



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

AMSAC-RM-HR

14 December 2010

MEMORANDUM FOR ALL U.S. ARMY SECURITY ASSISTANCE COMMAND  
EMPLOYEES

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 403.3 -  
Requesting Extension of Temporary Quarters Subsistence Expense (TQSE)

1. Reference Department of Defense Civilian Personnel Joint Travel Regulation (JTR), Volume 2, Chapter 5, Part H.
2. The purpose of this memorandum is to provide policy and procedures for requesting TQSE extensions.
3. TQSE may be paid to you and your dependents while in search of permanent living accommodations after reporting to a new duty station.
4. TQSE is not authorized for a new appointee assigned to a first permanent duty station.
5. TQSE is a discretionary allowance (not an entitlement) that is intended to reimburse employees for lodging, food and other necessities when occupying temporary quarters. You must obtain authorization for TQSE in advance of occupancy, not after the fact.
6. Subsistence expenses include the cost of temporary lodgings, meals and/or groceries, tips and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing and other expenses detailed in JTR, paragraph C5370-B, while the employee is looking for a permanent residence at the new duty station.
7. Total allowable expenses exceeding the total authorized TQSE are the financial responsibility of the employee.
8. We will grant TQSE extensions of up to 60 days only in situations where there is a demonstrated need due to circumstances beyond your control. The Command will not authorize or approve TQSE for more than a total of 120 days, including initial TQSE. Forward any requests for TQSE extensions to the Deputy Chief of Staff, G1, Human Resources Division, no later than 10 days prior to the current TQSE expiration date.

AMSAC-RM-HR

SUBJECT: U.S. Army Security Assistance Command (USASAC) Policy Memorandum 403.3 -  
Requesting Extension of Temporary Quarters Subsistence Expense (TQSE)

9. The employee must submit the following documents when requesting TQSE extensions:
- a. USASAC Control and Routing Slip (enclosure 1)
  - b. Written request from employee for extension of TQSE (examples at enclosures 2 and 3)
  - c. Justification Documents (sample Agreement to Purchase at enclosure 4, sample Agreement for Rental of Real Property at enclosure 5, and sample Change to Home Purchase Delivery at enclosure 6)
  - d. Supervisory Justification for Approval/Disapproval (enclosure 7)
  - e. TQSE Coordination for Budget Approval/Disapproval (enclosure 8)
  - f. Chief of Staff Approval/Disapproval (enclosure 9)
  - g. Final Notification of Approval/Disapproval (enclosure 10)

10. The Command will approve TQSE extensions on a case-by-case basis. Failure to provide sufficient information and proper documentation is adequate justification for the approving authority to deny the extension request. Enclosure 11 is a list of information and documentation required for TQSE extension requests. Enclosure 12 shows examples of situations that may entitle you to a TQSE extension. Enclosure 13 shows examples of disapproval for TQSE extensions.

11. The G1 Human Resources Division point of contact is Ms. Rainey Green, 703-806-2369, DSN 656-2369, [rainey.green@us.army.mil](mailto:rainey.green@us.army.mil).

13 Encls

  
CHRISTOPHER TUCKER  
Brigadier General, USA  
Commanding

# USASAC CONTROL AND ROUTING SLIP

BASIC DATE	Current Date	TASKING DATE	SGS CONTROL DATA
FILE NO.	CASE	SGS CASE NO.	
SUBJECT: <b>Temporary Quarters Subsistence Expense (TQSE) Coordination and Approval Request</b>			SUSPENSE DATE
			SACO
			TASKING OFFICIAL
ACTION: <b>AMSAC-RM</b>	ASSIST:	INFORMATION	

SPECIAL INSTRUCTIONS

MEMORANDUM FOR RECORD

**1. Purpose – TQSE request for an additional \_\_\_\_\_ days for [ Name of Employee ] - 2<sup>nd</sup> Request**

**2. References –**

- a. Memorandum, [Date of Memo], subject: Requesting Temporary Quarters Subsistence Expense (TQSE) (TAB A).
- b. Justification Documents (TAB C).
- c. Supervisory Justification for Approval/Disapproval (TAB D).
- d. TQSE Coordination for Budget Approval/Disapproval (TAB E).
- e. Chief of Staff Approval/Disapproval (TAB F).
- f. Final Notification of Approval/Disapproval (TAB G).

**3. Background/Discussion – N/A**

**4. Recommendation – Recommend Approval.**

**5. Explanation for late response/relevance – NA.**

**APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ SEE ME \_\_\_\_\_**

*(Use reverse side if necessary)*

COORDINATION (Print or Type)						ROUTING SEQUENCE	APPROVAL			
DATE	OFFICE	NAME/RANK	INITIALS	CC/NC	EXTENSION		OFFICE	NAME	INITIALS	DATE
		Incumbent's Supervisor				1	DIVISION			
	RM-HR	Ms. Green			703-806-2369	2	DIRECTORATE	Mr. Crivello		
	SGS	Ms. Hatley			256-450-5707	3	CofS	COL Pastorelli		
						4				
						5				
						6				
						7				
						8				
						9				
						10				
						11				
ACTION OFFICER (Name and Signature)						12				
<b>Name of Employee</b>						13				

*Encl 1*



REPLY TO  
ATTENTION OF

EXAMPLE 1  
REQUEST FOR TQSE EXTENSION  
DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

OFFICE SYMBOL

Date

MEMORANDUM THRU Name of Supervisor

FOR Colonel Robert M. Pastorelli, Chief of Staff, U.S. Army Security Assistance Command,  
7613 Cardinal Road, Redstone Arsenal, AL 35898-5000

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE)

1. I am requesting a TQSE extension for an additional 30 days, beginning 30 December 2010 and ending 28 January 2011.
2. I reported for duty at Redstone Arsenal on 6 December 2010. I did not have a house hunting trip before my arrival.
3. My wife and two children began occupying our temporary quarters on 30 November 2010, and my TQSE began that day.
4. I am purchasing a home with an effective closing date of 29 January 2011. The movers are scheduled to deliver my household goods on 1 February 2011. This 30-day extension will accommodate the required period of time necessary to officially relocate to my new residence.
5. Enclosed is the Home Purchase Agreement confirming the official closing date on my new home.
6. Contact the undersigned at XXX-XXX-XXXX if additional information or clarification are required.

Encl

NAME OF EMPLOYEE  
Title  
Directorate

Encl 2



REPLY TO  
ATTENTION OF

EXAMPLE 2  
REQUEST FOR TQSE EXTENSION

DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

OFFICE SYMBOL

Date

MEMORANDUM THRU Name of Supervisor

FOR Colonel Robert M. Pastorelli, Chief of Staff, U.S. Army Security Assistance Command,  
7613 Cardinal Road, Redstone Arsenal, AL 35898-5000

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE)

1. Because of extenuating circumstances beyond my control, I am requesting a TQSE extension for an additional 33 days, beginning 30 December 2010 and ending 31 January 2011.
2. I reported for duty at Redstone Arsenal on 6 December 2010. I had a 3-day house hunting trip in October 2010.
3. My wife and two children began occupying our temporary quarters on 30 November 2010, and my TQSE began that day.
4. Initially I was notified by the Skilcraft builders that my new residence would be available for occupancy on 3 January 2011. However, due to inclement weather conditions preventing the builders to move forward in accordance with the projected timelines, I received notification that my new residence will not be ready as scheduled. Therefore, I will not be able to move as scheduled. I am tentatively scheduled to move into permanent housing on 1 February 2011.
5. Enclosed is a copy of the Skilcraft Builders Company notification regarding the delay in occupying my residence as originally scheduled. Also enclosed is a copy of my Home Purchase Agreement.
6. Contact the undersigned at XXX-XXX-XXXX if additional information or clarification are required.

2 Encls

NAME OF EMPLOYEE  
Title  
Directorate

Encl 3

## Agreement to Purchase

This is a legally binding contract. If you do not understand this contract, please seek legal counsel.

THIS AGREEMENT entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between, \_\_\_\_\_ or his/her/his/their assignee(s), hereinafter referred to as "Buyer", and \_\_\_\_\_, Hereinafter referred to as "Seller".

1. **PROPERTY PURCHASED:** In consideration of the mutual promises herein contained, the Seller agrees to sell, and the Buyer agrees to buy, in accordance with the terms and conditions of this Agreement, the following described Real Property, Situated in the City of \_\_\_\_\_, the County of \_\_\_\_\_ and the State of \_\_\_\_\_, and described as follows:

Together with all the improvements thereon, all privileges, appurtenances, easements, and all fixtures presently situated in said building, including, but not by way of limitation: all heating and air conditioning equipment including window units; all electrical, plumbing and bathroom fixtures; water softeners; shades; venetian blinds; awnings; curtains, draperies, & traverse rods; storm windows & doors; window & door screens; affixed mirrors; wall to wall, stair, and similar attached floor covering and carpets; television aerials, and rotor operating boxes; garage door openers and similar operating devices; ranges, ovens, refrigerators, dishwashers; garbage disposal, trash compactors, humidifiers; washing machines; dryer; all affixed or built-in furniture and fixtures; all landscaping, trees and shrubs; all utility/storage buildings or sheds; all building and yard maintenance equipment and tools; all furniture and equipment used by or rented to the tenants; except:

In addition to the above the following shall be included in the sale:

2. **PRICE AND TERMS:** Buyer hereby agrees to pay for said property the sum \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) payable as follows:
- A. A personal note in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is attached hereto as "Earnest Money" to apply toward the purchase price. In the event the offer is not accepted or if Seller defaults in the performance of this contract or if Buyer terminates this contract as hereafter provided, the Earnest Money shall be promptly returned to Buyer.
  - B. The Buyer agrees to pay \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) as the down payment on the property. From this down payment shall be subtracted the Earnest Money previously paid, and the amount required for repairs agreed to be done by Seller.
  - C. In addition, the Buyer shall deposit monthly with an escrow agent designated by the Buyer the amount necessary to make the payments to the following mortgage and lien holders and none others. Included is the mortgage to the Seller:

3. **Holder Of Mortgage And Address**

Amount Due	Monthly Payment	Years Remain	Balloon If Any	Interest Rate	Tax/Ins Account
A.					
B.					

4. **EVIDENCE OF TITLE:** In the form of a title search and owner's policy of title insurance, will be furnished by Seller, and shall be subject to the approval of the Buyer. A preliminary binder shall be provided to Buyer, for his review and approval, 48 hours prior to closing.
5. **SELLER'S CERTIFICATION:** Seller certifies to Buyer that, to the best of Seller's knowledge (a) there is no termite damage to the REAL ESTATE; (b) the fireplaces, chimneys, electrical, plumbing, heating, air conditioning equipment and systems, and other items included herein will be operational on Possession; (c) the REAL ESTATE is zoned \_\_\_\_\_; (d) there are no pending orders or ordinances or resolutions that have been enacted authorizing work or improvements for which the REAL ESTATE may be assessed; and (e) no City, County or State orders have been served upon him requiring work to be done or improvements to be made which have not been performed.

# SAMPLE DOCUMENTATION

## AGREEMENT for Rental of Real Property

This contract is made on **MM/DD/YY**, between \_\_\_\_\_ (hereafter "Landlord") and \_\_\_\_\_ (hereafter "Tenant"). Landlord hereby agrees to rent to Tenant the property located at \_\_\_\_\_ under the following terms:

This agreement is a fixed-term lease beginning on **MM/DD/YY** and ending on **MM/DD/YY**. It shall be converted automatically to a month-to-month lease upon expiration of the lease term, unless either party notifies the other in writing at least 30 days prior to the lease's expiration that the party does not wish the lease to continue.

1. Tenant shall pay Landlord **\$X** on the 1<sup>st</sup> day of each month for rent of that month. Payment shall be in the form of personal check, cashier's check, or money order only, and shall be delivered by hand to Landlord or via U.S. Mail addressed to \_\_\_\_\_.
2. If payment is not received by Landlord by the end of the month's 3<sup>rd</sup> day, Tenant shall pay a **\$X** late fee plus **\$Y** for each additional day that payment is late.
3. If Tenant's personal check is returned or dishonored, Tenant shall pay **\$X** for servicing of the bad check plus any applicable late fees, and all future payments shall be made by money order or cashier's check.
4. Tenant shall pay a security deposit of **\$X** prior to moving into the property, and Landlord shall hold this deposit in trust during the lease term. Interest shall not accrue on the deposit while it is in the Landlord's trust. No more than **X** days following Tenant's vacating of the property, Landlord shall return to Tenant the deposit less any charges for damages or cleaning of the property.
5. No person(s) other than Tenant and \_\_\_\_\_ shall occupy the property for more than **X** consecutive days without the Landlord's written permission. Additional rent may be charged for such occupancy.
6. Tenant hereby acknowledges receipt of the property in good condition, with any exceptions noted on the attached Move-In Inspection Form. Tenant agrees to leave the property in the same condition in which it was received or pay the Landlord's costs of restoring the property to that condition.

\_\_\_\_\_  
Tenant's signature, date

\_\_\_\_\_  
Landlord's Name

\_\_\_\_\_  
Client's printed name

\_\_\_\_\_  
Landlord's address, city, state, ZIP code

# **SAMPLE DOCUMENTATION**

## **SKILLCRAFT BUILDERS**

### **CHANGE TO HOME PURCHASE DELIVERY**

CONTRACTOR: Skillcraft Builders

DATE OF CONTRACT: 1 November 2010

TODAY'S DATE: 20 December 2010

Inclement weather and extenuating circumstances beyond our control have prevented us from moving forward in accordance with the delivery date of your home. Your original scheduled move-in date of 3 January 2011 has been rescheduled to 1 February 2011.

We apologize for any inconvenience this may have caused you and your family.

George Washington  
CIO  
Skillcraft Builders



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ATTENTION OF

OFFICE SYMBOL

Date

MEMORANDUM THRU Ms. Rainey Green, Human Resources Division, Office of the Deputy Chief of Staff, G1/8, 5701 21<sup>st</sup> Street, Fort Belvoir, VA 22060-5940

FOR Colonel Robert M. Pastorelli, Chief of Staff, U.S. Army Security Assistance Command, 7613 Cardinal Road, Redstone Arsenal, AL 35898-5000

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE)

1. The enclosed request for extension of TQSE for       [Name of Employee]       is submitted for review and approval.

2. Based upon documentation submitted, following is my recommendation:

(    ) Approval

(    ) Disapproval

3. Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please contact the undersigned at XXX-XXX-XXXX if additional information or clarification is needed.

Encl

NAME OF SUPERVISOR  
Supervisor's Title



DEPARTMENT OF THE ARMY  
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7613 CARDINAL ROAD  
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MEMORANDUM FOR Colonel Robert M. Pastorelli, Chief of Staff, U.S. Army Security Assistance Command, 7613 Cardinal Road, Redstone Arsenal, AL 35898-5000

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE) – Budget Review

1. In accordance with TQSE regulatory guidance, the enclosed request for TQSE extension from     [Name of Employee]     has been reviewed.
2. Based upon documentation submitted, following is my recommendation:
  - (    ) Approval of funding to support TQSE extension
  - (    ) Disapproval of funding for TQSE extension

Encl

CLIFFORD P. CRIVELLO  
Deputy Chief of Staff, G1/8

End 8



DEPARTMENT OF THE ARMY  
U.S. ARMY SECURITY ASSISTANCE COMMAND  
7613 CARDINAL ROAD  
REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

AMSAC-S

Date

MEMORANDUM FOR Ms. Rainey Green, Human Resources Division, Office of the Deputy Chief of Staff, G1/8, 5701 21<sup>st</sup> Street, Fort Belvoir, VA 22060-5940

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE) – Name of Employee

1. Based upon a thorough review of Mr./Ms. \_\_\_\_\_'s request for extension of TQSE, following is my determination:

- I approve extension of TQSE not to exceed \_\_\_ days.
- I disapprove extension of TQSE (see explanation below).
  - Insufficient documentation/failed to justify request for extension.
  - No supporting documentation provided.
  - Other: \_\_\_\_\_

Additional documentation is required

2. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROBERT M. PASTORELLI  
Colonel, GS  
Chief of Staff



DEPARTMENT OF THE ARMY  
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REDSTONE ARSENAL, AL 35898-5000

REPLY TO  
ATTENTION OF

AMSAC-RM

Date

MEMORANDUM FOR Name of Employee

SUBJECT: Request for Extension of Temporary Quarters Subsistence Expense (TQSE)

1. TQSE and extensions for TQSE are a discretionary allowance, not an entitlement.
2. Your request for extension of TQSE has been  
  
 Approved for an additional \_\_\_ days. TQSE extensions are not automatic and must be held to a minimum.  
  
 Disapproved.
3. Point of contact for this action is Ms. Rainey Green, 703-806-2369, DSN 656-2369, rainey.green@us.army.mil.

CLIFFORD P. CRIVELLO  
Deputy Chief of Staff, G1/8

End 10

**Information and Documentation Required  
For Temporary Quarters Subsistence Expense (TQSE) Extension Request**

**To clearly demonstrate the need for a TQSE extension, you must submit the following information and documentation:**

- The date you reported for duty at the gaining Permanent Duty Station (PDS).
- The date you began TQSE.
- Did you start your TQSE period at the old PDS location, prior to departure for official travel to the new PDS?
- The date your dependents began occupying temporary quarters and qualifying for TQSE.
- The number of days initially authorized TQSE.
- The number of days taken for a house hunting trip, if any.
- The anticipated date of occupancy of permanent quarters.
- The number of days requested under the extension request.
- A copy of the contract to purchase or lease permanent quarters showing closing or occupancy date.
- If the request is based on delay in delivery of household goods, include a statement from the Traffic Management Office showing when household goods were picked up and the anticipated date of receipt. If applicable, this should include a statement explaining the delay in delivering out of temporary storage.
- If the request is based on a delay in processing a mortgage application, include a statement from the mortgage company showing when you applied for the mortgage, the normal processing time and the reason for the delay.
- Other supporting documentation as deemed appropriate.

**Examples of Situations in Which an Employee May Be Entitled  
to a Temporary Quarters Subsistence Expense (TQSE) Extension**

1. *Employee or an immediate family member becomes ill or suddenly passes away.* TQSE may be extended in accordance with the time consumed in caring for the family member and/or time spent arranging or attending a funeral.
2. *Employee moves to a high cost or large metropolitan area and is unable to find a suitable permanent residence during the initial 60 days of TQSE.* Consideration should be given to the amount of time spent searching for a home, and the effort made by the employee. Personal preferences that are not justified, such as minimum square footage or a garage, may not be used to support an extension request.
3. *A situation occurs during the initial 60 days of TQSE that causes a delay in construction, receipt of household goods, delays settlement, etc.*
4. *An unforeseen event that delays settlement or prevents the employee from conducting a search for a permanent residence.*
5. *Extended periods of Temporary Duty (TDY).* Time spent on extended TDY during the initial 60 days will not count against TQSE.
6. *The employee contracts to build a home or buy a home under construction and the contract establishes a completion date within the initial TQSE period.* If the completion slips due to unforeseen circumstances beyond the employee's control, the TQSE period may be extended. TQSE may not be extended if the delay is caused by buyer changes to the specifications.
7. *The employee applies for a mortgage to purchase a home and has sufficient time remaining on the initial TQSE period to allow for normal loan processing.* If the mortgage delays settlement beyond the normal processing time, the TQSE period may be extended. Normal processing time is 30 days. However, if the employee is informed by the mortgage company that an excessive processing period is required because of the special type of mortgage applied for, this is not considered to be circumstances occurring during the initial TQSE period and an extension shall not be granted.
8. *The shipment and/or delivery of household goods to the new residence are delayed due to extended transit time upon return from overseas, strikes, weather, etc.* Employees are expected to make arrangements for delivery of their household goods in sufficient time to have them delivered within the initial TQSE period.

**Examples of Situations in Which a Request for  
Temporary Quarters Subsistence Expense (TQSE) Extension  
May be Denied**

1. *The employee does not actively seek a permanent residence during the initial TQSE period.*
2. *Purchase of a home just before the TQSE expires.* The employee could not reasonably expect to settle within a few days of placing a bid on a home. Consideration should be given to time spent searching for a home and effort made by the employee (i.e., employee makes no effort to find permanent residence until the 58<sup>th</sup> day of temporary quarters).
3. *Employee signs a contract to build a new home knowing the completion date will be after TQSE expires.*
4. *Employee's failure to sell his/her home at the losing duty station, regardless of the market conditions.* A homeowner generally has some control over the ability to sell his/her residence, primarily by reducing the sale price, modifying other terms of prospective sale, and improving the appearance of the house. Changes in market conditions are usually catastrophic events; and when they occur at an employee's losing duty station, they can hardly be said to affect the physical availability of permanent housing at the gaining duty station.
5. *The employee purchases a residence and accepts the seller's closing date outside the initial TQSE period, unless the employee can provide extenuating circumstances outside the employee's control.* The nature of the housing market, timeframe of relocating or how soon the contract was signed from the date of the permanent change of station may not alone be sufficient to approve an extension. The employee maintains control of signing the contract.
6. *The employee elects to leave his/her household goods in the former residence to increase the likelihood of sale or the employee does not make arrangements for the delivery of household goods from temporary storage.* This is a personal choice and is not beyond the employee's control.
7. *The employee elects to rent a home/apartment while looking for a home to purchase.* Quarters rented on a 1-year lease are normally considered to be 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.
8. Generally, when an employee undertakes to rent a house at the same time he/she has arranged to purchase it, the period for which the house is rented cannot be regarded as temporary occupancy and TQSE may not be paid for that period.
9. *The employee delays settlement to allow time for the occupants to vacate the property or delays occupancy to complete repairs, paint, etc.* These are done for personal reasons and are not considered to be beyond the employee's control. This is different from delayed occupancy of the new quarters because of unanticipated problems.