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United States Army Installation Management Command  
Europe Region  
Heidelberg, Germany

Army in Europe  
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U.S. Naval Forces, Europe/U.S. Sixth Fleet  
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CNE-C6F  
Instruction 7210.2I\*

Headquarters  
United States Air Forces in Europe  
Ramstein, Germany

USAFE  
Instruction 65-104\*

7 May 2010

## Financial Administration

### Providing Temporary Lodging Allowance in USEUCOM

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**\*This publication supersedes AE Regulation 37-4/USNAVEUR Instruction 7210.2H/  
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**Summary.** This publication establishes policy for providing temporary lodging allowance (TLA) in USEUCOM.

**NOTE:** This publication has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) in accordance with DOD Directive 5154.29 as PDTATAC case number 050218.

**Summary of Change.** This revision incorporates administrative changes throughout.

**Applicability.** This publication applies to U.S. military personnel in the USEUCOM area of responsibility and to Army National Guard personnel when they fall under the Federal Government for pay purposes rather than their State.

**Supplementation.** Army organizations will not supplement this publication without USAREUR G1 (AEAGA-MPP) approval. Air Force units must request approval from HQ USAFE/FM, Unit 3050, Box 5, APO AE 09094-0505.

**Forms.** AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS). Air Force publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil/> for downloading or ordering.

**Records Management.** Records created as a result of processes prescribed by this publication must be—

- Identified, maintained, and disposed of by Army in Europe units according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil/>.
- Identified, maintained, and disposed of by CNE-C6F units according to Navy records management policy.
- Maintained by USAFE units in accordance with Air Force Manual (AFM) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

**NOTE:** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The Privacy Act system of F7300a applies.

**Suggested Improvements.** The proponent of this publication is the USAREUR G1 (AEAGA-MPP, DSN 370-4608). Users may suggest improvements to this publication by sending DA Form 2028 to the USAREUR G1 (AEAGA-MPP), Unit 29351, APO AE 09014-9351. Navy and Marine units may send suggestions to the COMUSNAVEUR, PSC 809, Box 70, FPO AE 09626-0070. Air Force units may send suggestions on AF Form 847 through command channels to HQ USAFE/FMPF, Unit 3050, Box 5, APO AE 09094-0505.

**Distribution.** C (AEPUBS).

**Releasability.** There are no releasability restrictions on this publication.

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## **Glossary**

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### **1. PURPOSE**

This publication—

- a. Designates temporary lodging allowance (TLA) single managers (glossary) and authorities for approving TLA extensions for each country or geographic area in USEUCOM as prescribed in the Joint Federal Travel Regulations (JFTR), volume 1.
- b. Implements TLA procedures prescribed by the JFTR.
- c. Establishes policy and procedures for approving TLA in USEUCOM.
- d. Implements Air Force Policy Directive 65-1.

### **2. REFERENCES**

#### **a. Publications.**

- (1) Joint Federal Travel Regulations, volume I, Uniformed Service Members (<http://www.defensetravel.dod.mil/perdiem/trvlregs.html>).
- (2) DOD Directive 5154.29, DOD Pay and Allowances Policy and Procedures.
- (3) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (4) Air Force Manual 33-363, Management of Records.
- (5) Air Force Policy Directive 65-1, Management of Financial Services.

## **b. Forms.**

- (1) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (2) AF Form 847, Recommendation for Change of Publication.

## **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The glossary defines abbreviations and terms. This publication uses the term “dependent” as it is defined in the JFTR.

## **4. RESPONSIBILITIES**

In addition to the requirements in JFTR, paragraph U9150, the following responsibilities apply:

### **a. TLA single managers will—**

- (1) Manage TLA based on applicable directives.
- (2) Provide technical assistance.
- (3) Consider and evaluate recommendations from commanders in their geographic area to improve TLA management.
- (4) Resolve disputes between Servicemembers (SMs) and TLA extension-approval authorities.

### **b. TLA extension-approval authorities will—**

- (1) Help TLA single managers by reviewing and evaluating requests for TLA extensions from SMs stationed in the manager’s geographic area. Appendix A lists TLA single managers and extension-approval authorities. TLA approval authority will not be delegated below the extension-authority staff.
- (2) Give or send recommendations to improve TLA management to the TLA single manager.
- (3) Manage TLA according to applicable Service directives.

### **c. Area commanders will—**

- (1) Determine the need for SMs to occupy temporary lodging and issue statements of nonavailability when applicable.
- (2) Follow the TLA procedures prescribed by the JFTR and this publication. If there is a conflict between this or other publications and the JFTR, the JFTR must be followed.
- (3) Send recommendations to improve TLA management to the TLA extension-approval authority or the TLA single manager.
- (4) Help SMs get permanent housing.
- (5) Determine whether cooking facilities available for use by SMs in temporary lodging justify full or partial TLA payments.

(6) Be the approval authority for TLA requests up to—

(a) Sixty days for incoming personnel.

(b) Ten days for departing personnel.

d. Unit commanders will—

(1) Ensure newly arrived SMs report to the housing management office (HMO) within 2 workdays after arrival.

(2) Schedule duties of newly arrived SMs to allow them enough time to find suitable housing. SMs will not be considered completely inprocessed until they move into permanent housing.

(3) Ensure appointed sponsors help newly arrived SMs search for housing.

(4) Ensure SMs are not permitted or required to vacate bachelor quarters, billets, or dormitories until they find private rental housing. Commanders will encourage SMs to look for private rental housing before Government quarters reach maximum occupancy.

e. Housing officers will—

(1) Ensure SMs understand they are responsible for seeking permanent housing and that failure to comply with this publication may result in early termination of TLA. SMs must receive this information during inprocessing briefings.

(2) Provide SMs TLA claim forms and information sheets as soon as SMs are authorized TLA.

(3) Maintain accurate records to ensure SMs aggressively seek permanent housing.

(4) Help SMs complete necessary documents to support TLA claims or establish eligibility for housing or quarters allowance when TLA ends.

(5) Ensure extension requests are valid and meet the minimum requirements for authorization in the JFTR and this publication.

(6) Promptly process TLA-extension requests (app B).

(7) Ensure private rental housing is not vacated prematurely.

(8) Schedule Government-quarters clearance as close as possible to SM departure dates.

(9) Maintain Government-quarters forecast and availability data for the period prescribed by the JFTR.

(10) Monitor the local rental market and promptly give SMs and their dependents current information on suitable available private rentals.

f. SMs will—

(1) Report to the HMO within 2 workdays after arrival and when a departure date is established for instructions on TLA eligibility and their responsibilities. Failure to report may jeopardize TLA eligibility.

(2) Contact the HMO at least every 10 days while aggressively seeking private rental housing.

(3) File TLA claims promptly.

(4) Submit extension requests before the 60-day (incoming) or 10-day (outgoing) limitation, if needed.

## **5. IMPLEMENTATION**

Commanders will send drafts of implementing instructions (for example, pamphlets or handouts) to the Military Personnel and Plans Division (MPPD), USAREUR G1 (AEAGA-MPP), Unit 29351, APO AE 09014-9351.

## **6. POLICY**

a. TLA single managers must administer TLA uniformly in USEUCOM according to the JFTR and this publication. If there is a difference in entitlements between the JFTR and this publication, the JFTR will take precedence.

b. DOD requires each Service in USEUCOM to manage TLA prudently. Each Service must issue specific procedural guidance. Written TLA base- and post-level guidance and policy must be sent to the compensation office of the respective Service for approval before publication or revision. The respective compensation office addresses are as follows:

(1) Commander, CNE-C6F, ATTN: N12, PSC 802, Box 4, FPO AE 09499-0002.

(2) USAREUR G1 (AEAGA-MPP), Unit 29351, APO AE 09014-9351.

(3) Comptroller, HQ USAFE/FM, Unit 3050, Box 5, APO AE 09094-0505.

c. The Service compensation offices in b(1) through (3) above must forward the guidance and policy (b above) for approval through their Service headquarters compensation office to the Per Diem, Travel, and Transportation Allowance Committee according to DOD Directive 5154.29.

d. TLA requests from SMs assigned to areas controlled by another Service must be certified by the controlling Service commander or designated representative on forms prescribed by the Service controlling the area.

e. The welfare of SMs must not be sacrificed for negligible savings to the Government.

## 7. TLA ON ARRIVAL

a. SMs are authorized TLA as prescribed in the JFTR and this publication. TLA eligibility for arriving SMs depends on—

(1) Occupancy of temporary lodging at personal expense.

(2) Proof that the newly arrived SM has applied for Government quarters if required by the respective Service.

(3) Proof that the newly arrived SM is aggressively pursuing rental housing when told Government quarters will not be available for more than 60 days (90 days if concurrent travel was authorized based on availability of Government quarters). The SM should not rely solely on the HMO to find housing.

(a) On request, the SM will submit to the housing officer a list of private rentals visited during each 10-day period. The list should include reasons for nonacceptance and must be certified by the housing officer. The list will be used to justify continuation of TLA for the next 10-day period.

(b) TLA payments are authorized under any of the following conditions:

1. The SM, accompanied by command-sponsored dependents who are eligible for TLA, is on leave within the permanent duty station (PDS) vicinity.

2. Government quarters or a private rental housing assignment is imminent and the SM is no longer required to seek quarters.

3. The SM continues to occupy temporary lodging at personal expense because permanent quarters are unavailable.

4. Expenses during the 10-day period justify TLA continuation ((a) above).

b. When private rental housing or permanent Government quarters will become available within 10 days, it may be cost effective to allow the SM to remain in a TLA status. Doing so prevents movers from delivering household goods and hold baggage to temporary Government quarters and then to permanent quarters. This decision must be based on—

(1) The cost of moving household goods and hold baggage to temporary Government quarters.

(2) Inconvenience to the SM.

c. TLA may be authorized for SMs and dependents when concurrent travel to the private residence of the SM, SM's relatives, or friends is approved (para 15n).

d. TLA for SMs is based on availability of quarters at the duty station when concurrent travel of dependents is approved to a private residence of the SM, SM's relatives, or friends who are outside the commuting distance (para 15n).

e. TLA (meal portion only) is authorized for SMs and dependents who lodge with friends or relatives. The SM must be actively seeking permanent housing.

f. SMs not accompanied by dependents are authorized TLA if single quarters are not available. A statement of nonavailability of quarters is required.

## **8. TLA FOR SMs MARRIED TO SMs**

a. Each SM married to another SM may draw TLA. Neither SM is a “dependent” for TLA purposes.

b. TLA is payable to both SMs when both SMs arrive together at the same or at nearby PDSs. In these cases, a statement of nonavailability of Family quarters is required.

c. TLA eligibility does not depend on the availability of single quarters or on nonqualification for Government Family quarters.

d. TLA eligibility does not depend on either SM serving a joint-domicile tour.

e. TLA is payable if one SM arrives after the other and they are stationed close enough to occupy a joint residence.

f. TLA is payable to both SMs if they are occupying temporary lodging pending availability of Family quarters. The SM who arrives first—

(1) May need an extension to the 60-day rule, depending on assignment date.

(2) Must aggressively seek housing when the spouse’s assignment is known.

g. SMs who marry SMs during their overseas tour when both SMs occupy single quarters or private rental housing are not authorized TLA while establishing a joint residence. These SMs may be allowed TLA on termination of housing for permanent change of station (PCS) departure.

## **9. TLA WHILE ON TEMPORARY DUTY OR PARTICIPATING IN FIELD EXERCISES**

a. TLA will continue for command-sponsored dependents while SMs are on temporary duty (TDY) or participating in field exercises.

b. SMs without dependents may receive TLA if the housing officer or the unit commander certifies that the SM’s property cannot be secured or taken with the SM and that it is necessary for the SM to continue occupying temporary lodging.

c. SMs should submit TLA-extension requests, if applicable, early enough for the request to be approved or disapproved before the SM departs (when possible).

## **10. TLA DURING DEPLOYMENT OR EXTENDED TDY**

a. SMs drawing TLA who receive orders to deploy may continue to draw TLA. The SM must have written certification stating that retaining temporary lodging is based on necessity, not personal convenience.

b. SMs without dependents who vacate permanent housing because of a TDY or temporary additional duty (TAD) assignment of 90 days or more are entitled to TLA while seeking permanent housing after the TDY or TAD. This applies whether or not the SM serves any or all of the TDY or TAD.

## **11. TLA ON DEPARTURE**

a. TLA for departing SMs depends on—

(1) Occupancy of temporary lodging at personal expense.

(2) The SM scheduling quarters-clearance appointments no earlier than 10 days before departure (3 days when Government-contract cleaning is involved), when possible.

(3) Lease termination arrangements that maximize the stay in private rental housing.

b. An SM who acquires dependents while serving at a PDS outside the continental United States is authorized TLA on departure for those dependents if they are command-sponsored.

c. Departing SMs who are delayed may be granted TLA extensions if the delay is for one of the following reasons and if it is not the fault of the SM or the SM's dependents:

(1) Duty-related demands delay port call.

(2) Illness prevents the SM or the SM's dependents from traveling. A doctor's certification is required.

d. Departing SMs or SM's dependents who are forced to vacate Government quarters early for the Government's convenience may receive TLA. An alternate household should not be established before the SM or the SM's dependents depart if this is not in the best interest of the Government and the SM.

## **12. TLA UNDER SPECIAL OR EMERGENCY CONDITIONS**

a. TLA for SMs occupying temporary lodging at personal expense may be authorized for any of the following reasons:

(1) A housing officer declares permanent quarters uninhabitable because of fire, severe weather, riot, civil unrest, earthquake, or similar conditions beyond the SM's control.

(2) The SM leaves permanent housing for reasons beyond the SM's control more than 10 days before the estimated date of departure.

(3) Quarters are being renovated under an approved Government-upgrade project. When the project is a kitchen renovation, the reimbursement will be limited to the meal portion of TLA.

(4) Quarters being renovated are declared uninhabitable and are vacated by the SM and Family members.

b. Partial TLA (meal portion only) is authorized when newly arrived SMs or Family members occupy permanent private rental housing that does not have a stove or refrigerator.

### **13. DOCUMENTATION**

SMs need the following documents to substantiate TLA claims submitted to the finance or disbursing officer:

- a. The appropriate TLA claim form as prescribed by the respective Service.
- b. Receipts, invoices, or statements for lodging used during the claim period. The SM may not claim lodging costs if the SM stays with friends, relatives, coworkers, or associates.
- c. Complete set of PCS orders, including amendments, for initial claims and extensions.
- d. Statement of nonavailability or impracticality of Government quarters, if applicable.

### **14. TERMINATION OF TLA**

TLA entitlement will end the day before—

- a. The SM signs for permanent Government quarters or enters into a lease or mortgage. In any case, TLA must stop the day household goods are delivered (JFTR, para U9160J).
- b. The SM refuses to occupy suitable or adequate Government quarters or private rental housing.
- c. Single private rental housing becomes available to the SM who has a statement of nonavailability based on the lack of bachelor quarters, but who continues to search for Family quarters to accommodate noncommand-sponsored dependents.

### **15. NONELIGIBILITY FOR TLA**

TLA is not authorized when—

- a. Temporary lodging is not occupied except as specifically authorized in paragraph 9 or 10.
- b. The SM, once assigned permanent quarters, delays delivery of household goods for personal reasons.
- c. The SM fails to aggressively seek private rental housing.
- d. The SM asks to be bypassed on the quarters list for reasons other than allowed by Service directives.
- e. Single SMs in the grades of E7 and above (E5 and above for Air Force) and officers decline available adequate transient facilities while pursuing housing as defined by applicable Service directives.
- f. The SM fails to register with the HMO when told to seek private rental housing.
- g. The SM refuses private rental housing because the landlord does not allow pets.
- h. The SM vacates quarters early for personal reasons.
- i. The SM delays inspection of Government quarters for personal reasons.

j. The SM delays port call or airline reservations for personal reasons.

k. The SM schedules the permanent quarters termination appointment for personal reasons more than 10 days before departure (3 days when Government-contract cleaning is involved). This restriction does not apply to SMs authorized full or restricted JFTR household-goods weight allowance when furniture loaner kits are not available.

l. The SM is on leave out of the country where stationed, is on permissive TDY, or is hospitalized, unless command-sponsored dependents remain in the vicinity of the SM's PDS. The rate payable will be based on the number of dependents who continue to occupy temporary lodging.

m. Family members leave early under the provisions of the JFTR, paragraph U5240 or U5900 (except as provided in the JFTR, para U5900-C).

n. Concurrent travel of dependents is approved to a private residence that is leased, rented, or owned by the SM, SM's relatives, or friends. In this situation, the SM may be authorized TLA—

(1) For the period between the time of the SM's arrival and the availability of the arranged private residence. Eligibility must be kept to a minimum and normally should not exceed 15 days.

(2) When the dependent's arranged private residence is not within commuting distance of the duty station and a statement of nonavailability of single quarters is issued.

o. The SM must move to permanent quarters because of pregnancy.

## **16. TLA PAYMENT**

TLA is paid in 10-day increments. If the TLA period is shorter, TLA will be paid only for authorized days.

a. SMs may receive TLA payment up to 3 days before they depart. SMs may receive TLA earlier if they—

(1) Are to depart their duty station when the finance or disbursing office is closed.

(2) Would be unable to visit the finance or disbursing office and travel to the embarkation point in time for processing for departure.

b. SMs must present an invoice or a statement for lodging expenses incurred when requesting TLA payment. If the SM is otherwise qualified, payment may be made when the SM presents an invoice after completing each 10-day period.

## **17. ECONOMIC MANAGEMENT OF TLA**

a. Area commanders will use the procedures in the JFTR to minimize TLA costs.

b. One HMO should serve all SMs in a local area. If this is not possible, HMOs in the same geographic area should work closely together to exchange local housing information and ensure uniform application of housing policy.

c. Local procedures must not restrict or limit—

- (1) The TLA program beyond the provisions of this publication and its references (para 2a).
- (2) SMs from aggressively seeking suitable or adequate private rental housing.

#### **18. SPECIAL AND SUPPLEMENTARY INSTRUCTIONS**

Appendix C explains requirements when SMs are authorized TLA. Area or host commanders must reproduce the figures in appendix C and give a copy of each figure to SMs when the TLA authorization begins.

**APPENDIX A  
TEMPORARY LODGING ALLOWANCE SINGLE MANAGERS AND EXTENSION-  
APPROVAL AUTHORITIES**

This appendix lists temporary lodging allowance (TLA) single managers and extension-approval authorities for countries and geographic areas in USEUCOM. Abbreviations are explained in the glossary. Applicants will send requests for extensions to the applicable TLA extension-approval authority in the countries listed below. The TLA extension-approval authority will send a copy of the approved or disapproved request to the applicant. Copies of requests must be kept in the TLA file.

Country		TLA Single Manager	TLA Extension-Approval Authority
Africa (if not otherwise listed, excluding Djibouti, Egypt; Ethiopia; Kenya; Somalia; and Sudan)		CG, USAREUR	Applicable American embassy
Austria		CG, USAREUR	U.S. State Department
Bahrain		CG, USAREUR	USDAO
Belgium		CG, USAREUR	Commander, NATO Supreme Headquarters, NSSG (US), SHAPE
Bulgaria		CG, USAREUR	U.S. State Department
Cape Verde		CG, USAREUR	U.S. State Department
Chad		CG, USAREUR	USDAO, N'Djamena, Chad
Congo		CG, USAREUR	Chief, USDAO, Kinshasa, Congo
Cyprus		COMUSNAVEUR, Naples, Italy	USAREUR G1
Czech Republic		CG, USAREUR	U.S. State Department
Denmark	U.S. Element	Commander, BALTAP	Senior U.S. Officer, Karup Air Station, Denmark
	Other elements	Commander, U.S. Element, USAFE, Ramstein AB, Germany	Chief, ODC, Copenhagen, Denmark
Finland		COMUSAFE	USDAO, Helsinki, Finland
France		COMUSAFE	USDAO, Paris, France
Germany	Germany (excluding Bonn and Bad Godesberg)	CG, USAREUR	USAREUR G1
	Bonn and Bad Godesberg	CG, USAREUR	Chief, ODC, Bonn, Germany
Ghana		CG, USAREUR	USDAO, Accra, Ghana
Gibraltar		COMUSNAVEUR	USAREUR G1
Greece (including Mediterranean islands)		USDAO, Greece	USDAO, Greece
Hungary		CG, USAREUR	USDAO, Budapest, Hungary
Iceland		CG, USAREUR	U.S. State Department
Ireland		CG, USAREUR	USDAO, Dublin, Ireland
Israel		COMUSNAVEUR	USDAO, Tel Aviv, Israel
Italy	North of 42d parallel	COMUSAFE	Commander, 31st FW, Aviano AB, Italy
	South of 42d parallel (including Sardinia and Sicily) (excluding NSA Gaeta and NAS Sigonella)	COMUSNAVEUR	CNREURAFSWA, Naples, Italy

Country		TLA Single Manager	TLA Extension-Approval Authority
	NSA Gaeta and NAS Sigonella	COMUSNAVEUR	Commanding officer for each area
Lebanon		COMUSNAVEUR	USOMC, Beirut, Lebanon
Liberia		CG, USAREUR	Chief, USDAO, Monrovia, Liberia
Luxembourg		CG, USAREUR	Commander, NSSG (US), SHAPE, Belgium
Morocco		COMUSNAVEUR	Commander, 3d Air Force, RAF Mildenhall, England
The Netherlands	The Netherlands (excluding AFCENT)	Chief, ODC, The Hague, the Netherlands	Chief, ODC, The Hague, the Netherlands
	AFCENT	COMUSAFE	Commander, AFCENT SUPACT, Schinnen, the Netherlands
Nigeria		COMUSEUCOM	USDAO, Lagos, Nigeria
Norway		COMUSAFE	Chief, ODC, Stavanger, Norway
Poland		CG, USAREUR	U.S. State Department
Portugal		COMUSAFE	Chief, MAAG, Lisbon, Portugal
Romania		CG, USAREUR	U.S. State Department
Russia		COMUSNAVEUR	Commander, 3d Air Force, Ramstein AB, Germany
Senegal		CG, USAREUR	USDAO, Dakar, Senegal
Slovakia		CG, USAREUR	U.S. State Department
Spain	Spain (excluding Barajas, Sonseca, and Torrejon)	COMUSNAVEUR	COMNAVACT, Rota, Spain
	Barajas, Sonseca, and Torrejon	COMUSNAVEUR	Chief, ODC, Madrid, Spain
Sweden		COMUSAFE	USDAO, Stockholm, Sweden
Switzerland		CG, USAREUR	USDAO, Bern, Switzerland
Syria		CG, USAREUR	USDAO, Damascus, Syria
Tunisia		COMUSAFE	Chief, U.S. Liaison Office, Tunis, Tunisia
Turkey	Incirlik/Other	COMUSAFE	Commander, 39th ABW, Incirlik, Turkey
	Izmir/Yamanlar	COMUSAFE	Commander, 7241st ABG, Izmir Turkey
United Kingdom		COMUSAFE	Commander, 3d Air Force, Ramstein AB, Germany
Others not listed		CG, USAREUR	USAREUR G1

## **APPENDIX B**

### **EXTENSION OF TEMPORARY LODGING ALLOWANCE**

#### **B-1. GENERAL**

a. Servicemembers (SMs) may submit requests to extend temporary lodging allowance (TLA) when they believe TLA will be necessary for longer than the 60-day arrival period, the 10-day departure period, or the approved period for emergency TLA.

b. The TLA-extension request must—

(1) Include enough information for the approving authority to evaluate the need for the TLA extension. Extension requests must be in the format shown in figure B-1.

(2) Normally be in increments of 10 days for incoming and emergency TLA. (The final request may be for less than 10 days.)

#### **B-2. PROCEDURES**

a. Requesters will—

(1) Ensure the request reaches the housing management office before the end of the 60-day arrival period, 10-day departure period, or approved period for emergency TLA. Failure to submit the request before the end of the eligibility period may delay payment.

(2) Submit the extension request for approval before departing for temporary duty or a field exercise.

b. TLA single managers and authorities will—

(1) Verify statements made by SMs, recommend approval or disapproval, and state reasons for their recommendation.

(2) Process and send TLA-extension requests to the TLA extension-approval authority by the fastest means available (for example, electronic message) to allow enough time for processing before the current TLA period ends. This procedure allows for uninterrupted periods of TLA authorization.

(3) Approve or disapprove requests based on guidance in the Joint Federal Travel Regulations, paragraphs U9150 through U9220, and the basic publication.

c. Requests will be returned to SMs by the fastest means available.

## LETTERHEAD

Office symbol

Date

MEMORANDUM FOR [TLA extension-approval authority]

SUBJECT: Request for Extension of Temporary Lodging Allowance (TLA) for [grade, name, SSN]

1. I request authorization for the extension of [*outgoing* or *incoming*] TLA at the [*with dependents* or *without dependents*] rate from [date] to [date].
2. I have already been approved for the period of [date] to [date] by the local approving authority.
3. [Reason for extension and justification]
4. The POC is [grade, name, telephone number, fax number, e-mail address].

5 Encls

[Signature block of requester]

1. Local TLA Authority's Approval of Local TLA
2. Extension Request and Justification
3. Proponency Recommendation\*
4. Command Recommendation Memorandum
5. PCS Orders

\*Proponency recommendation will be required when the justification for TLA extension is based on circumstances outside the authority of the local approval authority (for example, when an SM is held over because of hospitalization and cannot depart to the permanent change of station location, the SM will need to have a recommendation from a competent medical authority).

**Figure B-1. TLA Extension Request Format**

## **APPENDIX C**

### **TEMPORARY LODGING ALLOWANCE INFORMATION SHEET**

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#### **Temporary Lodging Allowance (TLA) Information Sheet**

1. This sheet provides local requirements and regulatory provisions to help Servicemembers (SMs) claim temporary lodging allowance (TLA). Failure to comply with this policy could result in your not receiving TLA or having your TLA eligibility terminated early.
2. TLA partially reimburses you for—
  - a. Expenses while in temporary lodging (including transient facilities).
  - b. The cost of meals.
3. TLA is based primarily on permanent change of station (PCS) moves and nonavailability of Government quarters (other than transient facilities) or private rental housing. To be eligible for TLA, you must occupy temporary lodging (such as hotels or transient quarters). Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. Paragraph 12 explains TLA when concurrent travel to a private address was approved.
4. You must report to the housing management office (HMO) within 2 workdays after the reporting date to the permanent duty station (PDS) to register for permanent housing. On receipt of your PCS orders, you must contact the HMO for instructions. Local conditions and PCS departure dates dictate when you have to confirm pickup of household goods.
5. The HMO will inform you of the availability of Government quarters and suitable or adequate private rental housing.
  - a. You are not required to seek private rental housing if permanent Government quarters will be available within 60 days (90 days if concurrent travel was approved to Government quarters). You may report to housing at your convenience for certification and approval of your TLA claim.
  - b. The HMO will help you find suitable private rental housing when Government quarters will not be available within 60 days (90 days if concurrent travel to Government quarters was approved). You—
    - (1) Must aggressively seek private rental housing on your own.
    - (2) Must report to the HMO every 10 days to verify that you have been seeking private rental housing.
    - (3) May need to provide a record of the addresses you visited while seeking private rental housing.
  - c. Unit commanders are required to allow SMs time to look for housing.
6. TLA is limited to 60 days after arrival at the PDS and 10 days before departure. Exceptions may be granted for certain circumstances (para 8). The 10-day and 60-day periods are not automatic periods. TLA is measured in calendar days.
7. You must file TLA claims in 10-day increments, except for final claims. Final claims may be for less than 10 days. You must submit claims to the housing and finance offices on the first workday after the last day of the TLA claim period.
8. Under certain circumstances, TLA may be extended for more than 60 days after arrival or for more than 10 days before departure. The HMO will provide instructions when an extension is necessary.
9. You must have the following documents to file a TLA claim:
  - a. Three copies of a statement substantiating TLA payment. Figure C-2 is an example of this statement. The HMO may give you blank statements to use to file a claim.

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#### **Figure C-1. TLA Information Sheet**

- b. Lodging receipts for the period of the claim.
- c. One copy of the PCS orders, including amendments, for the first claim and the first extension.
- d. Statement of nonavailability (depending on local requirements).
- e. A list of private rental housing addresses visited (if told to seek housing aggressively). The list must include the reasons for nonacceptance and must be verified by the HMO.
- f. Other receipts, as applicable.

10. TLA will end when you—

- a. Refuse to occupy available adequate housing.
- b. The SM signs for permanent Government quarters or enters into a lease or mortgage. In any case, TLA must stop the day household goods are delivered (JFTR, para U9160J).
- c. Do not occupy temporary lodgings at personal expense.
- d. Fail to comply with regulatory requirements.
- e. Request late delivery of household goods for personal reasons.
- f. Fail to seek private rental housing aggressively when required.
- g. Request to be bypassed on the quarters list for personal reasons.
- h. Vacate permanent quarters prematurely for personal reasons.
- i. Delay or fail inspection of Government quarters for personal reasons (not an emergency).
- j. Delay portcall or airline reservations for personal reasons (not an emergency).
- k. Vacate quarters because of early return of dependents.
- l. Go on leave outside the country of assignment.
- m. Are offered single quarters when the TLA eligibility is based on nonavailability of bachelor quarters and seek Family quarters to accommodate noncommand-sponsored dependents.
- n. Refuse private rental housing because the potential landlord does not allow pets, the housing is not large enough for your furniture, or the housing is not in your preferred school district.

11. When you or your dependents reside with friends or relatives while actively seeking permanent lodging for yourself and are authorized TLA, the full meal portion of TLA may be reimbursed if adequate kitchen facilities are not available for your exclusive use.

12. The following provisions govern reimbursement for SMs and dependents who had concurrent travel, and the PCS move was approved to a private address that is leased, rented, or owned by the SM, SM's relatives, or friends:

- a. The SM may be authorized TLA for the period between the time of the SM's arrival (date reporting to the PDS) and the availability of prearranged housing. Eligibility must be kept to a minimum and should normally not exceed 15 days.
- b. SMs may be authorized TLA when the dependent's private rental address is not within the commuting distance of the duty station and a statement of nonavailability of single quarters is issued.

**Figure C-1. TLA Information Sheet—Continued**

**Statement to Substantiate Payment of Temporary Lodging Allowances  
(Departure/Initial/Interim)**

**I. Identification of Servicemember**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Social security number: \_\_\_\_\_

Organization: \_\_\_\_\_ Duty station: \_\_\_\_\_

AE Regulation 37-4/CNE-C6F Instruction 7210.2I/USAFE Instruction 65-104 requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397 is the authority to collect and maintain these records. The disclosure of information is voluntary.

**II. Statement of Commander or Designee on Servicemember's Arrival, Interim Stay, or Departure**

1. Government quarters are not available. Use of temporary lodging is necessary for (check appropriate box)—

- Servicemember only.
- Servicemember and command-sponsored dependents.
- Command-sponsored dependents only.

Effective from: \_\_\_\_\_ through: \_\_\_\_\_

2. Guesthouse or transient housing was occupied by (check appropriate box)—

- Servicemember only.
- Servicemember and command-sponsored dependents.
- Command-sponsored dependents only.

3. This temporary lodging allowance certification expires: Date: \_\_\_\_\_ ( \_\_\_\_\_ days).

Signature of Servicemember: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

**Figure C-2. Statement to Substantiate TLA Payment**

**NOTE:** This statement must be attached to the reimbursement voucher or other pay authorization.

## GLOSSARY

### SECTION I ABBREVIATIONS

AB	airbase
ABG	airbase group
ABW	airbase wing
AE	Army in Europe
AF	Air Force
AFCENT	Allied Forces Central Europe
AFRIMS	Air Force Records Information Management System
AR	Army regulation
BALTAP	Allied Forces Baltic Approaches
CG, USAREUR	Commanding General, United States Army Europe
CNE-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Sixth Fleet
CNREURAFSWA	Commander, Navy Region Europe, Africa, Southwest Asia
COMFAIRMED	Commander, Fleet Air, Mediterranean
COMNAVACT	Commander, United States Naval Activities
COMUSAFE	Commander, United States Air Forces in Europe
COMUSEUCOM	Commander, United States European Command
COMUSNAVEUR	Commander, United States Naval Forces, Europe
DA	Department of the Army
DOD	Department of Defense
FW	fighter wing
HMO	housing management office
JFTR	Joint Federal Travel Regulations
MAAG	military assistance advisory group
MPPD	military personnel and plans division
NAS	naval air station
NATO	North Atlantic Treaty Organization
NSA	navy support activity
NSSG (US)	North Atlantic Treaty Organization/Supreme Headquarters Allied Powers Europe Support Group (United States)
ODC	Office of Defense Cooperation
PCS	permanent change of station
PDS	permanent duty station
PDTATAC	Per Diem, Travel, and Transportation Allowance Committee
POC	point of contact
RAF	Royal Air Force
SHAPE	Supreme Headquarters Allied Powers Europe
SM	Servicemember
SSN	social security number
SUPACT	support activity
TAD	temporary additional duty
TDY	temporary duty
TLA	temporary lodging allowance
U.S.	United States
USAFE	United States Air Forces in Europe

USAREUR	United States Army Europe
USDAO	United States defense attaché office
USEUCOM	United States European Command
USNAVEUR	United States Naval Forces, Europe
USOMC	United States Office of Military Cooperation

## **SECTION II TERMS**

### **aggressively seek housing**

To actively look for housing, including pursuing housing management office referrals and available advertisements. Specifically, the minimum number of documented visits to secure permanent housing for each 10-day temporary lodging allowance reimbursement-processing increment is as follows:

- First 10-day increment, two houses.
- Each subsequent 10-day increment, five additional houses.

### **area commander**

Commander exercising—

- The highest level of command over a military organization at a specific geographic location (such as a base or installation) and over U.S. military Servicemembers stationed in the commander's geographic area of responsibility.
- Direct control over housing facilities or housing responsibilities in a geographic area.

### **command-sponsored dependents**

A Servicemember's (SM) dependents (as defined in the Joint Federal Travel Regulations, app A) who are residing with the SM at an overseas location at which an "accompanied-by-dependents tour" is authorized, the SM is authorized to serve that tour, and the dependents are authorized to reside in the overseas command.

### **commuting distance**

Normally 45 minutes or less of one-way driving time in heavy traffic, and no farther than 30 miles from the Servicemember's residence to the duty station.

### **cooking facilities**

A stove, workarea (counter or table), refrigerator, sink, water, table and chairs, and cooking and eating utensils. (See the Joint Federal Travel Regulations, para U9185-G3.)

### **housing management office**

The office that provides a statement of nonavailability of quarters, assigns Government-controlled Family quarters, and helps Servicemembers find private rental housing. The housing management office (HMO) helps commanders meet temporary lodging allowance (TLA) responsibilities by processing TLA documents. HMOs include base housing offices, Family housing offices, housing referral offices, and housing service offices.

### **noncommand-sponsored dependents**

A Servicemember's dependents (as defined in the Joint Federal Travel Regulations, app A) who are not authorized to travel to the overseas command at Government expense or who enter the command without the endorsement of the appropriate area commander.

**permanent duty station**

The area where a Servicemember is assigned for duty. (See the Joint Federal Travel Regulations, app A.)

**suitable or adequate housing**

- Permanent Government quarters that meet or exceed the standards prescribed by applicable Service directives. This definition includes Government-leased housing.
- Private rental housing that—
  - Has enough bedrooms to meet Family size and composition as outlined in Service directives.
  - Is within commuting distance of the duty station as outlined in Service directives.
  - Has an average total monthly cost that does not exceed the maximum allowable housing-cost criteria.
  - Is structurally sound and does not pose a safety or health hazard.
  - Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system (where the climate requires one).

**temporary lodging**

Nonpermanent quarters (transient billets, temporary lodging establishments, and quarters of relatives, friends, coworkers, and associates). Permanent quarters are not considered temporary even if they are unsuitable or inadequate. Temporary accommodations would be used when Servicemembers are—

- Seeking permanent quarters.
- Awaiting transportation to depart.
- Forced to vacate permanent housing because of an emergency.

**temporary lodging allowance arrival**

An allowance authorized (generally for up to the first 60 days) after the arrival of the Servicemember (SM) or the SM and dependents on permanent change of station. (See app B for policy on this allowance.)

**temporary lodging allowance departure**

An allowance generally authorized for no more than the last—

- 10 days before a permanent change of station (PCS) when the Servicemember (SM) occupies private rental housing.
- 3 days before a PCS when the SM occupies Government quarters cleaned by a Government contractor.

**temporary lodging allowance emergency**

An allowance authorized when the Servicemember must occupy temporary lodging under unusual or emergency conditions (not related to a permanent change of station). The local housing officer must approve this request.

**temporary lodging allowance extension-approval authority**

The CG, USAREUR, designates temporary lodging allowance (TLA) extension-approval authorities to help TLA single managers review and approve TLA-extension requests for military personnel located in a particular geographic area.

**temporary lodging allowance single manager**

Component commanders designated by the CG, USAREUR, to direct the administration of temporary lodging allowance (TLA) within a country. Having TLA single managers ensures uniform compliance with policy, regardless of the Servicemember's branch of Service or command affiliation.

**vicinity**

A Servicemember's (SM) permanent duty station (PDS). In border areas where temporary accommodations are used in an adjacent country, the quarters must be within commuting distance of the PDS. SMs residing with command-sponsored dependents in a country adjacent to the PDS are considered as residing in the vicinity of the PDS. (See the Joint Federal Travel Regulations, para U9000-D, for more information.)