



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD AND AREA I
UNIT # 15707
APO AP 96258-5707

IMRD-ZA

1 Dec, 2014

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: Policy and Procedures for Temporary Lodging Allowance (TLA)

1. PURPOSE: To provide general information on TLA entitlements and Service Members'(SM) responsibilities during in and out processing.
2. APPLICABILITY: Applies to Command Sponsored, Joint Domicile, and Unaccompanied Personnel assigned to Area I.
3. REFERENCES:
 - a. USFK Regulation 37-57, Temporary Lodging Allowance
 - b. Joint Federal Travel Regulation (JFTR) Chapter 9
 - c. Defense Travel Management Office;
<http://www.defensetravel.dod.mil/site/faqpcs.cfm>
4. RESPONSIBILITIES:
 - a. The Chief, Housing Division is responsible for the overall management of the TLA program. The Housing Chief shall employ good business practices to manage TLA payments, to shorten the period of entitlement, and reduce the amount payable when possible. The Housing Chief has the authority to authorize up to 60 days of incoming TLA and 3 to 10 days of outgoing.
 - b. Exceptions to this policy must be submitted through the Chief, Housing Division, Area I to the Garrison Commander for approval. The Service Member (SM) is responsible to understand these entitlements and obtain any necessary approval for exception to policy prior to making any financial obligation.
 - c. SM has no statutory or regulatory right to TLA. TLA is based on the non-availability of quarters, as determined by the Housing Division. TLA extension requests for personal reasons shall be disapproved.

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d. Upon the TLA Manager or Chief of Housing Division request a copy of private sector housing visited during a 10 day period will be provided to include reasons for non-acceptance IAW USFK Reg 37-57 4d(3). When the TLA Manager determines the Soldier is delaying acceptance of housing the Soldier and Chain of Command will be notified of possible loss of further TLA benefits.

5. POLICIES:

a. TLA entitlements for incoming personnel

(1) Concurrent travel to economy quarters – maximum 60 days with dependent rate if travel is approved by the Housing Office.

(2) Unaccompanied personnel – maximum 60 days at the without dependent rate (Only if UPH quarters are not available).

(3) Personnel NOT authorized to receive TLA reimbursement includes; Non-command sponsored families or families with other Area's Command Sponsor Position (CSP) approval besides Permanent Duty Station (PDS) assigned.

b. TLA entitlements will terminate when the SM is assigned UPH or economy quarters. If adequate UPH quarters or economy quarters are offered and refused, TLA entitlements will be terminated.

c. TLA entitlements for outgoing personnel

(1) Personnel residing in economy (off-post) housing if Command Sponsored/Joint Domicile are eligible to request no more than 10 days TLA. TLA rates are based upon Area I.

(2) Unaccompanied Personnel Housing – maximum 3 days at the without dependent rate.

6. PROCEDURES:

a. TLA procedures for all incoming personnel

(1) Report to the Housing Division Office at Camp Red Cloud, building #267, Camp Casey, building # 2440, within 48 hours of arrival Area I. Housing personnel will process TLA documentation for those SMs and families authorized TLA entitlements. Military personnel on TDY/field duty may have their spouse process TLA with a power of attorney. Failure to report to Housing within two business days can lead to disapproval of TLA.

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(2) Command Sponsored Military personnel who requested a travel change from deferred to concurrent travel, will not be authorized TLA.

(3) SM will bring three copies of Permanent Change of Station (PCS) orders w/amendments, unit assignment orders and lodging reservation.

(4) Unaccompanied E-6's and below must submit a memorandum from the Unit Commander to the Chief, Housing Division stating that there is no space in the unit barracks or occupancy is 95% or higher for the installation wide occupancy rate. When the installation occupancy rate is below 95%. Billeting will be assigned outside the unit foot print when unit space is not available and before a CNA is issued.

(5) Memorandum for E-6's and below must be approved as on ETP before hotel accommodations can be made unless Command Sponsored/Joint Domicile.

b. TLA procedures for outgoing personnel

(1) SM will bring two copies of PCS orders w/amendments original and 2 copies of paid lodging receipt.

(2) Unaccompanied E-6's and below must submit a memorandum from the Unit Commander to the Chief, Housing Division, stating that their billets' occupancy rate is 100%.

(3) SM E-6 and below occupying FSBP Barracks will not be authorized TLA. They will remain in their quarters or a unit transit room until they depart.

(4) Soldiers on TDY (Field duty) may have their spouse process TLA entitlements with a power of attorney.

(5) TLA will not be authorized or processed until government or economy quarters have been properly cleared. Personnel in economy quarters must provide Verification of Clearance from the landlord/realtors.

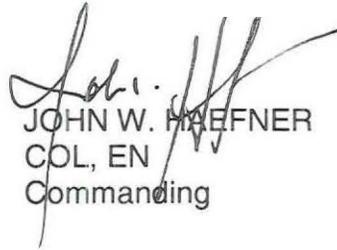
(6) SM receiving Statements of Non-Availability (SNA) from Casey/CRC Lodge must insure that hotel arrangements are made within Area I. Hotel listings can be provided by Casey or CRC Lodge. The Housing Offices are not authorized to process TLA outside of Area I without the ETP approved by Housing Chief. SM must contact the Housing Offices if they are unable to acquire hotel accommodations within Area I, prior to making lodging arrangements outside of Area I vicinity or TLA will not be approved. All approved non Area I ETPs are paid using the lower rate not to exceed the Area I rate. Those Soldiers electing to reside outside of Area I are required to obtain their Command acknowledgement.

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(7) Housing office will provide a TLA Authorization Memo from eMH with all applicable information; Start-End dates, Type TLA with or without Meals/Lodging, service member or service member with family, number of dependents to service member for submission to finance either at current duty station or gaining duty station.

7. Any questions concerning these procedures will be directed to the Housing Offices at CRC, 732-7487/7506, Camp Casey, 730-3913/4351.



JOHN W. HAEFFNER
COL, EN
Commanding

DISTRIBUTION:

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INFORMATION PAPER

IMRD-PWH

1 June 2014

SUBJECT: Temporary Lodging Allowance (TLA) and Temporary Quarters Subsistence Allowance (TQSA) at USAG-Red Cloud and Area I

1. Purpose. To provide information and guidance to incoming and outgoing military personnel on the authorization and procedures to process TLA/TQSA at Camps Red Cloud and Casey.

2. Facts.

a. TLA / TQSA Entitlements – Incoming

(1) Military and Joint Domicile personnel with command sponsored orders and concurrent travel approved by the Housing office and DOD Civilians with approved Living Quarters Allowance (LQA) eligibility are authorized up to 60 days TLA (Military), 90 Days TQSA (Civilian); however, TLA/TQSA may be limited. Military/Civilian personnel must report to the housing office at the installation to which they are assigned within one working day upon arrival or, if arrival is on a weekend/holiday, the next duty day. The Camp Red Cloud housing office is located at the One Stop, building S-267. The Camp Casey housing office is located in Maude Hall, building 2440. Personnel will be required to attend a briefing on TLA/TQSA processing procedures and the requirements to actively seek off-post housing. Housing offices are open from 0800 to 1630 hours at Camp Red Cloud, Camp Stanley and Camp Casey.

(2) Unaccompanied Military personnel and Joint Domicile on a 1-year tour in the ranks of E-7 and above must report to the housing office prior before making lodging arrangements during regular duty days or TLA will not be authorized. Military personnel E-7 and above arriving after 1630 hours during regular week days or during the weekends and holidays are authorized TLA but must report to the housing office the next working day to be assigned quarters.

(3) Upon request by the TLA manager / Housing Division Chief a list of all private sector homes visited during a 10 day period must be provided to include reasons for non-acceptance, IAW USFK Reg. 37-57 paragraph 4b (7) & 4d (3).

b. TLA Entitlements – Outgoing

SUBJECT: Temporary Lodging Allowance (TLA) and Temporary Quarters Subsistence Allowance (TQSA) at USAG-RC Cloud and Area I

(1) Military and Joint Domicile command sponsored personnel living off-post are authorized up to 10 days TLA; however, they must provide a verification of clearance to the housing office prior to making lodging arrangements. TLA will be authorized when quarters are vacated off-post. Verification of clearance documentation is provided by the Housing office.

(2) Unaccompanied Military personnel living in unaccompanied housing (UPH) are authorized a maximum 3 days of TLA. TLA is authorized once UPH quarters are terminated.

(3) DOD Civilians are eligible to receive up to 30 days TQSA upon departure but no sooner than the lease expiration dates for which LQA was paid. Dual payment of LQA and TQSA is not authorized without a Head of Agency waiver IAW DSSR Section 124. Every effort will be made to reduce the time spend in TQSA versus LQA receipt status.

c. No TLA/TQSA Entitlements Authorized

(1) Military personnel requesting a travel change from deferred to concurrent travel through Military personnel Division (MPD) by providing an address that their family members will reside with family in country will not be authorized incoming TLA.

(2) Non-command sponsored personnel.

(3) Low cost moves from one installation to another.

(4) Early return of dependents (ERD).

(5) TLA outside of Area I will not be authorized without inbound pre-authorization for any time prior to arrival in Area I or an exception to policy after arrival in Area I by TLA Manager/ Housing Division Chief.

(6) E6 and below unless granted an exception/certificate of non-availability (CNA).

(7) DOD Civilians who are not authorized local quarter's allowance (LQA).

George W. Stapleton/732-6554

Approved by: COL JOHN W. HAEFNER, Commander, USAG-Red Cloud and Area I



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

TEMPORARY LODGING ALLOWANCE (TLA)

Understanding Brief Sheet

Temporary lodging allowance (TLA) is an allowance designed to partially reimburse service members and their families for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodging at overseas permanent duty stations (PDS). (Reference – Joint Federal Travel Regulation, Volume 1, Uniformed Service Personnel, Chap 9)

The Housing Division Chief is the TLA manager and will ensure that TLA is managed prudently. The chief shall employ good business practices to preclude the necessity for payment of TLA, to shorten the period of entitlement, and to reduce the amount payable. Service members, regardless, of branch do not have a statutory or regulatory right to TLA. TLA is based solely on the availability of quarters, as determined by the housing division.

Incoming TLA: Personnel serving on a 24-month command-sponsored tour, whose orders read, “concurrent travel to government quarters”, service members and their family members are authorized up to 60 days TLA. TLA extensions will be approved in 10 days increments requiring justification after the first 10 days as why the service member has not found adequate quarters. Exceptions granted on a case-by-case basis.

Personnel seeking economy quarters must aggressively pursue housing. Service members who desire additional time to make selections, or who enter into rental contracts that will not be available within the maximum allowable period (first 10 days of TLA) will not be approved additional TLA. However, they may make other arrangements for housing (i.e., if UPH is available, or can remain in temporary lodging at their own expense).

Termination of TLA:

- a. Service member fails to report to housing division with 48 hours of arrival.
- b. Service member fails to seek economy quarters aggressively.
- c. Service member delays occupancy of quarters due to personal reasons (i.e., shipment of whole baggage/HHG). Temporary items (lines, cookware, dishes, small appliances are available on a temporary basis from the Army Community Service lending closet, located in Bldg 16, DSN 732-7779) (90 days government loaner furnishings available).

Outgoing TLA: Economy quarters service members and their family members are authorized TLA for up to 10 calendar days (including weekends and holidays both American and Korean), if living in on post government provided quarters SM's are authorized up to three (3) calendar days (including weekends and holidays both American and Korean). SM residing in BOQ/BEQ will be given three (3) calendar days. Personal planning of appointments, port calls, final out appointments, US & Korean Holidays, etc... are critical to avoid out of pocket cost for lodging in excess of 3 days.

Government Quarters Occupants: Upon receipt of port call, service members should report to housing to schedule final termination from BEQ/BOQ. The housing division staff will provide service member with appointment termination date, and TLA authorization to submit to Military Lodging upon check-in. If the Military Lodging is not available, Lodging personnel may provide a list of other approved contract hotels located within Area I. Service members will not receive additional TLA if they ship their personal property before their final, scheduled check-out. No exceptions. Failure to plan port calls, final out, and quarters terminations around long weekends or holidays is not justification for additional TLA day. Soldiers may pay additional expense out of pocket or request use of a transit room with the unit First Sergeant at no cost.

Off-Post Housing Residents: Personnel must report to housing to obtain a lease Agreement Termination Notice, a minimum of 45 days before their scheduled DEROS. Once service member receive orders and plane ticket (Inchon Departure) or itinerary (Osan Departure), they must report to housing to schedule furnishings pick-up/hand-receipt exchange, terminate overseas housing allowance and obtain TLA authorization. Service Members must clear Economy Quarters, and return security deposit to finance before final out processing.

Request for Exception to Policy: All request must contain sufficient justification and be endorsed by Bn/Bde Commander. The final approving authority is the USAG-RC TLA Manager or Garrison Commander.

The housing division and service members must be good stewards of taxpayer dollars and avoid unnecessary TLA expenditures.

I have read the above TLA information and have asked my housing representative for clarification, if required.

(Last, First MI) Please Print

Signature

Date

Housing Counselor

Date