



DEPARTMENT OF THE ARMY

UNITED STATES ARMY, EUROPE

UNIT 29351

APO AE 09014-9351

AEPE-CB

29 July 2013

MEMORANDUM FOR Department of the Army, Office of the Deputy Chief of Staff, G1,
Director, Civilian Human Resources Agency - Europe, Unit 23152, APO AE 09227-3152

SUBJECT: Interim Guidance for Living Quarters Allowance (LQA) – Furniture Rental

1. References:

a. Department of State Standardized Regulations (DSSR) Sections 031.11, 031.12a and b., 031.12c, and 131.2, last updated 06 June 2010.

b. Army in Europe Regulation (AER) 690-500.592, Civilian Personnel Living Quarters Allowance, 18 November 2005.

2. Effective immediately, all requests for separate rental of furniture submitted by employees under the provisions of DSSR Section 131.2 and who are eligible for LQA under the relevant sections of the DSSR, cited at reference 1a., shall not be approved. However, an exception to this rule may be considered for extraordinary circumstances. All such requests for exception must be submitted to this office for review and approval. The requests must include

- (1) a justification of the need for the separate rental of furniture;
- (2) an inventory listing of items shipped under official government travel and transportation orders; and
- (3) an endorsement by the employee's supervisory chain-of-command, not below the deputy or equivalent level.

3. Any approvals having been granted prior to the date of this memorandum shall be honored until the rental contracts expire or the employee is reassigned to another permanent duty station, whichever occurs first. This interim guidance will be incorporated into the revised but yet unpublished regulation AER 690-500.592.

4. Request that the Civilian Personnel Advisory Centers and the LQA Cell of the Civilian Personnel Operations Center, Europe, be advised of the guidance to prevent any misunderstandings and help to consistently apply it.

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5. HQ, USAREUR, Civilian Personnel Directorate, Point-of-Contact is Ms. Ilona M. Keller at DSN 337-3139 or e-mail ilona.m.keller.ln.@mail.mil.



VERA A. GARCIA

Assistant Deputy Chief of Staff, G1
(Civilian Personnel)