

Directorate of Public Works
USAG-Red Cloud

Housing Office
USAG Area 1

CLAIM FOR TEMPORARY LODGING ALLOWANCES (TLA) CHECKLIST
PLEASE ENSURE TO BRING ALL REQUIRED DOCUMENTS

- _____ Copy of PAID Lodging Receipt if finance submission is requested prior to departure
- _____ PCS orders
- _____ UPH Room Clearance Checklist (signed by unit FSBP E6 & below and HSG UPH E7 & above)
- _____ Off-Post Lease / Rental Contract clearance documents finalized with realtor / landlord
- _____ Finance Policy & Temporary Lodging Allowances procedures
- _____ TLA information and Understanding Brief Sheet

***** JFTR, Chap 9, Part C, U9150 & USAG-RC Policy and Procedures for Temporary Lodge Allowance (TLA) and Information Paper Temporary Lodging Allowance (TLA) at USAG-RC establish guidance on TLA. Basic rule of understandings are;**

(1) Inbound TLA is capped at 60 days provided every 10 days a listing of visited private sector housing is turned in along with justification for non-acceptance.

(2) TLA can be terminated upon written notification by USAG-RC Housing Division Chief (TLA Manager) upon determination of abuse or failure to aggressively seek permanent housing

(3) TLA is allowed in periods NTE total of 10 days by the Housing Division Chief that directly supports the TLA efforts and requirements to minimize the TLA payments for arriving and departing persons / families except persons residing in UPH quarters. All Housing should have been cleared prior to 1st day of TLA allowance unless granted exception by TLA manager.

(4) TLA for UPH Persons is limited to 3 days w/o Housing Division Chief approval for all SFC/E7 and above occupying SLQ and only after final SLQ Check-Out & Clearance.

CUSTOMER PRINTED NAME

SIGNATURE

DATE

HOUSING REPRESENTATIVE

DATE