



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

02 FEB 2022

AMIM-DAG-ZA (420-1d2)

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY
GARRISON (USAG) DAEGU AND AREA IV INSTALLATIONS

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-36,
Temporary Lodging Allowance

1. References:

- a. Army Regulation 420-1, Army Facilities Management, 12 February 2008.
- b. Joint Travel Regulations (JTR), Chapter 9, 01 April 2018.
- c. Temporary Lodging Allowance for Uniformed Members Within the Republic of Korea, United States Forces Korea Regulation 37-57, 15 April 2010.

2. Purpose: To prescribe policy and procedures for all military personnel stationed at USAG Daegu.

3. The Housing Chief is the Temporary Lodging Allowance Manager and will ensure that Temporary Lodging Allowance is managed prudently. The Housing Chief shall employ good business practices to manage Temporary Lodging Allowance payments, to shorten the period of entitlement, and to reduce the amount payable when possible. The JTR authorizes up to 60 days of incoming Temporary Lodging Allowance and 10 days of outgoing Temporary Lodging Allowance. However, prudent practice of business, Temporary Lodging Allowance in excess of 30 days for Army Family Housing and 15 days for Unaccompanied Housing will be forwarded to the Garrison Commander for adjudication.

4. Service Members have no statutory or regulatory right to Temporary Lodging Allowance. Temporary Lodging Allowance is based on the non-availability of adequate housing, as determined by the Housing Office.

5. Temporary Lodging Allowance is designed to partially reimburse Service Members when it is necessary to occupy temporary lodging due to a permanent change of station or government directed renovation of quarters.

6. USAG Daegu may authorize Temporary Lodging Allowance up to 60 days to support a Service Member's permanent change of station or renovation, but a Service Member is not entitled to 60 days of Temporary Lodging Allowance.

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Temporary Lodging Allowance is based solely on the availability or non-availability of housing, as determined by the Housing Office and the Garrison Command.

7. Service Member who claim over 30 days of Temporary Lodging Allowance must submit a memorandum signed by the Company Commander that states the Service Member diligently searched for off post housing. Service Member must submit the exception to policy through the Housing Office to the Garrison Commander. The Garrison Commander approves Temporary Lodging Allowance claims over 30 days. Temporary Lodging Allowance extensions for personal reasons will be disapproved.

8. If concurrent travel is approved and Service Member arrives without dependents, Temporary Lodging Allowance begins with the arrival of the Service Member and counts towards the 30 and 60 day limit.

9. Temporary Lodging Allowance is not payable if the Service Member goes on emergency leave or permissive TDY unless Service Member has authorized dependents staying in temporary accommodations while PCS'ing into or out of Area IV. If Service Member is TDY or on emergency leave during in-processing or out-processing, the Service Member must list the TDY or emergency leave dates.

10. Unaccompanied Service Member are not entitled to Temporary Lodging Allowance if Unaccompanied Housing is available. Service Member (E7 and above) will receive up to 60 days of Temporary Lodging Allowance without an approved exception to policy. Outgoing Service Member (E7 and above) staying in SEQ and BOQ will receive only three days of Temporary Lodging Allowance without an approved exception to policy.

11. Temporary Lodging Allowance will be terminated immediately for the following reasons:

- a. Service Member fails to report to the Housing Office within 48 hours of arrival.
- b. Service Member fails to aggressively seek housing.
- c. Service Member refuses or delays occupancy of housing due to personal reasons.
- d. Service Member fails to process Temporary Lodging Allowance every fifteen days.

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12. The Service Member must submit an exception to policy concerning incoming or outgoing Temporary Lodging Allowance extensions in writing using the memorandum format obtained at the Housing Office front desk. The memorandum must be endorsed by the unit Commander. The Service Member must submit with enough time to allow for 7 to 10 business days of processing.

13. Government loaner furniture is available through the Furnishings Management Branch. If the Service Member needs kitchen items, the Service Member can contact the Lending Closet through Army Community Services.

14. Only Service Members can file and sign Temporary Lodging Allowance claims. Housing will not accept claims filed by the chain of command or family members.

15. After 30 days of Temporary Lodging Allowance, Service Members must submit an exception to policy to request the additional 30 days. The period of Temporary Lodging Allowance between 30 to 60 days is not automatic and is at the discretion of the Garrison Commander.

16. In bound Temporary Lodging Allowance will be given in 15-day increments, with the first 15 days being granted at the Housing Office level of authority with instructions to the Service Member that they must have a valid reason for any extensions. Any continuation of Temporary Lodging Allowance request needs to be submitted every 15 days to the Housing Office or they will be disapproved. Service Members residing in AFH/UH will be scheduled for termination inspection three (3) working days prior to PCS. Provided the SM clears AFH/UH at that time, TLA will be authorized for up to three (3) days. Housing unit must be cleared prior to the start of TLA. In addition, TLA will not be paid to Service Members assigned to Government housing, non-command sponsored Service Members, Service Members with another area's Command Sponsorship number, Service Members assigned to the Barracks and Service Members who decline adequate housing for personal reasons. Members who request an exception to policy have five (5) working days to submit an exception to policy or TLA stops.

17. The point of contact for this memorandum is the Chief of Housing at 763-4570.



BRIAN P. SCHOELLHORN
COL, AR
Commanding