

Top 10 Temporary Lodging Allowance (TLA) Frequently Asked Questions (FAQ)

- 1) How many TLA days can a Service Member (SM) receive when outbound?

Reference USAFEI 65-104, par. 11.a.2. Temporary lodging allowance on departure is an allowance authorized for no more than the last:

- 10 days before a PCS when the SM occupies private rental housing.
- 3 days before a PCS when the SM occupies Government quarters cleaned by a Government contractor.
 - Note: All references to TLA days is calendar days unless otherwise stated.

- 2) Can a SM receive Overseas Housing Allowance (OHA) and TLA concurrently (at the same time)?

Reference JTR, chap. 9, par. 9150 GENERAL, NOTE 4: "A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA."

Policy Guidance: TLA is payable when a SM vacates (goes on TLA) a house in order to clean/clear the house. After the SM cleans the house, the SM may then terminate the lease if it is an off base house or terminate government quarters. "Vacate" does not mean that the SM must terminate the lease before being eligible for TLA. Depending on size of the house, the SM may need several days of TLA/OHA in order to get the house ready for final inspection/termination of lease.

- 3) Can a SM collect additional TLA days for reasons beyond the control of the member and/or dependents if Housing authorities or the landlord requires the SM to terminate permanent Gov't Qtrs/private sector more than 10 days before the estimated departure date?

Reference JTR—chap. 9, par. 9170 TLA UPON DEPARTURE, D., "Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Gov't Qtrs/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. 9150) may authorize/approve TLA beginning the day the permanent Gov't Qtrs/private sector housing is relinquished."

USAFEI 65-104, par. 11.d. further clarifies for the guidance concerning Gov't Qtrs, "Departing SMs or dependents of SMs who are forced to vacate Government quarters early for the Government's convenience may receive TLA. An alternate household should not be established before the SM or the SM's dependents depart if this is not in the best interest of the Government and the SM." In these cases additional TLA days are authorized without a specific request to the OCONUS TLA-extension approval authority.

4) Who are the OCONUS TLA-Extension Approval Authorities?

Reference USAFEI 65-104, Appendix A establishes OCONUS TLA-Extension Approval Authorities for countries and geographic areas in USEUCOM for instances where a member wishes to request TLA on arrival for a period beyond 60 days or TLA on departure for a period beyond 10 days. This authority may not be delegated below the extension-authority staff.

5) What is the authorized number of days for in bound TLA?

Reference JTR, chap. 9, par. 9160 INITIAL ASSIGNMENT, A.1., "TLA authority for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days." However, the first 60 days is not automatic. USAFE Supplement chap. 11, par. 11.3.1.4. requires TLA requests over 30 days and up to 60 days be approved by Base Civil Engineer (BCE). The intent is to provide another level of oversight to the TLA program.

6) Can personal inconvenience to a member/dependent(s) ever be a determining factor in extending TLA? (This includes knowingly selecting a place to live that is not readily available when there are other choices available.)

Reference: No, personal convenience can never be a determining factor in extending TLA. USAFE Supplement, AFI 32-6001, chap. 11, par. 11.3.1.2 states: If a SM refuses to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available. Likewise, if a SM chooses to initiate a rental contract for a home that is not readily available, TLA may be terminated if the Housing Manager or BCE determines a sufficient number of adequate homes are available for immediate occupancy.

7) Why must one consult the JTR, USAFEI 65-104, and United States Air Forces in Europe (USAFE) Supplement to Air Force Instruction 32-6001 Family Housing Management when addressing TLA Management?

Reference JTR chap. 9, par. 9150 GENERAL, B.1-2. In countries or areas where only one Service is represented and countries or areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country or area. In addition, in accordance with ____, the OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

Policy Guidance: This JTR paragraph requires AE Regulation 37-4 (USAFEI 65-104) to be created providing all Services within the USEUCOM Area of Responsibility (AOR) with further clarification and guidance that must be adhered to in administering TLA entitlements. The USAFE Supplement provides the AF with further clarification and guidance that must be adhered to in administering TLA entitlements. Per the JTR chap. 9, par 9150 GENERAL,

C.3., TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to: (1) Preclude the need for TLA, (2) Shorten the authorized period, and (3) Reduce the amount payable. DOD requires each Service in USEUCOM to manage TLA prudently and to issue specific procedural guidance.

8) What are the basis for the suitability and adequacy standards?

Reference: USAFEI 65-104, par. 14.b. establishes TLA must be terminated when a SM refuses to occupy suitable or adequate Government quarters or private rental housing. This instruction further defines suitable or adequate housing (Section II, Terms) as either permanent government quarters that meet or exceed the standards prescribed by applicable service directives or private rental housing:

- Having enough bedrooms to meet family size and composition as outlined in Service directives.
- Is within commuting distance of the duty station as outlined in Service directives.
- Has an average total monthly cost that does not exceed the maximum allowable housing-cost criteria.
- Is structurally sound and does not pose a safety or health hazard.
- Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system (where the climate requires one).

Policy Guidance: Housing adequacy standards as found in the regulations focus on facility condition and criteria. Therefore, USAFE Supplement to AFI 32-6001, chap. 11, par. 11.3.1.2. further clarifies and establishes that TLA is terminated the first date the Furnishings Management Section (FMS) can deliver loaner furnishings based on the date quarters are available. Quarters are not adequate until a member is actually able to occupy the house, regardless of any conditional aspect of the facility that might be considered. Having some sort of furnishings, either the SM's household goods or FMS loaner furnishings, is a minimum for occupancy. SMs and/or their families are not expected to occupy quarters without minimal required furnishings.

9) If a SM has a pet and is aggressively looking for housing that can accommodate the pet, can the SM be given an extension past 30 days?

Reference: USAFE Supplement, AFI 32-6001, chap. 11, par. 11.3.1.3. Personal preference issues such as pets, furniture limitations, school districts, etc. are not justification for the housing office to approve an extension beyond 30 days.

Policy Guidance: Because SMs have challenged the pet issue throughout USAFE on many occasions, the guidance is spelled out in the regulations. Unfortunately, the failure to locate pet friendly housing is not a valid reason for the housing office to extend TLA. If receiving unit determines it is too difficult to find accommodations that allow pets in a specific location, the receiving unit should state so in its sponsor packages telling SMs not to bring pets. The supporting housing office can help with getting that information out.

- 10) USAFE Supplement to AFI 32-6001, chap. 11, par. 11.3.1.4. sets the BCE as extension authority from 31-60 days; however, is there anything prohibiting that 31-60 days extension authority from being delegated further down to the member's Sq or Gp/CC in cases of not being co-located with the BCE?

Policy Guidance: There are no provisions to delegate the 31-60 days extension authority below the BCE. The BCE is in the direct chain of command of the housing office and ultimately is responsible for the TLA program administered by the housing office.