



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
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IMHW-ZA

12 May 2021

MEMORANDUM FOR All Permanent Party Military Personnel Assigned or Attached to United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-19, Temporary Lodging Allowance (TLA).

1. References.

a. DoD 7000, 14-R, Financial Management Regulation, Volume 7A, Chapter 68, 6804, December 2019.

b. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 February 2008, with Rapid Action Revision (RAR) Issue Date: 24 August 2012.

c. USPACOM Instruction 0614.5, J102, Subj: Temporary Lodging Allowance in Hawaii, 08 November 2013

d. Hotel and Motel Fire Safety Act of 1990, (Public Law No. 101-391, 25 Sep 90, as amended by PL No. 105-85, 18 Nov 97)

2. Applicability. This policy applies to all Permanent Party Military Personnel assigned or attached to United States Army Garrison, Hawaii (USAG-HI) Installations.

3. Policy. TLA is intended to partially pay for higher than normal expenses incurred by a Service member (SM) or dependent(s) when seeking permanent quarters while occupying temporary lodging. TLA may be authorized when the TLA authority determines it is mandatory that a Soldier and/or dependent occupy temporary lodging at personal expense.

4. Authorization of TLA

a. The Army Housing Office to include the Housing Services Office (HSO) and Unaccompanied Personnel Housing Office (UPH) are able to authorize TLA. There are many factors which impact eligibility for TLA and it is the claim recipient's responsibility to check with the Army Housing Office prior to making any TLA arrangements to avoid personal financial liability. TLA cannot be verbally authorized.

b. TLA memos will be issued in a maximum of ten (10) day increments.

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c. Documents required to authorize TLA are orders, Department of Army (DA) Form-31, flight itinerary, housing agreements and the Government Bill of Lading (GBL). Additional documents may be requested.

d. HSO maintains an up-to-date list of regularly inspected TLA approved hotels that are properly registered by the State of Hawaii to operate as Hotel / Transient Accommodations. An itemized lodging receipt, invoice or vendor statements will be required to verify lodging expenses for reimbursement. If a SM elects to reside in other than TLA approved lodging, the lodging must be properly registered by the State of Hawaii to operate as Hotel / Transient Accommodations for reimbursement.

(1) The daily TLA rate (ceiling) for lodging, meals and incidental expenses (M&IE) is calculated based on the number of eligible persons occupying Temporary Lodging.

(2) The TLA reimbursement depends on the actual expenses incurred at the temporary lodging. SM must keep itemized lodging receipts (daily cost of lodging, taxes, hotel taxes, etc.) to verify lodging expenses. If the lodging chosen exceeds TLA rates, SM will only receive reimbursement not to exceed lodging and M&IE ceiling.

(3) When temporary lodging has adequate cooking and eating facilities, the daily TLA rate for lodging does not change, but the M&IE amount is reduced by one half.

e. To claim M&IE only while staying with friends or relatives, SM must submit a statement to the HSO/UPH. The statement must be signed by SM host, include name and address, and confirm the SM is a guest. M&IE reimbursement while residing in the permanent residence is not authorized.

5. Arrival/Initial TLA

a. TLA cannot start prior to the date the SM signs into the Permanent Duty Station (PDS) from leave, travel or permissive temporary duty (PTDY) status. (See Table 19-1. TLA When Arriving At New PDS)

b. The SM is required to check in with HSO within five (5) calendar days after signing in to the PDS for instructions on TLA eligibility and responsibilities. The HSO is located at 215 Duck Road, Building 950, Schofield Barracks, HI 96857 or by email at: usarmy.schofield.usag.mbx.housing-services-office@mail.mil.

Table 19-1. TLA When Arriving At New PDS

SM with command sponsored dependent on orders or SM E6 and above	TLA may begin for the SM and command sponsored dependent on the arrival date located on the DA Form 31.
SM arrives before command sponsored dependent	TLA may begin for the SM on the arrival date located on the DA Form 31. If the command sponsored dependent arrives during the initial TLA period, the dependent will be added to the TLA. If the dependent arrives after the initial TLA period, an additional TLA period may be authorized based on a financial hardship calculation analysis. TLA may be issued for the SM and dependent. (Note: The SM is expected to have housing accommodations prior to the arrival of their command sponsored dependent.)
Command sponsored dependent arrives before SM	Before TLA payment, authorization or approval through the Secretarial Process is required for the dependent arrival in advance of the SM. TLA may begin the day the command sponsored dependent arrives to the PDS.
Dual military couple	TLA may begin on the arrival date located on the DA Form 31 of the SM who arrives first. TLA will also be issued if the spouse arrives during the authorized TLA period. If the spouse arrives after the initial TLA, an additional TLA period may be authorized based on a financial hardship calculation analysis. TLA may be issued for the dual military couple. (Note: The first arriving SM is expected to have housing accommodations prior to the arrival of their dual military spouse.)
SM E1 – E5 arrives with non-command sponsored dependent	A SM is not authorized TLA when he or she chooses not to use an available Government dining facility or available Government quarters because a non-command sponsored dependent is in the PDS vicinity.

6. Authorization Period for Arrival/Initial TLA

a. The SM will check in with HSO on day twenty (20) of TLA. The HSO will review the SM progress in obtaining permanent housing.

b. If the SM has not secured a valid on-post housing offer letter, lease or purchase agreement by the twentieth (20th) day of TLA, a housing accommodations search sheet

is required with 20 valid searches (at least one per day) showing an aggressive search for housing to continue arrival TLA up to thirty (30) days.

c. A housing agreement must be secured within 30 days from the start of the initial TLA with an availability date of occupancy no later than the sixtieth (60) day of the initial TLA. If housing is secured within 30 days with an occupancy date no later than 60 days, and the residence is located off post or with Island Palm Communities, additional TLA may be authorized based on the delivery of household goods to the residence. (Note: If housing is secured with Navy, Air Force or Marines Corps, TLA will end on lease start date, as government loaner furniture is available.)

d. The SM is free to choose and wait for the availability of any type of housing they desire to rent or purchase. A maximum of 30 days TLA may be issued if housing is not secured.

7. Departure TLA

a. Departure TLA may be authorized up to 10 days from the availability date on Permanent Change of Station (PCS)/Separation/Retirement orders as long as household goods are picked up and the SM is not on leave and is leaving the PDS vicinity. (See Table 19-2. TLA When Departing the PDS)

b. A SM who retires or separates from service and stays in the PDS and moves at a later date is not eligible for TLA.

Table 19-2. TLA When Departing the PDS

SM with command sponsored dependent or SM E6 and above depart PDS	Departure TLA may be authorized for SM and dependent up to 10 days from the availability date.
PCS orders have been issued and Dependent departs before the SM	If the residence has been terminated and the dependent departs before the SM, departure TLA is limited to five (5) days for the dependent. Upon departure of the SM at a later date, an additional 5 days of TLA may be authorized for the SM.
Dependent departs after the SM	Authorization or approval through the Secretarial Process is required before TLA can be authorized for dependent. Note: If the Secretarial wavier has expired, or the SM has reported for duty at the new PDS, TLA is not authorized.

Table 19-2. TLA When Departing the PDS (Continued)

Dual military couple	TLA may be authorized up to 10 days from the availability date on orders of the last departing SM. NOTE: If the dual military couple maintain separate households in the PDS vicinity, each SM is authorized TLA. Local lease agreements or housing terminations will be required.
SM E1 – E5 departs with non-command sponsored dependent	A SM is not authorized TLA when he or she chooses not to use an available Government dining facility or available Government quarters because a non-command sponsored dependent is in the PDS vicinity.
SM E5 and below with a Certificate of Non Availability (CNA)	Departure TLA may be authorized up to 10 days from the availability date on orders as long as household goods are picked up, the SM is not on leave and is leaving the PDS vicinity. SM must have a valid CNA.

8. Exception to Policy (ETP)

a. TLA ETP requests may be submitted in writing for circumstances that exceed the requirements specified in this policy. The Garrison Commander takes into consideration the daily amount of all payments and expenses received or will receive, including the Basic Allowance for Housing (BAH) (collected during the TLA period) before authorizing additional Arrival TLA beyond 60 days and Departure TLA beyond 10 days. The Garrison Commander may approve TLA for the number of days needed to prevent undue financial hardship to the SM during that period.

b. OCONUS COLA/TLA waiver is required for SM whose dependents remain in Hawaii because of the Soldier's TDY or Unaccompanied/Dependent Restricted Tour, including Soldiers participating in the Home Base Advance Assignments Program (HAAP) and desire to continue to receive OCONUS COLA, require an approved OCONUS COLA waiver from HQDA DCS, G-1 (see ALARACT Message 097/2016 or current policy). Station allowances based on the dependent's location in Hawaii, such as temporary lodging allowance (TLA), are authorized to continue without separate action. Other Soldiers must receive an approved overseas designated place from HQDA G-1 to receive dual OCONUS COLA upon in-processing. If the Soldier does not have an approved overseas designated place, the Soldier can apply; however, the authority is not retroactive to the date arrived at the new PDS and will be approved the date received at the HQDA G-1.

9. This instruction has been reviewed in accordance with DoDI 5154.31, Volume 5, dated 8 Oct 15, as Allowances File #21001.

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10. This policy supersedes Policy Memorandum USAG-HI-19, Temporary Lodging Allowance (TLA), dated 25 July 2018 and remains in effect until rescinded or superseded in writing.

11. The point of contact for this memorandum is the Chief, Army Housing Office, at (808) 655-7396.

DANIEL MISIGOY
COL, LG
Commanding

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