



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

MAY 08 2020

SUBJECT: US Army Garrison Hawaii (USAG-HI) Temporary Policy Letter #06 - Temporary Operations for Inbound and Outbound Temporary Lodging Allowance (TLA).

1. References.

a. Deputy Secretary of Defense Memorandum, Subject: Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019.

b. Office of the Governor State of Hawaii, Seventh Supplementary Proclamation of May 5, 2020.

c. General Order Relating to Governor Ige's Third Supplementary Proclamation (Stay Home Proclamation).

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

e. Policy Memorandum, US Army Garrison Hawaii-19, Temporary Lodging Allowance (TLA).

2. Purpose: Establish a temporary policy for Temporary Lodging Allowance (TLA) due to COVID-19.

3. Applicability: All Army Personnel Assigned or Attached to United States Army Garrison, Hawaii (USAG-HI) Installations.

4. Authorization of Arrival TLA

a. When a Soldier/Family signs in to US Army Garrison Hawaii, TLA may be authorized. While on TLA, Soldiers will be required to search and secure housing within 45 days of arrival. The 45 day timeline includes 14 days for Restriction of Movement (ROM), and 30 days to search for housing. If housing is secured within 45 days of arrival, up to 60 days of TLA may be authorized depending on the move in date and the delivery of household goods to the residence.

(1) During ROM, house hunting can be accomplished via online searches, phone calls, etc.

(2) To adapt to changing times, on-post housing, off-post housing landlords, property managers and realtors are showing properties virtually or practicing social distancing and cleaning recommendations. All proper safeguards should be observed, including the six-foot social distancing rule as well as wearing a cloth face covering.

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(3) Soldiers are discouraged from signing a lease agreement or purchase contract sight unseen. Upon completion of ROM, the Housing Office recommends Soldiers physically visit and inspect the home prior to signing a housing contract to ensure livability and adequacy.

(4) Per the Hawaii Governor's Proclamation, 5 May 2020, real estate services are considered an essential business; travel to and from these businesses is authorized. The US Army has a mission of national defense. Personnel must get settled at their new duty station in order to perform their jobs and execute vital functions of national defense.

5. Authorization for Departure TLA

a. To prevent undue hardship to the Soldiers and Family members who were residing in hotels on Departure TLA when the stop movement order was published, the Garrison Commander signed a memo extending their Departure TLA entitlement until 11 May 2020 or until the stop movement restrictions are lifted.

b. The command encourages all departing Soldiers to retain their residence until the stop movement order is lifted or they have an approved Exception to Policy (ETP) to continue Permanent Change of Station (PCS) travel.

(1) Departure TLA may be authorized up to 10 days from the availability date on PCS orders as long as household goods are picked up and the Soldier is not on leave.

(2) Soldiers who have Expiration-Term of Service (ETS) or Retirement orders, the stop movement order does not apply and Departure TLA is given 10 days from the availability date, as long as household goods are picked up and the Soldier is not on leave.

6. An ETP for TLA may be submitted for extenuating circumstances. The TLA Authority takes into consideration the daily amount of all payments and expenses received to date and potential for financial hardship before authorizing additional TLA.

7. If there are any questions contact the Chief, Housing Division Mr. Clyde Sage at (808) 655-7396 or via email at clyde.e.sage.civ@mail.mil.



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Commanding