



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
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09 FEB 2024

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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, February 2023

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

c. United States Indo Pacific Command Instruction 0614.5, J102, Subj: Temporary Lodging Allowance in Hawaii, 23 March 2023

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) and command sponsored dependent(s) when occupying temporary lodging while seeking permanent quarters. TLA may be authorized when the TLA Authority determines it is mandatory that a SM and/or dependent occupy temporary lodging at personal expense.

4. Authorization of TLA

a. The Military Housing Office is able to authorize TLA on behalf of the TLA Authority. There are many factors which impact eligibility for TLA and it is the claim recipient's responsibility to check with the Military 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 fifteen (15) day increments.

c. Documents required to authorize TLA are orders, Department of Army (DA) Form-31, flight itinerary, housing agreements, housing terminations, 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 statement 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. Initial TLA

a. TLA is not authorized prior to the date the SM signs into the Permanent Duty Station (PDS) from leave, or when SM is traveling or on permissive temporary duty (PTDY). (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@army.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 E6 and above arrives before command sponsored dependent	TLA may begin for the SM on the arrival date located on the DA Form 31. If the dependent arrives during the initial TLA period or obtains command sponsorship, the dependent will be added to the TLA. If the dependent arrives after the initial TLA period, additional TLA may be authorized for the SM and dependent based on a financial hardship calculation analysis. NOTE: The SM is expected to have housing accommodations if arrival of their command sponsored dependent occurs after the initial TLA period.
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 E6 and above	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 initial TLA period. If the spouse arrives after the initial TLA period, additional TLA may be authorized for the dual military couple based on a financial hardship calculation analysis. NOTE: The first arriving SM is expected to have housing accommodations if arrival of their dual military spouse occurs after the initial TLA period.
Dual military couple E5 and below	TLA may begin on the arrival date located on the DA Form 31 if the SM <u>arrives</u> with their dual military spouse. SMs who arrive separate of each other, will be assigned to the barracks until dual military spouse arrives to PDS.
SM E1 – E5 arrives with non-command sponsored dependent	A SM is not authorized TLA when he or she chooses to not 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 Initial TLA

a. The SM will check back 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 within 20 days of TLA, a housing accommodations search sheet is required with 20 valid searches (at least one per day) showing an aggressive search for housing. The housing accommodations search sheet is justification for a one (1) time extension of ten (10) TLA days.

c. A total of 30 days Initial TLA may be authorized depending on the residence move in date. If more than 30 days in temporary lodging is needed due to the residence move in date, a financial hardship calculation analysis will be completed which will include the BAH collected after 30 days of Initial TLA. (See Section 8. Additional TLA)

d. If housing is secured on-post TLA will end on the lease start date or day 30 of TLA, whichever occurs first. Loaner furniture is available on-post and will be placed in the on post residence on move in date. If housing is secured off post, TLA may be authorized up to the lease start date, purchase agreement closing date, delivery date of household goods to the residence, or day 30 of TLA, whichever occurs first. SM may seek an inconvenience claim through the transportation office for delayed delivery of household goods if applicable/eligible. In all cases, if more than 30 days in temporary lodging is needed, a financial hardship calculation analysis will be completed which will include the BAH collected after 30 days of TLA. (See Section 8. Additional TLA)

e. The SM is free to choose and wait for the availability of any type of housing they desire to rent or purchase.

(1) If two (2) on-post homes are declined, a maximum of 30 TLA days will be issued. An exception to policy for additional TLA will not be considered. (See section 9. Exception to Policy)

(2) If SM has not secured a housing agreement within 30 days from the start date of Initial TLA, a maximum of 30 TLA days will be issued. Unavailability of on post housing is not a justification for TLA past 30 days. (See section 9. Exception to Policy)

7. Departure TLA

a. Departure TLA may be authorized up to 10 days from the availability date on Permanent Change of Station (PCS)/Separation (ETS)/Retirement orders as long as household goods are picked up, 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.

c. When the authorized Departure TLA period has begun and the actual departure is delayed through no fault of the SM or dependent, a financial hardship calculation analysis will be completed to determine if additional TLA can be authorized. The financial hardship

calculation analysis will include the BAH collected after 10 days of Departure TLA. (See Section 8. Additional 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 command sponsored 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.
Command sponsored 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 waiver has expired, or the SM has reported for duty at the new PDS, TLA is not authorized.
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 to not 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. Additional TLA up to 60 days of Initial TLA and 20 days of Departure TLA

a. A financial hardship calculation analysis will be used to determine the requirement for additional TLA greater than 30 days of Initial TLA and greater than 10 days of Departure TLA. Financial hardship calculation analysis will be provided to the Service member.

b. The financial hardship calculation analysis will consider the daily amount of all of the following payments and expenses before authorizing additional TLA:

- (1) The amount of TLA the Service member has received or will receive;

(2) Current and estimated expenses for temporary lodging;

(3) The Basic Allowance for Housing (BAH) authorized to include BAH received for dual military Service members.

c. The Chief, Military Housing Office may approve TLA only for the number of days needed to prevent undue financial hardship to the SM based on the financial hardship calculation analysis. Additional TLA greater than 60 days of Initial TLA and 20 days of Departure TLA must be requested through the exception to policy process. (See section 9. Exception to Policy)

d. The Military Housing Office will advise SM of the limitations on the number of authorized TLA days for Initial or Departure TLA, and the requirement to request a TLA extension to the Garrison Commander, USAG-HI through the Chief, Housing Division.

9. Exception to Policy (ETP) for TLA greater than 60 days Initial TLA and 20 days Departure TLA

a. TLA exception to policy requests will be submitted in writing for circumstances that exceed the requirements specified in this policy. Exception to policy requests for additional TLA must include all applicable documentation when submitted and the justification must establish the need for additional TLA. A financial hardship analysis will be used to determine the requirement for additional TLA. The Garrison Commander may approve additional TLA for the number of days needed to prevent undue financial hardship.

b. Exceptions to policy for the following reasons will not be considered:

(1) SM declined two (2) adequate on-post housing offers.

(2) SM has not secured housing within 30 days from the start of initial TLA.

(3) SM has purchased a home and is requesting more than 60 days TLA.

(4) SM requests exclusion of BAH collected while on TLA.

(5) SM is awaiting household goods arrival and is renting on post.

(6) SM requests TLA exception more than 90 days after occupying housing.

(7) SM requests resubmittal of exception to policy after the Garrison Commander has rendered a decision on initial request for an exception to policy.

c. OCONUS COLA/TLA waiver is required for SM whose dependents remain or arrive in Hawaii because of the SM's TDY or Unaccompanied/Dependent Restricted Tour, including SMs participating in the Home Base Advance Assignments Program (HAAP) and desire to

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continue to receive OCONUS COLA, require an approved OCONUS COLA waiver from Human Resources Command (HRC) (see ALARACT Message 011/2022 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 SMs must receive an approved overseas designated place from HQDA G-1 to receive dual OCONUS COLA upon in-processing. If the SM does not have an approved waiver, the SM 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 HRC. Submit requests for consideration of a waiver via email to usarmy.knox.hrc.mbx.tagd-bahwaivers@army.mil.

10. This instruction has been reviewed in accordance with DoDI 5154.31, Volume 5, dated 8 Oct 15, as Allowances File #24001.

11. This policy supersedes Policy Memorandum USAG-HI-19, Temporary Lodging Allowance (TLA), dated 26 September 2022 and remains in effect until rescinded or superseded in writing.

12. The point of contact for this memorandum is the David Reynolds, Chief, Military Housing Office, at (808) 655-7396 or by email at david.a.reynolds36.civ@army.mil.



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