

**\*USAREUR Regulation 37-4**

**\*USNAVEUR Instruction 7210.2G**

**\*USAFE Instruction 65-104**

**Financial Administration/Financial Management**

**Providing Temporary Lodging Allowance in USEUCOM**

**2 July 1998**

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**Summary.** This publication establishes policy for providing temporary lodging allowance in USEUCOM.

**Applicability.** This publication applies to U.S. military personnel in the USEUCOM area of responsibility.

**Supplementation.** Commanders will not supplement this publication without (for USAREUR units) Commanding General, USAREUR/7A (AEUFC-FP), approval. Air Force units must request approval from HQ USAFE/FM, Unit 3050, APO AE 09094.

**Suggested Improvements.** Army units may send suggestions to improve this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAREUR/7A, ATTN: AEUFC-FP, Unit 29001, APO AE 09007. Navy units may send suggestions to the Commander in Chief, USNAVEUR, PSC 802, Box 2, FPO AE 09499-0151. Air Force units may send suggestions on Air Force Form 847 (Recommendation for Change of Publication) through command channels to HQ USAFE/ FMFM, Unit 3050, APO AE 09094.

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### Glossary

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#### 1. PURPOSE

This publication--

a. Designates temporary lodging allowance (TLA) single managers and authorities for approving TLA extensions for each country or geographic area in USEUCOM, as prescribed in Joint Federal Travel Regulations (JFTR), volume I, and USEUCOM Directive 50-3.

b. Implements TLA procedures prescribed by the JFTR.

c. Establishes uniform policy and guidance for approving TLA in USEUCOM.

d. This instruction implements Air Force Policy Directive 65-1, Management of Financial Resources.

#### 2. REFERENCES

a. Joint Federal Travel Regulations, volume I.

b. USEUCOM Directive 50-3, Administration of Temporary Lodging Allowance.

#### 3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary explains abbreviations and terms used in this publication. In this publication, the term “family member” corresponds with the definition of “dependent” in the JFTR.

#### 4. RESPONSIBILITIES

In addition to the requirements in JFTR, volume I, paragraph U9201, the following responsibilities apply:

a. TLA single managers will--

(1) Manage TLA uniformly based on applicable directives.

- (2) Provide technical assistance.
- (3) Consider and evaluate recommendations from commanders in the geographic area to improve TLA management.
- (4) Solve 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 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 management to the TLA single manager.
- (3) Manage TLA uniformly according to applicable service directives.

c. Area commanders will--

- (1) Determine the need for SMs to occupy temporary lodging and issue statements of nonavailability as required.
- (2) Follow the TLA procedures prescribed by the JFTR and this publication.
- (3) Give or 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 or not cooking facilities available for use by SMs in temporary lodging justify full or partial TLA payments.

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 or adequate 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 will receive this information during inprocessing briefings.
- (2) Give SMs TLA claim forms and information sheets immediately when 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 entitlements to housing or quarters allowance when TLA ends.
- (5) Send TLA-extension requests promptly (app B).
- (6) Ensure private rental housing is not vacated prematurely.

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

(8) Maintain Government-quarters forecast and availability data for the period of time outlined in the JFTR.

(9) Monitor the local rental market and promptly give SMs and their family members 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 entitlement and their responsibilities. Failure to report may jeopardize TLA entitlements.

(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 Commander, USAREUR/7A, ATTN: AEUFC-FP, Unit 29001, APO AE 09007, before publication.

## **6. POLICY**

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

b. DOD requires each service in USEUCOM to ensure prudent management of TLA. Respective services will issue specific procedural guidance. Written TLA base- and post-level guidance and policy letters will be sent to the entitlement office of the respective service for approval before publication or revision. The respective entitlements office addresses are--

(1) Commander in Chief, United States Naval Forces, Europe, ATTN: N12, PSC 802, Box 4, FPO AE 09499.

(2) Commander, USAREUR/7A, ATTN: AEUFC-FP, Unit 29001, APO AE 09007.

(3) Commander, USAFE, ATTN: FMFM, Unit 350, Box 25, APO AE 09094.

c. TLA requests from SMs assigned to areas controlled by another service will be certified by their commander or designated representative on forms prescribed by the service controlling the area.

d. The welfare of SMs will not be sacrificed for negligible savings to the Government.

## **7. TLA ENTITLEMENT ON ARRIVAL**

SMs are entitled to TLA as prescribed in the JFTR and this publication. TLA entitlement for arriving SMs depends on--

a. Occupancy of temporary lodging at personal expense.

b. Proof that the newly arrived SM has applied for Government quarters if required by the respective service.

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

(1) 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.

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

(a) The SM, accompanied by command-sponsored family members who are eligible for TLA, is on leave within the country of assignment.

(b) Government quarters or private rental housing assignment is imminent and the SM is no longer required to seek quarters.

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

(d) Expenses during the 10-day period justify TLA continuation.

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

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

(2) Inconvenience to the SM.

e. TLA may be authorized for SMs and family members when concurrent travel to the private residence of the SM, SM's relatives, or friends is approved (para 16n).

f. TLA for SMs is based on availability of quarters at the duty station when concurrent travel of family members is approved to a private residence of the SM, SM's relatives, or friends that is outside the commuting distance (para 16n).

g. TLA (meal portion only) is authorized for SMs and family members who lodge with friends or relatives and do not have concurrent travel orders to a private residence. The SM must be actively seeking permanent housing.

h. SMs not accompanied by family members are entitled to TLA if single quarters are not available. A statement of nonavailability of quarters is required.

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

a. Each SM married to another SM may draw TLA. Neither SM will be considered a family member for TLA purposes.

b. TLA is payable to both SMs when both SMs arrive together at the same or at nearby permanent duty stations. A statement of nonavailability of family quarters is required.

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

d. TLA entitlement 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 entitled to TLA while establishing a joint residence. These SMs may be allowed TLA on termination of housing during permanent change of station (PCS) departure.

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

a. TLA entitlement continues for command-sponsored family members while SMs are on temporary duty (TDY) or participating in field exercises.

b. SMs without family members 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 must submit TLA-extension requests, if applicable, early enough for the request to be approved or disapproved before the SM departs (when possible).

## **10. TLA ENTITLEMENT 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 family members 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 following the TDY or TAD. This applies whether or not the SM serves any or all of the TDY or TAD.

## **11. TLA ENTITLEMENT ON DEPARTURE**

a. TLA entitlement for departing SMs depends on--

(1) Occupancy of temporary lodging at personal expense.

(2) The SM scheduling household goods, hold baggage, and quarters-clearance appointments no more 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 family members while serving at a permanent duty station outside the continental United States is entitled to TLA on departure for those family members if they are command-sponsored.

c. Departing SMs who are delayed may receive TLA extensions if the delay is for one of the following reasons and is not the fault of the SM or the SM's family members:

(1) Duty-related demands delay portcall.

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

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

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

a. TLA entitlement 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. Examples include--

(a) Kitchen renovation. Reimbursement is limited to the meal portion of TLA.

(b) Quarters renovation when quarters 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 without a stove or refrigerator, preventing meal preparation.

### **13. TLA ENTITLEMENT FOR HOMEOWNER OR BUILDER**

a. SMs who buy or build a home may receive TLA. When an SM meets basic TLA requirements, the SM may receive the average TLA for the area where the SM is stationed.

b. If the SM needs more than 60 days of TLA, the SM must request an extension. If the SM meets basic TLA requirements, the extension will be granted for no longer than the average TLA period for the location where the SM is assigned.

### **14. 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--

(1) Government quarters, if applicable.

(2) Government dining facilities, if required by service regulations.

e. A statement by the SM for the days the SM ate all meals at a Government dining facility.

### **15. TERMINATION OF TLA ENTITLEMENT**

TLA entitlement ends the day before--

a. The SM occupies suitable or adequate permanent Government quarters (as defined by service directives) or private rental housing.

b. The SM refuses to occupy suitable or adequate Government quarters or private rental housing.

c. Single private rental housing become available to SMs who have a statement of nonavailability based on the lack of bachelor quarters, but the SM continues to search for family quarters to accommodate noncommand-sponsored family members.

### **16. NONENTITLEMENT TO TLA**

Entitlement to TLA is not authorized when--

a. Temporary lodging is not occupied.

b. The SM, once assigned permanent quarters, delays delivery of household goods for personal reasons.

c. The SM fails to seek private rental housing aggressively.

d. The SM asks to be bypassed on the quarters listing for reasons other than allowed by service directives.

e. Single SMs in the ranks of E-7 above (E-5 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 portcall or airline reservations for personal reasons.

k. The SM requests early pickup of household goods and hold baggage 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 family members remain in the vicinity of the SM's permanent duty station. The number of family members who continue to occupy temporary lodging determines the rate payable.

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

n. Concurrent travel of family members is approved to a private residence that is leased, rented, or owned by the SM, SM's relatives, or friends.

(1) The SM may be entitled to TLA for the period between the time of the SM's arrival and the availability of the arranged private residence. Entitlements will be kept to a minimum and normally should not exceed 15 days.

(2) SMs may be entitled to TLA when the family member'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.

## **17. TLA PAYMENT**

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

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

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

(2) The SM 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.

## **18. ECONOMIC MANAGEMENT OF TLA**

a. Area commanders will use the procedures outlined 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 will maintain close liaison to exchange local housing information and ensure uniform application of housing policy.

c. Local procedures will not restrict or limit--

(1) The TLA program beyond the provisions of this publication and its references.

(2) SMs from aggressively seeking suitable or adequate private rental housing.

**19. SPECIAL AND SUPPLEMENTARY INSTRUCTIONS**

Appendix C explains requirements when SMs are entitled to TLA. Area or host commanders will reproduce appendix C and give a copy to each SM 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 to the TLA extension-approval authority listed below. The TLA extension-approval authority will send a copy of the approved or disapproved request to the applicant. Copies of requests will be kept in the TLA file.

<b>Country or Area</b>	<b>TLA Single Manager</b>	<b>TLA Extension-Approval Authority</b>
1. Africa (if not otherwise listed, excluding Djibouti, Egypt, Ethiopia, Kenya, Somalia, and Sudan)	CG, USAREUR/7A	Applicable American embassy
2. Austria	CG, USAREUR/7A	U.S. State Department
3. Bahrain	CG, USAREUR/7A	USDAO
4. Belgium	CG, USAREUR/7A	Commander, NATO Supreme Headquarters, NSSG (US), SHAPE
5. Bulgaria	CG, USAREUR/7A	U.S. State Department
6. Cape Verde	CG, USAREUR/7A	U.S. State Department
7. Chad	CG, USAREUR/7A	USDAO, N'Djamena, Chad
8. Cyprus	CINCUSNAVEUR, London, England	CG, USAREUR/7A
9. Czech Republic	CG, USAREUR/7A	U.S. State Department
10. Denmark		
a. U.S. Element	Commander, BALTAP	Senior U.S. Officer, Karup Air Station, Denmark
b. Other elements	Commander, U.S. Element, USAFE, Ramstein Airbase, Germany	Chief, ODC, Copenhagen, Denmark
11. Finland	Commander, USAFE	USDAO, Helsinki, Finland
12. France	Commander, USAFE	USDAO, Paris, France
13. Germany		
a. Germany (excluding Bonn and Bad Godesberg)	CG, USAREUR/7A	CG, USAREUR/7A
b. Bonn and Bad Godesberg	CG, USAREUR/7A	Chief, ODC, Bonn, Germany
14. Ghana	CG, USAREUR/7A	USDAO, Accra, Ghana
15. Gibraltar	CINCUSNAVEUR	CG, USAREUR/7A
16. Greece (including Mediterranean islands)	USDAO, Greece	USDAO, Greece

17. Hungary	CG, USAREUR/7A	USDAO, Budapest, Hungary
18. Iceland	CG, USAREUR/7A	U.S. State Department
19. Ireland	CG, USAREUR/7A	USDAO, Dublin, Ireland
20. Israel	CINCUSNAVEUR	USDAO, Tel Aviv, Israel
21. Italy		
a. North of 42d parallel	Commander, USAFE	Commander, 40th TAC Control Group, Aviano Air Base, Italy
b. South of 42d parallel (including Sardinia and Sicily) (excluding NSA Gaeta, NSA La Maddalena, and NAS Sigonella)	CINCUSNAVEUR	COMFAIRMED, Naples, Italy
c. NSA Gaeta, NSA La Maddalena, and NAS Sigonella	CINCUSNAVEUR	Commanding officer for each area
22. Lebanon	CINCUSNAVEUR	USOMC, Beirut, Lebanon
23. Liberia	CG, USAREUR/7A	Chief, SAO, Monrovia, Liberia
24. Luxembourg	CG, USAREUR/7A	Commander, NSSG (US), SHAPE, Belgium
25. Morocco	CINCUSNAVEUR	Commander, 3d Air Force, RAF Mildenhall, England
26. Moscow	CINCUSNAVEUR	Commander, 3d Air Force, RAF Mildenhall, England
27. The Netherlands		
a. The Netherlands (excluding AFCENT)	Chief, ODC, The Hague, The Netherlands	Chief, ODC, The Hague, The Netherlands
b. AFCENT	Commander, USAFE	Commander, AFCENT, SUPACT, Schinnen, The Netherlands
28. Nigeria	USCINCEUR	USDAO, Lagos, Nigeria
29. Norway	Commander, USAFE	Chief, ODC, Stavanger, Norway
30. Poland	CG, USAREUR/7A	U.S. State Department
31. Portugal	Commander, USAFE	Chief, MAAG, Lisbon, Portugal
32. Romania	CG, USAREUR/7A	U.S. State Department
33. Russia (RAF)	CINCUSNAVEUR	Commander, 3d Air Force, RAF, Mildenhall, England
34. Senegal	CG, USAREUR/7A	USDAO, Dakar, Senegal

35. Slovakia	CG, USAREUR/7A	U.S. State Department
36. Spain		
a. Spain (excluding Barajas, Sonseca, and Torrejon)	CINCUSNAVEUR	COMNAVACT, Rota, Spain
b. Barajas, Sonseca, and Torrejon	CINCUSNAVEUR	Chief, ODC, Madrid, Spain
37. Sweden	Commander, USAFE	USDAO, Stockholm, Sweden
38. Switzerland	CG, USAREUR/7A	USDAO, Bern, Switzerland
39. Syria	CG, USAREUR/7A	USDAO, Damascus, Syria
40. Tunisia	Commander, USAFE	Chief, U.S. Liaison Office, Tunis, Tunisia
41. Turkey		
a. Incirlik/other	Commander, USAFE	Commander, 39th WG, Incirlik, Turkey
b. Izmir/Yamanlar	Commander, USAFE	Commander, 7241 ABG, Izmir, Turkey
c. Diyarbakir/ Pirinclik	Commander, USAFE	Commander, 7022 ABS, Diyarbakir, Turkey
42. United Kingdom	Commander, USAFE	Commander, 3d Air Force, RAF Mildenhall, England
43. Yugoslavia	CG, USAREUR/7A	USDAO, Belgrade, Yugoslavia
44. Zaire	CG, USAREUR/7A	Chief, SAO, Kinshasa, Zaire
45. Others not listed	CG, USAREUR/7A	CG, USAREUR/7A

**APPENDIX B**  
**EXTENSION OF TEMPORARY LODGING ALLOWANCE**

**B-1.** Servicemembers (SMs) will 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-2.** The TLA-extension request will--

- a. Provide necessary information to the approving authority for evaluating the need for the TLA extension.
- b. Be in increments of 10 days for incoming and emergency TLA. (The final request may be less than 10 days.)

**B-3.** Requesters will--

- a. Ensure the request reaches the housing management office before the end of the 60-day arrival period, 10-day departure period, or the approved period for emergency TLA. Failure to submit the request before the end of the entitlement period may delay payment.
- b. Submit the extension request for approval before departing for temporary duty or a field exercise.

**B-4.** TLA extension-approval authorities will--

- a. Verify statements made by the SMs, recommend approval or disapproval, and state reasons for approval or disapproval.
- b. 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.
- c. Approve or disapprove requests based on guidance in JFTR (vol I, paras U9200 to U9208) and the basic publication. Requests will be returned to SMs by the fastest means available.

**APPENDIX C**  
**TEMPORARY LODGING ALLOWANCE INFORMATION SHEET**

**C-1.** This appendix provides local requirements and regulatory provisions to help servicemembers (SMs) claim temporary lodging allowance (TLA). SMs' failure to comply with this policy could result in their not receiving TLA or in early termination of their entitlement. (This appendix may be locally reproduced).

**C-2.** TLA partially reimburses SMs for--

- a. Expenses while in temporary lodging (including transient facilities).
- b. Cost of meals and transportation to meals.

**C-3.** TLA entitlement 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 entitlement, SMs must--

a. Occupy temporary lodging (such as hotels or transient quarters). Lodging expenses are not reimbursable when SMs stay with friends, relatives, coworkers, or associates. Reimbursement is limited to meals only. Paragraph C-12 explains TLA entitlement when concurrent travel was approved to a private address.

- b. Provide a written statement for the days during which all meals are eaten in a Government dining facility.

**C-4.** SMs must report to the housing management office (HMO) within 2 workdays after arrival to register for permanent housing. On receipt of PCS orders, departing SMs must contact the HMO for instructions. Local conditions and PCS departure dates dictate when SMs must confirm their household-goods pickup.

**C-5.** The HMO will inform SMs of the availability of Government quarters and suitable or adequate private rental housing.

a. SMs 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). SMs may report to housing at their convenience for certification and approval of their TLA claim.

b. The HMO will help SMs find suitable private rental housing when Government quarters will not be available within 60 days (90 days if concurrent travel was approved to Government quarters). SMs--

- (1) Will seek private rental housing aggressively on their own.
- (2) Must report to the HMO every 10 days to verify that they have been seeking private rental housing.
- (3) May need to provide a record of the addresses they visited while seeking private rental housing.

c. Unit commanders will allow SMs time to look for housing.

**C-6.** TLA is limited to 60 days on arrival and 10 days on departure. Exceptions are granted for certain circumstances (C-8 below). The 10-day and 60-day periods are not automatic entitlement periods. TLA is measured in calendar days.

**C-7.** SMs will file TLA claims in 10-day increments, except for final claims. Final claims may be for less than 10 days. SMs will submit claims to the housing and finance office on the first workday after the last day of the TLA claim period.

**C-8.** Under certain circumstances, TLA may be extended for more than 60 days after arrival and for more than 10 days before departure. The HMO will provide instructions when an extension is necessary.

**C-9.** SMs must have the following documents to file a TLA claim:

a. Three copies of a statement substantiating TLA payment. Figure C-1 is an example of this statement. The HMO may furnish blank forms when the SM files a claim.

- b. Lodging receipts for the period of the claim.

- c. One set of 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.

**C-10.** TLA entitlement ends when the SM--

- a. Refuses to occupy available adequate housing.
- b. Is assigned adequate permanent Government quarters.
- c. Does not occupy temporary lodgings at personal expense.
- d. Fails to comply with regulatory requirements.
- e. Requests late delivery of household goods for personal reasons.
- f. Fails to seek private rental housing aggressively when required.
- g. Requests to be bypassed on the quarters list for personal reasons.
- h. Vacates permanent quarters prematurely for personal reasons.
- i. Delays or fails inspection of Government quarters for personal reasons (not an emergency).
- j. Delays portcall or airline reservations for personal reasons (not an emergency).
- k. Vacates quarters because of early return of family members.
- l. Is on leave outside the country of assignment.
- m. Is offered single quarters when the TLA entitlement is based on nonavailability of bachelor quarters and seeks family quarters to accommodate noncommand-sponsored family members.
- n. Refuses private rental housing because the potential landlord does not allow pets.

**C-11.** The following provisions govern reimbursement of meal costs when SMs or their family members reside with friends or relatives while actively seeking permanent lodging for themselves:

- a. When SMs or their family members are entitled, the full meal portion of TLA may be reimbursed if adequate kitchen facilities are not available for their exclusive use.
- b. The HMO will determine percentages for meal reimbursement.

**C-12.** The following provisions govern reimbursement of SMs and family members 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 entitled to TLA for the period between the time of the SM's arrival and the availability of prearranged housing. Entitlements will be kept to a minimum and should normally not exceed 15 days.
- b. SMs may be entitled to TLA when the family member's private rental address is not within commuting distance of the duty station and a statement of nonavailability of single quarters is issued.

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STATEMENT TO SUBSTANTIATE PAYMENT OF TEMPORARY LODGING  
ALLOWANCES (DEPARTURE/INITIAL/INTERIM)

I. IDENTIFICATION OF SERVICEMEMBER

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Social security number: \_\_\_\_\_  
Organization: \_\_\_\_\_ Duty station: \_\_\_\_\_

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 family members.
- \_\_\_\_ Family members only.

Effective from \_\_\_\_\_ through \_\_\_\_\_.

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

- \_\_\_\_ Servicemember only.
- \_\_\_\_ Servicemember and family members.
- \_\_\_\_ Family members only.

3. This temporary lodging allowance certification expires     (date)     (      days).

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**Figure C-1. Example of Statement to Substantiate TLA Payment**

**This statement will be attached to the reimbursement voucher or other pay authorization.**

## GLOSSARY

### SECTION I ABBREVIATIONS

ABG	air base group
ABS	air base squadron
AFCENT	Allied Forces Central Europe
BALTAP	Allied Forces Baltic Approaches
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CINCUSNAVEUR	Commander in Chief, United States Naval Forces, Europe
COMFAIRMED	Commander, Fleet Air, Mediterranean
COMNAVACT	Commander, U.S. Naval Activities
HMO	housing management office
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
JFTR	Joint Federal Travel Regulations
MAAG	military assistance advisory group
NAS	naval air station
NATO	North Atlantic Treaty Organization
NSA	navy support activity
NSSG (US)	NATO/SHAPE Support Group (United States)
ODC	Office of Defense Cooperation
PCS	permanent change of station
PDS	permanent duty station
RAF	Royal Air Force
SAO	survivor's assistance office
SHAPE	Supreme Headquarters Allied Powers Europe
SM	servicemember
TAC	tactical air command
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
USCINCEUR	United States Commander in Chief, Europe
USDAO	United States defense attaché office
USEUCOM	United States European Command
USNAVEUR	United States Naval Forces, Europe
USNAVSUPACT	United States Naval Support Activity
USOMC	United States Office of Military Cooperation
WG	weather group

### SECTION II TERMS

#### **aggressively seek housing**

To actively look for housing, including pursuing housing management office referrals and available advertisements.

#### **area commander**

Commander exercising--

a. 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 geographical area of responsibility.

b. Direct control over housing facilities or housing responsibilities in a geographic area.

**command-sponsored family member**

A servicemember's family member authorized to reside in an overseas command or authorized travel to an overseas command at Government expense.

**commuting distance**

Normally 1 hour or less of one-way driving time in heavy traffic, and no further than 30 miles from the servicemember's residence to the duty station.

**cooking facilities**

A stove, workarea (counter or table), refrigerator, sink, table and chairs, and cooking and eating utensils.

**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. The HMOs include base housing offices, family housing offices, housing referral offices, and housing service offices.

**noncommand-sponsored family member**

A servicemember's family member not authorized to travel to the overseas command at Government expense or who enters the command without the endorsement of the appropriate area commander.

**permanent duty station**

The area where a servicemember is assigned for duty.

**suitable or adequate housing**

a. Permanent Government quarters that meet or exceed the standards prescribed by applicable service directives. This definition includes Government-leased housing.

b. Private rental housing that--

(1) Has enough bedrooms to meet family size and composition as outlined in service directives.

(2) Is within commuting distance of the duty station as outlined in service directives.

(3) Has an average total monthly cost that does not exceed the maximum allowable housing-cost criteria.

(4) Is structurally sound and does not pose a safety or health hazard.

(5) Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system (where 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--

a. Seeking permanent quarters.

b. Awaiting transportation on departure.

c. The servicemember is forced to vacate permanent housing because of an emergency.

**temporary lodging allowance arrival**

The allowance authorized for the first 60 days after arrival of the servicemember (SM) or SM and family members on permanent change of station. The entitlement period begins when the SM arrives.

**temporary lodging allowance departure**

The allowance authorized for no more than--

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

**temporary lodging allowance emergency**

The 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 Commanding General, USAREUR/7A, designates temporary lodging allowance (TLA) extension-approval authority 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 Commanding General, USAREUR/7A, to direct the administration of temporary lodging allowance (TLA) within a country. Having TLA single managers ensures uniform compliance with provisions of the references, regardless of the servicemember's branch of service or command affiliation.

**vicinity**

A servicemember's 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. Servicemembers residing with command-sponsored family members in a country adjacent to the PDS are considered as residing in the vicinity of the PDS.