



DEPARTMENT OF THE AIR FORCE
501ST COMBAT SUPPORT WING (USAFE)

MEMORANDUM FOR: PCS In-bound Arrivals

FROM: 422 CES/CEIH

SUBJECT: **TEMPORARY LODGING ALLOWANCE (TLA) FACT SHEET (Arrivals)**

The following information is provided to inform you of TLA policies in accordance with the Joint Federal Travel Regulation (JFTR), and USAFE Instruction 65-104.

TLA is authorized to partially reimburse you for more than normal expenses incurred as a result of occupying temporary quarters upon arrival. Reimbursement is authorized based on meeting specific requirements:

☐ **Report to the Housing Office (Bldg 62) within two (2) duty days of your arrival.** Failure to do so may jeopardize TLA eligibility. TLA reimbursement is based on availability of either government controlled quarters or economy housing (whichever is earlier). If government housing is not immediately available, you must receive an off base briefing before seeking economy housing. Additionally, you are required to seek readily available rentals, and report to the Housing Office in Bldg 62 every 10 days to file your claim.

☐ **If you refuse to occupy available government-controlled quarters, TLA is terminated the first date Furnishings Management Office (FMO) can deliver loaner furnishings based on the date quarters are available.**

☐ **TLA entitlements end when a service member occupies private sector housing.** If there are sufficient listings available, and the service member processes a rental or purchase contract on a residence which is not ready for occupancy within 30 days, the service member will receive no more than 30 days of TLA. Service members may choose to initiate a temporary short-term lease contract in order to initiate OHA while still searching for or awaiting permanent housing. TLA cannot be extended for personal preferences issues such as pets, furniture limitations, school districts or bus transportation, etc.

☐ **Aggressive search criteria must be documented in 10-day increments.** For the first 10 days, a minimum of two documented house visits to secure permanent housing is required. The second 10-day claim will require at least 5 documented house visits and a review with the Chief of Housing or TLA Specialist before a third 10-day increment can be considered.

☐ **NOTE! Once the member is assigned to the new permanent duty station, the only allowance members will be entitled to is TLA.** Once a member obtains a lease, OHA is payable. **NO OTHER ENTITLEMENT WILL BE PAID FOR THE PERIOD BETWEEN TLA AND OHA.**

☐ **Unaccompanied members – E4's and below, with less than 3 years service are required to reside in the dormitory.** When dormitory space is not available, service members will be provided with an authorization letter from 422 ABG/CCM or Dorm Mgmt Office to seek economy housing. This letter must be provided to the Housing Office prior to receiving an economy briefing or listings.

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☐ **If you stay in a local hotel, a non-availability statement is required from the RAF Croughton Lodging office** and if used, a copy of the Value Added Tax (VAT) Form. Reimbursement of VAT Form purchase cost is authorized. TLA reimbursement will be deposited in your designated bank account.

☐ **YOUR TLA CLAIM: Please provide 2 copies of orders including amendments, a paid Lodging receipt, and the completed landlord contact worksheet (TLA 10 day Increment Review Form).** Housing Management cannot process your claim without your supporting documents. A statement of non-availability of government quarters is required when staying in a hotel on the economy.

☐ **TLA (meal portion only) is authorized for members and dependents who lodge with friends or relatives, or Unaccompanied members temporarily assigned a First Sergeant Hospitality Room until permanent quarters are assigned.** The member must be actively seeking permanent housing.

☐ **I have read and fully understood this fact sheet. I acknowledge I have been briefed by Housing Staff on TLA entitlements.**

If you have additional questions, please contact the Housing Office TLA Specialist at DSN: 314-236-8951, commercial: 01280 708951 or via email: 422ces.ceac@us.af.mil

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