

## **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** for, 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 days, soldiers may pay additional expense as 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