Temporary Lodging Allowance (TLA)
KMC & BMC Information Guide

TLA helps offset the cost of **temporary lodging, meals, and incidentals** for Service Members (SMs) and command-sponsored dependents when arriving at or departing from a Permanent Duty Station (PDS) **outside the continental U.S. (OCONUS)**, including **Kaiserslautern (KMC)** and **Baumholder (BMC)**.

General TLA Overview

✅ **Authorized Duration**
- **Arrival TLA**: Up to **60 days**, reviewed in **15-day increments**.
- **Departure TLA**:
  - **KMC**: Up to **10 days** prior to port call.
  - **BMC**: Up to **10 days** (private rental) or **3 days** (government quarters cleaned by contractor).

✅ **Eligibility**
- Must report to the **Housing Office** within **2 working days** of arrival.
- Must actively seek **permanent housing**.
- Only **command-sponsored dependents** count toward with-dependent rates.

✅ **Calculation Method**
- Based on:
  - **Actual lodging costs** (capped by per diem)
  - **Meals & Incidental Expenses (M&IE)**
  - **Family size multipliers** (e.g., 100% for one dependent, 35% per child over 12, 25% under 12)

✅ Use the official calculator: DTMO TLA Calculator

KMC-Specific Instructions

- **Housing Search Requirements**:
  - View a minimum of **3 dwellings** in the first 15 days.
  - View a minimum of **6 additional dwellings** for each subsequent 15-day period.
  - Submit a **rental contract within 30 days**.
  - Provide a **landlord contact sheet** with reimbursement request.
- **Departure Process**:
  - Submit **30-day termination notice** to landlord.
  - Schedule **pre- and final inspections**.
  - Coordinate **utility shutoff** and **FMS furniture pickup**.
- **Military Family Housing (On-Base)**:
  - Schedule **pre-inspection 40+ days prior to departure**.
  - Lodging entitlement: **3 nights prior to port call**.
  - Final inspection required before clearing VMPF.
- **Lodging Procedure**:
  - Call **on-base lodging first** (DSN: 480-4920).
  - If unavailable, request a **Statement of Non-Availability (SNA)**.
  - TLA is **not authorized** outside PDS or if taking leave outside Germany or retiring/separating locally.
- **Claim Submission**:
  - Email all claim items to **KMCHousing@us.af.mil**:

- Completed **Outbound TLA Form**
- **Itemized lodging receipts**
- **SNA** (if applicable)
- **VAT Form** (if used)

BMC-Specific Instructions

- **Lodging**:
  - Primary lodging: **Lagerhof Inn Army Lodging (Smith Barracks)**.
  - If unavailable, obtain **SNA** for off-post lodging.
- **Housing Search Requirements (Private Rental)**:
  - View **3 dwellings** in first 15 days.
  - View **6 additional dwellings** for each subsequent 15-day period.
  - Submit a **rental contract within 30 days**.
  - Provide a **housing search log** with reasons for non-acceptance.
- **Claim Filing**:
  - Incoming: File claims in **15-day increments**.
  - Outgoing: File claims in **10-day increments or less**.
  - Submit claims on the **first workday after the last day of the claim period**.
- **Termination Triggers**:
  - Refusing available quarters.
  - No-show for **loaner furniture delivery**.
  - Signing lease for unavailable or uninspected home.
  - Personal preferences (e.g., pets, furniture, school districts) are **not valid reasons**.

Contact Information

Community	Office	Phone	Email
KMC	Ramstein Housing	DSN 489-6671	KMCHousing@us.af.mil
BMC	Baumholder Housing	DSN 531-2978 / 2996	usarmy.rheinland-pfalz.id-europe.list.usag-rp-housing-division@army.mil
FMS (KMC)	Furnishings Management	DSN: 489-6001	86CES.FMS@us.af.mil
FMS (BMC)	Furnishings Management	DSN 531-2978 / 2996	

WARNING: Avoid Unaffiliated TLA Offers

🚫 **Do NOT engage with private sponsorship groups or unaffiliated organizations offering "special TLA deals."**

These offers are **not endorsed** by the U.S. Army or Air Force and may result in **financial loss or denial of reimbursement**.

✅ Always verify lodging arrangements through:

- Your **official sponsor**
- The **Housing Office**
- **Army Lodging (Lagerhof Inn)** or **Ramstein Lodging**

***Sources: Title 37 U.S.C. § 405** – Governs station allowances; **DoD Financial Management Regulation (FMR)** – Volume 7A, Chapter 68 Download PDF; **Joint Travel Regulations (JTR)** – Chapter 9, View JTR; **Army in Europe Regulation (AER) 37-4** – Appendix D: Local TLA guidance*