

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

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(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).

Chief Housing Division, 732-6554

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