



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

AMIM-HMP-H

2021.09.13

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #30, 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. USFK Regulation 37-57, Temporary Lodging Allowance for Uniformed Members within the Republic of Korea, 15 April 2010.

2. Applicability. This policy applies to all Permanent Party Military Personnel assigned or attached to United States Army Garrison-Humphreys.

3. Policy. TLA is intended to partially reimburse 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 SM and/or dependent occupy temporary lodging at personal expense.

4. Authorization of TLA:

The TLA manager for the area will ensure that TLA is managed prudently. The TLA manager shall employ good business practices to preclude the necessity for payment of TLA, to shorten the period of entitlement, and to reduce the amount payable. TLA rate is paid at the members assigned Permanent Duty Station (PDS) only. If member stays at any other location, TLA expenses will be at members own expense.

a. The Army Housing Office to include the Housing Services Office (HSO) and Unaccompanied Housing Office (UH) 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.

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b. TLA memos will be issued with an initial maximum of fifteen (15) day increments for Command Sponsored families. Unaccompanied personnel will receive an initial three (3) days if being assigned to Senior Leader Quarters (SLQ). If authorized, Certificate of Non-Availability (CNA) to reside off post, this will be increased to fifteen (15) days.

c. Documents required to authorize TLA are permanent change of station (PCS) orders and Department of Army (DA) Form-31/installation outprocessing checklist. Additional documents may be requested.

d. An itemized, zero-balance, paid lodging receipt or invoice will be required to verify lodging expenses for reimbursement.

(1) The daily TLA rate (ceiling) for lodging and 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 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 rather 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/UH. 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 PDS from leave, travel or permissive temporary duty (PTDY) status.

b. The SM is required to check in with HSO within forty eight (48) hours after signing into the PDS for instructions on TLA eligibility and responsibilities. The HSO is located at Building 6400, third floor of Maude Hall, Rm X301 or by email at: usarmy.Humphreys.imcom-korea.list.usag-Humphreys-housing@mail.mil.

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6. Authorization Period for Arrival/Initial TLA:

a. TLA memos will be issued with an initial maximum of fifteen (15) day increments for Command Sponsored families, five (5) days for In-processing through 8th Army Program of Instruction (POI) plus ten (10) days initial TLA. Unaccompanied personnel will receive an initial three (3) days of TLA if being assigned to SLQ. If authorized CNA to reside off post, this will be increased to fifteen (15) days. TLA beyond the initial increment will be authorized based on the SM's individual justification.

b. If the SM has not secured a valid on-post housing offer letter, lease or purchase agreement by the fifteenth (15) day of TLA, the Housing Office Off Post Search List is required, reflecting SM has been **aggressively seeking** housing to continue initial TLA up to sixty (60) days. Subsequent TLA will be issued in ten (10) day increments and will require a separate Housing Office Off Post Search List for each additional ten (10) day submission.

7. Departure TLA:

a. Departure TLA may be authorized up to ten (10) days from the availability date for those issued CNA's on 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. SMs residing in Army Family Housing (AFH)/SLQ's will be issued three (3) days outbound TLA. Outbound TLA beyond ten (10) days will require an Exception to Policy (ETP).

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

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 may approve TLA for the number of days needed to prevent undue financial hardship to the SM during that period.

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

10. This policy supersedes any other previous policies and remains in effect until rescinded or superseded in writing.

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11. The point of contact for this memorandum is the Chief, Housing Division, at 757-2671.



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