



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-9001

AMIM-DAP (100)

MEMORANDUM FOR All Service Members Assigned or Attached to the United States Army Garrison Daegu, Area IV Installations

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #26-26, Temporary Lodging Allowances

1. References:

a. Financial Management Regulation, DoD 7000.14-R, Volume 7A, Chapter 68, February 2023.

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

4. Service members have no statutory or regulatory right to TLA. TLA 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. The Housing Office may authorize TLA 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 TLA. TLA is based solely on the availability or non-availability of housing, as determined by the Housing Office and the Garrison Command.

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7. If concurrent travel is approved and service member arrives without dependents, TLA begins with the arrival of the service member and counts towards the 30 and 60 day limit.

8. Temporary Lodging Allowance is not payable if the service member goes on emergency leave or permissive Temporary Duty (TDY) unless service member has authorized dependents staying in temporary accommodations while on a permanent change of station 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.

9. Unaccompanied service members (E6 and below) are not entitled to TLA. Unaccompanied service members (E7 and above) will receive up to 60 days of TLA without an approved exception to policy if housing is not available. Outgoing Unaccompanied service members (E7 and above) will receive 3 days of TLA without an approved exception to policy.

10. TLA 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 TLA every 15 days.

11. Service member must submit an exception to policy concerning incoming or outgoing TLA extensions in writing using the memorandum format obtained at the Housing Office front desk. The memorandum must be endorsed by the Company Commander. The service member must submit with enough time to allow for **7 to 10 business days of processing.**

12. Only service members can file and sign TLA claims. Housing will not accept claims filed by the chain of command or family members.

13. Inbound TLA 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 TLA request must be submitted every 15 days to the Housing Office or the request will be disapproved.

14. Service members residing in AFH and Senior Leader Quarters will be scheduled for termination inspection 3 working days prior to PCS. Housing unit must be cleared prior

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to the start of TLA. In addition, TLA will not be paid to 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.

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

JEFFREY D. NOLL
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