



# USAG ITALY

## In-Processing Packet

USAG Italy Housing Office  
Directorate of Public Works, Housing Division





US Army Garrison - Italy  
Department of Public Works  
Housing Division



**HOUSING – Virtual INPROCESSING – SERVICE MEMBERS**

**IMPORTANT**

What you need to do: **TLA + Italian CODICE FISCALE**

After Day-1 Briefing, and before report to Housing Office (within 2 working days from your arrival), in order to correctly process your Temporary Lodging Allowance (TLA) and CODICE FISCALE,

**you MUST provide the following info and documents via E-MAIL**

**e-MAIL TO:** [usarmy.usag-italy.id-europe.mbx.housing-division@army.mil](mailto:usarmy.usag-italy.id-europe.mbx.housing-division@army.mil)

**Subject:** **#SM's Last name, middle, first name# - inprocessing**

**Text:**

- CMR:
- PO BOX:
- ACCOMPANIED: Y/N
- PLACE OF BIRTH:
- TLA/first night in hotel+ (mm/dd/yyyy)
- Dependents (if applicable): nr
- Phone number:
- Personal e-mail:



*In-processing*

**mail-text**

**ATTACHMENTS (PDF):**

- **ORDERS**
- **TLA - APPENDIX "C" – signed** (Entire doc. – 3 pages)
- **CAC** (back and front)

**attachments**

Make sure that ALL THE REQUIRED files are attached and readable/complete

**SAVE YOUR TIME and HELP US provide you with the best service possible!**

## APPENDIX C

### TLA INFORMATION SHEET

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#### Temporary Lodging Allowance Information Sheet for Servicemembers

1. This sheet provides local requirements and regulatory provisions to help you claim temporary lodging allowance (TLA). Failure to comply with this policy could result in your not receiving TLA or having your TLA eligibility terminated early.
  2. TLA partially reimburses you for—
    - a. Expenses while in temporary lodging (including transient facilities).
    - b. The cost of meals.
  3. TLA is based primarily on permanent change of station (PCS) moves and nonavailability of Government quarters (other than transient facilities) or private rental housing. Servicemembers (SMs) must also check the availability of transient facilities. If available Government transient facilities are available and not used, TLA lodging reimbursement is limited to the Government-quarters cost. To be eligible for TLA, you must occupy temporary lodging (such as hotels or transient quarters). Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. Paragraph 13 explains TLA when concurrent travel to a private address was approved.
  4. You must report to the housing management office (HMO) within 2 workdays after you report to your permanent duty station (PDS) to register for permanent housing. On receipt of your PCS orders, you must contact the HMO for instructions. Local conditions and PCS departure dates dictate when you have to confirm pickup of household goods.
  5. TLA is measured in calendar days.
  6. The HMO will inform you of the availability of Government quarters and suitable or adequate private rental housing.
    - a. You are not required to seek private rental housing if permanent Government quarters will be available within 60 days (90 days if concurrent travel to Government quarters was approved). You may report to housing at your convenience for certification and approval of your TLA claim.
    - b. The HMO will help you find suitable private rental housing when Government quarters will not be available within 60 days (90 days if concurrent travel to Government quarters was approved). You—
      - (1) Must aggressively seek private rental housing on your own.
      - (2) Must report to the HMO every 15 days to verify that you have been seeking private rental housing.
      - (3) May need to provide a record of the addresses you visited while seeking private rental housing.
    - c. Unit commanders are required to allow SMs time to look for housing.
  7. TLA is limited to 60 days after arrival at the PDS and 10 days before departure. Exceptions may be granted for certain circumstances (para 9). The 10-day and 60-day periods are not automatic periods.
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**Figure C-1. TLA Information Sheet**

8. You must file TLA claims in 15-day increments, except for final claims. Final claims may be for less than 15 days. You must submit claims to the housing and finance offices on the 1st workday after the last day of the TLA claim period.

9. Under certain circumstances, TLA may be extended for more than 60 days after arrival and for more than 10 days before departure. The HMO will provide instructions when an extension is necessary. (AE Reg 37-4/CNE-CNA-C6F Inst 7210.2J/USAFE-AFAFRICA Inst 65-104, app B, provides more information)

10. You must have the following documents to file a TLA claim:

a. Three copies of a statement substantiating TLA payment. Figure C-2 in AE Regulation 37-4/CNE-CNA-C6F Instruction 7210.2J/USAFE-AFAFRICA Instruction 65-104 prescribes the format for this statement. The HMO may give you blank statements to file a claim.

b. Lodging receipts for the period of the claim.

c. One copy of the PCS orders, including amendments, for the first claim and the first extension.

d. Statement of nonavailability (depending on local requirements).

e. A list of private rental housing addresses visited (if told to seek housing aggressively). The list must include the reasons for nonacceptance and must be verified by the HMO.

f. Other receipts, as applicable.

11. TLA will end when you—

a. Refuse to occupy available adequate Government or private rental housing.

b. Enter into a lease or mortgage, or the day before you occupy permanent Government quarters. In any case, TLA must stop the day household goods are delivered (DODFMR, Vol 7A, chap 68, para 680406).

c. Do not occupy temporary lodging at personal expense.

d. Fail to comply with regulatory requirements.

e. Request late delivery of household goods for personal reasons.

f. Fail to seek private rental housing aggressively when required.

g. Request to be bypassed on the quarters list for personal reasons.

h. Vacate permanent quarters prematurely for personal reasons.

i. Delay or fail inspection of Government quarters for personal reasons (not an emergency).

j. Delay port call or airline reservations for personal reasons (not an emergency).

k. Vacate quarters because of early return of dependents.

l. Go on leave outside the country of assignment.

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### **Figure C-1. TLA Information Sheet—Continued**

m. Are offered single quarters when the TLA eligibility is based on nonavailability of bachelor quarters and seek Family quarters to accommodate non-command-sponsored dependents.

n. Refuse private rental housing because the housing is not large enough for your furniture or pets, or the housing is not in your preferred school district.

12. When you or your dependents reside with friends or relatives (that is, when lodging is provided by friends or relatives) while you are actively seeking permanent lodging for yourself and are authorized TLA, the reduced (one-half) meals- and incidental-expenses amount based on cooking facilities does not apply (according to DODFMR, Vol 7A, chap 68, para 680603, subpara D).

13. If you and your dependents had concurrent travel and the PCS move was approved to an address of private housing that is leased, rented, or owned by you, by your relatives, or by your friends, the following applies:

a. You may be authorized TLA for the period between the time of your arrival (date reporting to the PDS) and the availability of prearranged housing. Eligibility must be kept to a minimum and should normally not exceed 15 days.

b. You may be authorized TLA when the respective private rental address is not within the commuting distance of the duty station and a statement of nonavailability of single quarters is issued.

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### **Figure C-1. TLA Information Sheet**

## **TERMS**

### **Aggressively seek housing**

To actively look for housing offers. This includes pursuing housing management office referrals as well as available advertisements. The minimum number of documented visits required to secure permanent housing for each 15-day increment of temporary lodging allowance reimbursement is as follows:

- ✓ First 15-day increment: three dwellings
- ✓ Each subsequent 15-day increment: six additional dwellings.

### **Suitable housing / adequate quarters**

Permanent government quarters that meet or exceed the standards prescribed by applicable service directives. This definition includes Government-leased Housing. It also includes private rental housing that-----

- ✓ Has enough bedrooms to meet Family size and composition as outlined in Service directives
- ✓ Is within commuting distance of the duty station as outlined in Service directives.
- ✓ Has an average total monthly cost that does not exceed the maximum allowable housing-cost criteria.
- ✓ Is structurally sound and does not pose a safety or health hazard.
- ✓ Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system (where the climate requires one)

**Date:**

**Service Member's rank, full name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**AR 420-1 para 3-23:**

***Adequacy of off-post housing for permanent party personnel.***

(1) *Assessment of housing.* In the case of off-post housing for PP personnel, there are 2 distinct assessments.

(a) *Acceptability (or suitability).* This refers to the resident's perception of how well the housing unit meets his or her housing needs.

(b) *Adequacy.* This refers to the housing manager's appraisal of how well the housing unit conforms to criteria established to identify housing units that will meet the need for properly housing Soldiers and their Families. The number of adequate housing units is entered in the housing analysis and is used to develop housing requirements data for housing master plans (see sec XIV of this chapter).

***Determination of adequacy.***

(a) The determination of the adequacy of rental housing in local communities is a key factor in identifying housing. Units will be considered adequate if they meet the criteria in paragraph 3-23c (3), unless the commander determines that the location involves excess travel time in mission essential situations.

(b) When a Soldier living off post reports unacceptable housing conditions, that housing is inspected by the housing office using the criteria in this regulation (excluding bedroom count, cost, and distance). If the housing office verifies the Soldier's report, that housing is not counted as an asset against housing requirements.

***Criteria for adequacy.***

(a) *Location.*

1. The one-way distance from the housing unit to the installation is within 1 hour commute by privately-owned vehicle during normal commuting hours, or within other limits to satisfy mission requirements.
2. The housing unit is not in an area, subdivision, or housing complex designated by the garrison commander as not acceptable for reasons of health or safety.

(b) *Cost.* For making programming and/or acquisition decisions, the average total monthly cost must not exceed the amounts established by OSD. Total monthly cost includes rent, utilities (except costs reimbursed by the move-in housing allowance (OCONUS) and telephone which is paid by the resident), and other operating costs. Other operating costs include lease required real property insurance, lease required repair fees, a prorated portion of any renter paid real estate agent fee (where customary), and the average monthly cost of any stove or refrigerator provided by the renter in the absence of either landlord-furnished appliances or Government-furnished appliances (OCONUS).

(c) *Condition.* The housing unit must—

1. Be a complete unit with private entrance, bath, and kitchen for sole use of its residents. It must be so arranged that both kitchen and bedrooms can be entered without passing through bedrooms.

2. Be well maintained and structurally sound. It must meet applicable codes and not pose a health, safety, or fire hazard.
3. Have hot and cold running potable water. In some foreign areas, construction/building standards for community housing do not provide for potable running water. In such cases, hot and cold running water will be provided and a continuous supply of potable water will be made available.
4. Have a shower or bathtub, lavatory, and a flushcube toilet in the primary bathroom.
5. Have a permanently installed, adequately vented, heating system where the climate requires one and have air conditioning (AC) if on-post housing is authorized to be air conditioned.
6. Have adequate electrical service for normal electrical equipment and lighting.
7. Have cabinets in the kitchen, space and connections for a stove and refrigerator, and space for food preparation.
8. Afford convenient access to parking.
9. Have convenient access to roadways and sidewalks.
10. Have smoke detectors installed and properly operating per state and/or local regulations, laws, or codes. (For purposes of housing requirements analysis, lack of a smoke detector will not cause a requirement for construction of additional on-post housing.)
11. Have connections for a washer and dryer or access to laundry facilities on the premises.
12. Have adequate sanitary and sewage disposal facilities.

*(d) Size.* Table 3–6 lists minimum areas for DUs. Only in unusual cases, however, will units be declared inadequate solely because of insufficient floor space. This applies especially to mobile homes.

#### **AR 420-1 - Table 3–6**

Minimum net floor area per Family housing dwelling unit (see notes 1 and 2)

Number of bedrooms: 1

Space (SF): 550 (net) / 682 (gross)

(SM): 51 (net) / 63 (gross)

Number of bedrooms: 2

Space (SF): 750 (net) / 930 (gross)

(SM): 70 (net) / 86 (gross)

Number of bedrooms: 3

Space (SF): 960 (net) / 1190 (gross)

(SM): 89 (net) / 111 (gross)

Number of bedrooms: 4 or more

Space (SF): 1190 (net) / 1476 (gross)

(SM): 111 (net) / 137 (gross)

Notes:

1 Space criteria are based on OMB Circular A-45.

2 For construction sizing benchmarks, see DA Pam 420-1-1.

*(Resident-owned housing. All resident-owned housing will be considered adequate.*