138 EXTRAORDINARY QUARTERS ALLOWANCE (Last updated 01/03/2021)

138.1 The head of agency or designee may authorize an extraordinary quarters allowance

for a period not to exceed 90 days when it is determined that an employee and eligible family members must necessarily vacate their permanent quarters due to (1) US Government renovations/repairs; (2) the host government or the US Government requires they leave their residence due to conditions beyond the employee’s control; or (3) for other unhealthy, unsafe, or dangerous conditions. The 90-day period may be extended for not more than 60 additional days if the head of agency or designee determines that there are compelling reasons beyond the control of the employee for the continued occupancy of temporary quarters. (Eff. 01/03/2021 TL:SR 1011)

138.2 The Extraordinary Quarters Allowance rate will be based on the per diem rate (Section 925) and the post allowance rate (Section 920) in effect on the first day of vacating the permanent residence. The components of the special quarters allowance are (1) an actual lodging amount up to a maximum and (2) a flat meal amount intended to help defray costs in excess of meals normally consumed in the permanent residence. Agencies may have a policy in place to appropriately reduce the amounts if no cost quarters and/or military/USG dining facilities are available. Agencies may also pay only the meal portion of this allowance when US Government renovations/repairs do not require vacating the permanent residence but kitchen facilities are not accessible/usable. (eff. 7/18/10 TL:SR 738)

138.3 The lodging portion (based on the lodging portion of the post of assignment per diem) is calculated as follows: for the initial occupant, employee or family member 12 and over up to 100% of the lodging portion; for each additional family member 12 and over up to 75% of the lodging portion; and for each additional family member under 12 up to 50% of the lodging portion. Lodging receipts are required.

138.4 The meal portion (flat amount, per person/per day, no receipts required) is calculated as follows from the table just below: Where the total per diem for the post and the post’s post allowance intersect is the per person/per day flat meal amount. For example, if the post’s total per diem is $220 and the post’s post allowance is 15%, the per person/per day flat meal amount would be $13.

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| --- | --- | --- | --- | --- | --- | --- |
| Per Diem Rate for  Post of Assignment  (DSSR 925) | | Post Allowance (for post of assignment from DSSR 920) | | | | |
| From | To | Zero | 5% to 15% | 20% to 30% | 35% to 50% | 60% and Above |
| $50 or Less |  | $0 | $0 | $0 | $0 | $0 |
| $51 | $100 | $0 | $0 | $0 | $0 | $0 |
| $101 | $150 | $3 | $2 | $0 | $0 | $0 |
| $151 | $200 | $9 | $8 | $6 | $4 | $1 |
| $201 | $250 | $14 | $13 | $11 | $9 | $6 |
| $251 | $300 | $20 | $19 | $17 | $15 | $12 |
| $301 | $350 | $25 | $24 | $22 | $20 | $17 |
| $351 | $400 | $30 | $29 | $27 | $25 | $22 |
| $401 | $450 | $36 | $35 | $33 | $31 | $28 |
| $451 | $500 | $41 | $40 | $38 | $36 | $33 |
| $501 | $550 | $46 | $45 | $43 | $41 | $38 |
| $551 | $600 | $52 | $51 | $49 | $47 | $44 |
| $601 | $650 | $57 | $56 | $54 | $52 | $49 |
| $651 | $700 | $63 | $62 | $60 | $58 | $55 |
| $701 | $750 | $68 | $67 | $65 | $63 | $60 |

(Eff. 01/03/2021 TL:SR 1011)

138.5 Post Allowance does not terminate during period of payment of the Extraordinary Quarters Allowance. Living Quarters Allowance may continue to be paid during period of payment of the Extraordinary Quarters Allowance. (eff. 7/18/10 TL:SR 738)

138.6 This allowance should be claimed on the SF-1190. The Section 960 Extraordinary Quarters Allowance (EQA) Worksheet may be used to calculate the allowance and to support the claim on the SF-1190.