



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

AMIM-AKP-H

JAN 18 2022

MEMORANDUM FOR All Permanent Party Military Personnel Assigned or Attached to Duty at Fort Wainwright Alaska

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

1. References:

- a. DoD 7000.14-R, Financial Management Regulations (FMR), Volume 7A, Chapter 68, paragraph 6804, Temporary Lodging Allowance, February 2021.
- b. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 February 2008, with Rapid Action Revision (RAR) issued 24 August 2012.
- c. Alaskan Command TLA Authority Delegation and Guidance, 19 April 2020.

2. Applicability: This policy applies to all permanent party Army personnel assigned to duty at Fort Wainwright, AK who are eligible for TLA in accordance with references 1.a. and 1.b.

3. Policy: TLA is intended to partially pay an individual for higher than normal expenses incurred during occupancy of temporary lodging OCONUS. TLA may be authorized when the TLA authority determines it is mandatory that a Service Member and/or dependents occupy temporary lodging at personal expense. (NOTE: The Service Member is still receiving Basic Housing Allowance for Housing (BAH) in conjunction with TLA).

4. Definitions:

- a. Arrival TLA: Authorized for up to 30 days from the date of the Soldier's sign-in to the Permanent Duty Station (PDS) and not to exceed 60 days (encl 1).
- b. Departure TLA: Authorized up to 10 days prior to the leave date on the DA Form 31 (encl 3).
- c. Interim TLA: Authorized during pre-deployment (10 days) and redeployment (30 days) with orders.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

d. **Emergency TLA:** The Chief, Housing Division, will determine that the Soldier must vacate permanent government quarters/private sector/on post housing in the PDS vicinity.

e. **Special Conditions TLA:** The Chief, Housing Division, will determine TLA authorization for special conditions as determined in the FMR (encl 2).

5. **Authorization of TLA:**

a. TLA is authorized under the following circumstances:

(1) After reporting for duty and signing in from Permanent Change of Station (PCS) leave in compliance with the PCS authorization (encl 1).

(2) Upon receipt of a Secretarial waiver allowing dependents to reside at the PDS while the Soldier is assigned elsewhere.

(3) Under Special Conditions (encl 2).

(4) Upon departure in compliance with PCS authorization (encl 3).

(5) Any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking or awaiting government quarters/private sector/on-post privatized housing.

b. TLA is not authorized under the following circumstances:

(1) Any day a Soldier or authorized dependents are not in the PDS area.

(2) Any day a Soldier is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek or while awaiting government quarters/private sector/on-post privatized housing. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable.

(3) For personal convenience.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

6. Responsibilities:

a. The Garrison Commander will:

- (1) Designate the Chief, Housing Division, as the TLA administrator.
- (2) Be the approval authority for TLA requests (may not be further delegated) for:
 - (a) Greater than 60 days for incoming personnel.
 - (b) Greater than 10 days for departing personnel.
- (3) Be the appeal authority for TLA Exceptions to Policy (ETP).

b. The Chief, Housing Division, will:

- (1) Serve as the TLA administrator for day-to-day operations.
- (2) Determine the need for a Soldier to occupy temporary lodging.
- (3) Follow TLA procedures prescribed by the FMR and this policy memorandum. If there is a conflict between this policy memorandum or other publications and the FMR, the FMR takes precedence.
- (4) Submit recommendations to improve TLA management to the Garrison Commander.
- (5) Be the approval authority for TLA extension requests for:
 - (a) Up to 60 days for incoming personnel, and under special conditions.
 - (b) Up to 10 days for departing personnel.
 - (c) 30 days redeployment.
 - (d) 10 days pre-deployment.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

(6) Promptly submit ETP requests to the Garrison Commander.

c. The Housing Services Office (HSO) and Unaccompanied Housing (UH) Office will:

(1) Ensure the Soldier understands they are responsible for seeking permanent housing and failure to comply with this policy memorandum may result in early termination of TLA. The Soldier must receive this information during In/Out Processing briefings.

(2) Provide the Soldier their TLA authorization memorandum for Finance.

(3) Maintain accurate records to ensure the Soldier aggressively seeks permanent housing.

(4) Assist Soldiers with completion of necessary documents to support TLA claims or establish eligibility for housing or quarter's allowance when TLA ends.

(5) Ensure extension requests are valid and meet the minimum requirements for authorization in the FMR and this policy memorandum.

(6) Promptly process TLA extension requests (ETP).

(7) Ensure private rental housing is not vacated prematurely.

(8) Maintain housing forecast and availability data (as mission permits) as required.

(9) Monitor the local market and promptly give the Soldier or their dependents current information on suitable available private rentals (as mission permits).

(10) Inspect hotel facilities and provide Soldiers and Families a list of TLA approved hotels (properly registered by the State of Alaska to operate as Hotel/Transient Accommodations).

(11) Assist the Soldiers in obtaining permanent housing.

(12) Determine whether cooking facilities available for Soldiers in temporary lodging justify full or partial TLA payments.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

d. Unit Commanders will:

(1) Ensure that newly arrived Soldiers report to the HSO/UH within five calendar days after arrival.

(2) Schedule duties of newly arrived Soldiers to allow enough time to find suitable housing. Soldiers should be permitted to complete their in-processing prior to field training or deployments. Soldiers will not be considered completely in-processed until they secure permanent housing.

(3) Ensure sponsors are appointed to help newly arrived Soldiers search for housing and aid with transportation.

(4) Ensure outbound Soldiers visit the HSO upon receipt of PCS orders.

e. The Soldier will:

(1) Report to the HSO upon arrival within five calendar days after initial PCS or redeployment for instructions on TLA eligibility and responsibilities. Failure to report may jeopardize TLA eligibility.

(2) Aggressively seek housing and contact HSO at least every 10 to 15 days (based upon issuance of TLA certificate) to provide HSO with the housing search results.

(3) Provide a valid, signed lease agreement within the first 30 days to be eligible for additional TLA.

(4) File TLA claims no later than three calendar days after ending day of the 10-day TLA increment or day TLA terminates, whichever is first.

(5) Submit extension requests (ETPs) to HSO prior to the 60-day incoming and 10-day outgoing limitations.

(6) Report to the HSO upon receipt of PCS or deployment orders for instructions on TLA eligibility and responsibilities. Failure to report may jeopardize TLA eligibility.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

7. Termination of TLA. TLA entitlement will end:

a. The day the Soldier picks up their keys and HHGs are available for delivery to government quarters, private-sector quarters, or the closing date on mortgage. TLA should not to exceed 60 days. Extensions due to delay in HHG delivery, may only be authorized with prior coordination with HSO.

b. At the 30 day point without a valid lease or purchase agreement (exceptions for an unusually large Family, handicapped needs, etc., may be authorized).

c. At the 30 day point when Soldier has turned down adequate housing.

8. Non-Eligibility for TLA. TLA is not authorized when:

a. Temporary lodging is not occupied.

(1) A Soldier must choose from the list of approved TLA hotels (properly registered by the State of Alaska to operate as Hotel/Transient Accommodations). The list is available at the HSO Office.

(2) Note: If the Soldier elects other than TLA approved lodging, they may incur out of pocket expenses for items such as transient lodging taxes that are not reimbursable. Soldiers are required to obtain receipts directly from the hotel. No online receipts will be accepted, including Priceline, Expedia, etc. Local policy does not authorize TLA for stays in short-term vacation rentals, MWR cabins, or bed and breakfast lodgings. If the Soldier is permitted to use a non-hotel facility, FMR requires an itemized receipt for reimbursement.

b. Soldier is awaiting completion of private sector housing to be constructed.

c. Two active duty service members marry while stationed in Alaska and relocate from the barracks to Family housing.

d. The Soldier fails to aggressively seek private rental housing.

e. The Soldier fails to register with HSO within five calendar days upon arrival.

f. The Soldier terminates quarters more than 10 days before departure for personal reasons.

AMIM-AKP-H

SUBJECT: Temporary Lodging Allowance (TLA) (USAG Fort Wainwright Policy #33)

g. The Soldier delays port call or airline reservations for personal reasons.

h. The Soldier fails to coordinate TLA with HSO prior to departure.

9. Exceptions to Policy (ETP):

a. ETPs may be submitted in writing in standard memo format to the Chief, Housing Division, through the HSO office. The Chief, Housing Division, will either approve, disapprove or forward to the Garrison Commander for a decision based upon approval authorities.

(1) A calculation which includes BAH will be used to determine additional TLA eligibility so as not to impose a financial hardship.

(2) The Soldier may appeal the decision made by the Chief, Housing Division, to the Garrison Commander through the Chief, Housing Division. An additional justification ETP memorandum will be required to submit an appeal. The appeal will include input from the Soldier's immediate commander.

10. The POC for this policy is the Chief, Housing Division, at (907) 353-7395 (other relevant points of contact are identified in encl 6).

8 Encls

1. Arrival TLA Guidance
2. TLA Under Special Conditions
3. Departure TLA Guidance
4. Emergency TLA
5. Unaccompanied Members TLA
6. Telephone Directory
7. DoD 7000 14-R, Volume 7A, Ch 68, February 2021
8. Alaskan Command TLA Authority Delegation and Guidance, 19 April 2021


NATHAN S. SURREY
COL, AV
Commanding

ARRIVAL TLA AUTHORIZATION GUIDANCE

1. **Member with Dependent:** A Soldier member (SM) who is authorized to have dependents reside at or in the vicinity of the member's PDS in Alaska, and whose dependents do so reside.
2. **Member without Dependents - E-6 and Above:**
 - a. SM who has no dependents, or
 - b. SM whose dependents do not reside in the PDS vicinity, or
 - c. SM who has non-command-sponsored dependents.
 - d. SM who does not have legal custody and control of the dependents.
3. **Housing Registration:**
 - a. SM with dependents must register with the HSO within five calendar days of reporting for duty upon PCS or redeployment to be eligible for TLA. The HSO grants arrival TLA in increments of 10 days. The period of authorization depends on the SM's continued aggressive search for permanent housing.
 - b. SM who had no dependents upon arrival but who acquired dependents during his/her tour is not eligible for TLA.
 - c. SM, E6 or above, without dependents, must register with the HSO within five calendar days of reporting for duty to be eligible for TLA. If UH government quarters are not available, SM will be referred to the HSO. The HSO grants arrival TLA in increments of 10 days. The period of authorization depends on the SM's continued aggressive search for permanent housing.
4. **TLA Reimbursement:** TLA reimbursement depends on actual expenses incurred at the temporary lodging (excluding expenses when staying with friends or relatives) and receipts for payment. To claim meals only, SM must submit a statement to the HSO. The statement must be signed by SM's host, include name and address, and confirm the SM is a guest.
5. **Private Rentals:** HSO will assist SM seeking private rentals. SM will aggressively search for permanent housing and submit a record of housing searches for each 10-day TLA period. HSO referrals will include North Haven Communities leasing office as well as other listings within commuting distance of the duty station.

ARRIVAL TLA AUTHORIZATION GUIDANCE CONT.

6. Home Purchase: HSO will assist Soldiers seeking home ownership and will offer at a minimum:
 - a. Nondiscriminatory listings of for sale housing.
 - b. Government transportation will be provided for newly arrived personnel, where possible, to inspect community housing listings when public or private transportation is not available.
 - c. Counseling on home buying and selling, and property management (where feasible on a space and/or resource available basis). SM will aggressively search for permanent housing and submit a record of housing searched for each 10-day period. SM must provide a copy of the Purchase Agreement once signed by the buyer and seller. The closing date will determine when TLA ends if it is within 60 days of arrival. Any delay generated by the SM for his/her convenience in consummating the purchase of a home is not justification for extension of TLA. A SM whose initial 60-day TLA period has expired must make living arrangements at his/her own expense.
7. TLA when Tour Is Converted: A member whose tour in Alaska is converted to an accompanied tour may be eligible for TLA upon arrival of the command-sponsored dependents who were dependents on the PCS authorization/order effective date if reference 1.a., paragraph 680402 conditions are met. The member must make every reasonable effort to find suitable permanent government quarters/private sector/on-post privatized housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent government quarters/private sector/on-post privatized housing for the dependents before they arrive.
8. Single SM and SMs, who did not bring their dependents and are deploying within 60 days of arrival, are required to obtain a written memorandum from their commander and Temporary Change of Station orders to remain on TLA. Housing search is required if deployment occurs beyond 60 days.

TLA AUTHORIZATION UNDER SPECIAL CONDITIONS

1. TLA is authorized:

a. When the Chief, Housing Division, or his/her delegate officially determines that, for reasons beyond the SM's control, a SM must vacate established permanent government quarters/private sector/on-post privatized housing in the PDS vicinity.

b. While seeking permanent government quarters/private sector/on-post privatized housing following a TDY period when a SM without dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 days or more days.

c. During a SM's hospitalization period while enroute between PDSs when dependents are required to use temporary lodging in Alaska during hospitalization period.

d. For up to 30 days upon redeployment, while actively and aggressively seeking off-post housing when adequate quarters are not available and:

(1) SM reported for duty, was eligible for and receiving TLA (inbound) and was deployed prior to acquiring permanent quarters, or

(2) As an Army military couple, dependents departed from the PDS vicinity in conjunction with (ICW) the Family Care Plan, and the couple vacated permanent quarters, or

(3) SM is a single parent, dependent(s) vacated the PDS vicinity ICW the Family Care Plan, and SM vacated permanent quarters, or

(4) SM's dependents departed PDS vicinity on Early Return of Dependents orders, and SM terminated permanent quarters before or during deployment, or

(5) As an Army military couple without dependents departed from the PDS vicinity, terminated permanent quarters before or during deployment, or

(6) SM, in rank of E6 or above, qualifies for UH as Priority I or II and terminated permanent quarters before or during deployment. {Note: Assignment priorities are set forth in AR 420-1, Table 3-6, Priority of assignment for Family Housing}.

TLA AUTHORIZATION UNDER SPECIAL CONDITIONS CONT.

2. TLA is not authorized when:

a. SM terminated permanent quarters in the PDS vicinity and dependents departed the vicinity at personal expense ICW deployment.

b. SM qualifies as Priority III, IV, V, or VI for UH. SM category III-VI may be assigned UH on a space-available basis. SM is not required to participate in waiting list for UH, not required to occupy UH, and not required to obtain a certificate of non-availability. Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, SM will be advised in writing they will be required to vacate housing for personnel in Priorities I and II upon 30-day notice. (Note: Assignment priorities are set forth in the AR 420-1, Table 3-6, Priority of assignment for Family Housing).

3. TLA computation does not include any expenses before TLA period begins or after it ends, except for extra lodging charges authorized in reference a, pars 680601-B and 680603-A.

4. TLA will be terminated if the Chief, Housing Division, determines that TLA is no longer necessary (i.e. no excess costs, the SM fails to accept adequate permanent Government quarters/on-post privatized housing, or the SM stops diligently searching for permanent private sector housing).

DEPARTURE TLA AUTHORIZATION GUIDANCE

1. Terminate Permanent Quarters:

a. On-Post Housing. TLA period should not exceed the last 10 days before the SM signs out on leave (DA31) and vacates Government quarters or private--sector housing in connection with a PCS order.

b. Off-Post Housing: TLA period should not exceed the last 10 days before the SM signs out on leave (DA31) and vacates Government quarters or private--sector housing in connection with a PCS order except:

(1) A longer TLA period may be authorized due to delayed departure or early termination of permanent Family housing/private sector/on-post privatized housing IAW reference 1.a., due to no fault of the SM.

(2) The SM or dependent is hospitalized or the SM's duties require the SM to be away from PDS. Medical documents are required.

(Note: for the purposes of this memo, "vacate" is defined as when the personal property of the occupant has been either moved or prepared to be moved so that normal use of the quarters is prevented. As a result, dependents cannot reasonably occupy quarters. The mere departure from quarters does not constitute a basis for payment of TLA).

2. Dependents Depart Before the SM: When dependents depart before the Soldier on Early Return of Dependent (ERO) orders, TLA may be authorized for the SM and dependents when the conditions in reference 1.a., paragraph 680409-A are met. Departure TLA must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS authorization/order or official alert notice. Upon departure of the SM at a later date, TLA may again be authorized/approved for the member as in reference 1.a., paragraph Table 9-10.

3. Separation or Retirement from the Service: TLA is not authorized when SM separates or retires and remains in Alaska.

4. Delayed Departure: When the departure period has begun and the actual departure is delayed through no fault of the SM or dependents (to include dependents' delay due to the member's death), TLA may be authorized/approved by the authorizing or approving official in increments of 10 or fewer days, for the entire period that temporary lodging approved by the Garrison Commander must be used.

DEPARTURE TLA AUTHORIZATION GUIDANCE CONT.

5. Early Termination of Permanent Housing: When, for reasons beyond the control of the SM and/or dependents, permanent government quarters/private sector/on-post privatized housing is relinquished more than the last 10 days before the estimated departure date, the authorizing/approving official may authorize/approve TLA beginning the day the permanent government/private sector/on-post/privatized housing is relinquished for the following reasons:

a. The Transportation Officer determines it necessary to ship household goods after considering anticipated leave, necessary travel time, household goods shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting schedules, and other requirements.

b. Expiration/termination of lease/rental agreement occurs after a Soldier has PCS orders.

c. The landlord withdraws private sector housing from the market.

d. The Chief, Housing Division, determines an Act of God, fire, flood, earthquake, riot, civil unrest or other disturbance makes occupancy of permanent Family housing/private sector housing inadvisable.

e. The SM is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims.

f. The lease, custom, or law requires the SM to surrender private sector housing at a fixed date, more than 10 days before scheduled departure.

g. The Chief, Housing Division, or his/her delegate, determines the SM must relinquish permanent government quarters/private sector/on-post privatized housing under circumstances/reasons other than those stated in reference 1.a.

EMERGENCY TLA AUTHORIZATION GUIDANCE

The Chief, Housing Division, or his/her delegate, officially determines that the SM must vacate permanent government quarters/private sector/on-post housing in the PDS vicinity.

ADDITIONAL UNACCOMPANIED TLA AUTHORIZATION GUIDANCE

1. Inbound single SMs, E5 and below, without dependents are required to reside in the barracks and must check in with their unit Barracks Manager (BMR) for unaccompanied housing availability. If no space is available (overall occupancy is >95%), the Soldier may be eligible to receive a certificate of non-availability (CNA). Once an official CNA is obtained, the SM has 10 days to secure a lease and TLA may be authorized for a maximum of 30 days to prevent undue financial hardship while searching/waiting for housing. The Soldier will not sign a lease until the CNA has been approved. All other TLA rules apply. A SM who has a valid CNA may be authorized up to five days departure TLA if no barracks space is available.

2. Geographical bachelors (SM entitled to BAH at the with-dependent rate, who are voluntarily separated from their Family for personal reasons) are not authorized to reside in the barracks unless an official ETP has been approved by the Garrison Commander. TLA may be authorized for a maximum of 30 days to prevent undue financial hardship while searching for housing. All other TLA rules apply.

3. Inbound married SMs E5 and below who do not have command sponsored dependents and who did not bring their dependents (unaccompanied tour) are required to live in the barracks. TLA is not authorized. Should the tour be converted within 120 days, the SM may be authorized a maximum of 30 days TLA if they can prove that every reasonable effort was made to find suitable quarters prior to the dependent's arrival.

TELEPHONE DIRECTORY

United States Army Garrison
Alaska POC:

Chief, Housing Division
(907) 353-7395

Housing Services Office (HSO):

(907) 353-1696/1190/1659/4237
3401 Santiago Ave, Welcome Center
Fort Wainwright, AK 99703

Unaccompanied Housing (UH):

(907) 353-4376/4171
3401 Santiago Ave, Welcome Center
Fort Wainwright, AK 99703

Chief, Housing Division:

(907) 353-7395
3015 Montgomery Rd, DPW
Fort Wainwright, AK 99703

North Haven Communities, LLC:

(907) 356-7000
4268 Neely Rd
Fort Wainwright, AK 99703

Finance Office:

(907) 353-1366
3401 Santiago Ave, Welcome Center
Fort Wainwright, AK 99703



HEADQUARTERS
ALASKAN NORAD REGION, ALASKAN COMMAND,
ELEVENTH AIR FORCE
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99506

19 April 2020

MEMORANDUM FOR INSTALLATION COMMANDERS IN ALASKA

FROM: Commander / Temporary Lodging Allowance (TLA) Authority

SUBJECT: Temporary Lodging Allowance (TLA) Authority Delegation and Guidance

1. Temporary Lodging Allowance (TLA) is regulated by the Department of Defense (DoD) Financial Management Regulation (FMR), Volume 7A, Chapter 68. TLA is intended to partially pay a Service member for higher than normal expenses incurred by a Service member or dependent while occupying temporary lodging OCONUS (including Alaska). The TLA Authority is the senior commander of a military service within the area of responsibility. As the senior military service commander in Alaska, I am the TLA Authority.

2. In accordance with the FMR, the TLA Authority must issue written guidance for all military services in the area. This memorandum delegates the management and administration of the TLA program to installation commanders in Alaska in accordance with the FMR.

3. Guidance:

a. All installation commanders in Alaska will judiciously administer the TLA program, attempt to minimize TLA costs, and reduce amounts payable, all in accordance with the FMR. Installation commanders will align their TLA program guidance and implementation based on the current FMR and appropriate local factors and housing conditions. Installation commanders are authorized and encouraged to set appropriate requirements for submission and review of justifications for initial and periodic receipt of TLA in accordance with the FMR.

b. Within 30 days of this memo, installation commanders must review any installation instructions or guidance in light of the current FMR and the guidance in this memo and initiate efforts to revise and republish, as required. My intent is that the immediate commander of the Service member requesting TLA is generally cognizant and has appropriate oversight. At a minimum, DoD installation commanders will incorporate input from the member's immediate commander either prior to any decision to deny TLA or as an appeal to that denial.

4. This memorandum rescinds the 11th Air Force Supplement to the Joint Federal Travel Regulation, dated 21 Nov 07 and any other delegations or guidance provided by the TLA Authority for Alaska.

BUSSIÈRE.THOMAS.A.1007756255
AS.A.1007756255
Digitally signed by
BUSSIÈRE.THOMAS.A.1007756
255
Date: 2020.04.19 20:08:25 -08'00'

THOMAS A. BUSSIÈRE
Lieutenant General, USAF
Commander

Guardian of the North

Encl 8