.