



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

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NAVSUPPACT NAPLES INST 7210.1A
N1

10 JAN 2011

NAVSUPPACT NAPLES INSTRUCTION 7210.1A

From: Commanding Officer, U.S. Naval Support Activity, Naples,
Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING
ALLOWANCE (TLA) WITHIN THE NAPLES AREA

Ref: (a) Joint Federal Travel Regulations (JFTR) Vol.1,
Chapter 9
(b) CNE-C6FINST 7210.2I (Series)
(c) DoDI 1015.11

Encl: (1) Sample Designation Letter for TLA Coordinator
(2) TLA Agreement
(3) TLA Arrival Claim Sheet/Alternate Temporary Lodging
(4) TLA Extension Request
(5) TLA Departure Claim Sheet/Alternate Temporary Lodging
(6) TLA Request Due to Emergency or Unusual Circumstances

1. Purpose. To establish policy and procedures for the administration of Temporary Lodging Allowance (TLA) in Naples, which applies to all Naval personnel, including ships, units, and forward deployed staffs that are permanently assigned in Naples, Italy per references (a) and (b). This is a revised instruction and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 7210.1.

3. Background.

a. TLA is authorized for the purpose of partially reimbursing a member for more than normal expenses incurred at hotel-like accommodations and public restaurants upon initial arrival, immediately preceding departure from a permanent duty station, or under special conditions. Reference (a) contains the basic policy and regulations for the administration of TLA. Reference (b) designates Commanding Officer, NAVSUPPACT Naples as the TLA Extension Approval Authority for the Naples area.

b. The management of TLA must be accomplished with care and with a design toward economical administration. Mere personal inconvenience to members and/or their family members for any reason will not be used as an influencing factor in the determination of acceptable items to be covered under TLA or as justification for extension of the TLA entitlement.

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c. TLA accrual begins the day the member reports to the new permanent duty station. Paid TLA begins when member and family report to the new duty station and government quarters are not available. Single members and married members reporting to a new duty station prior to family member's arrival are entitled to TLA when government quarters are not available. Single members and married members reporting to a new station prior to family member's arrival are entitled to TLF when government quarters are not available and Certificate of Non-Availability (CNA) is issued.

4. Action.

a. Tenant Commanding Officers/OICs will:

(1) Make every effort to reduce TLA costs. All feasible methods will be used to avoid the necessity for payment of the allowance and to shorten the period of entitlement.

(2) Allow the member ample time away from work to locate permanent housing. Service members should not be considered totally available for duty until a housing pre-contract has been secured.

(3) Ensure that member's duties are scheduled so as to allow member to meet all onboard requirements for authorization of TLA. After their initial 12 days onboard, members must take at least two housing tours every 10 days until housing is secured.

(4) Designate a command TLA Coordinator and an Alternate TLA Coordinator in writing, using the format provided in enclosure (1). Copies of designation letters will be sent to NAVSUPPACT Naples Administration Department.

(5) Ensure service members report to the Housing Welcome Center at Housing Office within three working days after arrival to register in the TLA database, sign the TLA agreement (enclosure (2)), and apply for housing. Personnel desiring to reside in the Gaeta, Latina and Rome area shall check-in with the housing office in Gaeta.

(6) Ensure that the member's chain of command reviews member's progress in finding a home and provides assistance as available to expedite the search process. As determined by the Commanding Officer, NAVSUPPACT Naples, those members who have not, at a minimum, scheduled a contract appointment after 30 days in the TLA hotel may be assigned temporary housing in lieu of TLA while their housing search continues.

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(7) Ensure member's Department Head signs recommendation for 30 day TLA claim and counsel member on responsibility to locate a home as soon as possible.

(8) Sign recommendation for 45 day TLA claim and counsel member on responsibility to locate a home as soon as possible.

(9) Process and forward all requests for arrival TLA extensions 60 days or more to NAVSUPPACT Naples, via the Housing Office, before the commencement date of the TLA extension period.

b. Command TLA Coordinators will:

(1) Provide contact telephone number and fax number to the NAVSUPPACT Naples TLA Coordinator.

(2) Counsel members who are approaching 30 days of TLA status without having scheduled a contract appointment.

(3) Verify claims filed after 30 days in the TLA hotel are signed by member's Department Head and that claims filed after 45 days in the TLA hotel are signed by their Commanding Officer.

(4) Ensure arriving and departing service members are fully briefed on TLA requirements and understand that in most cases extensions will not be approved.

(5) Ensure command sponsors support the requirement to have their sponsoree check into housing within three working days of arrival.

(6) Provide feedback as requested to the local Housing Office TLA Coordinator and NAVSUPPACT Naples TLA Coordinator on the TLA process, housing search process, and other issues concerning the economical, efficient administration of the TLA program.

c. Service members will:

(1) Within three working days of arrival, report to the Housing Office for the next housing brief and instructions regarding responsibilities and TLA entitlement. Single Sailors E3 and below enlisted members and those enlisted members selecting an "all others" tour must report to the Bachelor Housing to verify the availability of government enlisted quarters.

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(2) Aggressively seek permanent housing by taking at least two Housing Office-sponsored housing tours within each 10-day period in the TLA hotel. Member's Commanding Officer will be notified if member fails to take the required number of tours and member's TLA will be terminated within ten days of notification unless requirement is met. The member's spouse housing tours will count toward fulfillment of this requirement.

(3) Comply with all requirements contained in the TLA Agreement.

(4) Submit TLA Arrival Claim Sheet/Alternate Temporary Lodging (enclosure (3)) to PSD via Command Pass Coordinators (CPC) for reimbursement of TLA expenses. Claim must be signed by the Command TLA Coordinator and the Housing Office. **Claims must be in 10-day increments, with the exception of the final claim.** Claim must be accompanied by the original hotel bill with each day itemized. If using Alternative Temporary Lodging a Certificate of Non-Availability (CNA) from the Navy Lodge must accompany the TLA Arrival Claim form.

(5) Schedule occupancy date of permanent quarters no later than five working days after signature of housing contract, unless this requirement is waived by the Housing Office.

d. Housing Office will:

(1) Brief member on the specifics of TLA procedures and ensure a signed copy of a TLA Agreement is maintained in member's housing file.

(2) Notify service member of the availability of Government Housing.

(3) Ensure service member is shown suitable private rental housing if government quarters are not available.

(4) Notify the service member's Commanding Officer of termination of TLA if service member has refused the first offer for government quarters or private rental housing, if it has been determined as adequate permanent housing for the needs of the member.

(5) Maintain database to track member's fulfillment of requirement to take at least two tours within each 10-day period after the initial 12 days. If member fails to fulfill requirement:

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(a) Generate letter on first workday after the 10th day in TLA hotel and fax to member's command as notification of intent to terminate TLA.

(b) Disapprove TLA claims for any dates that are after 10-days of notification letter if member has not taken at least two housing tours.

(c) Inform NAVSUPPACT Naples that member's TLA has been terminated.

(6) Provide weekly reports to each command with a member in a TLA hotel that list name, paygrade, date TLA began, move-in date (if applicable), and total days in TLA.

(7) Utilize short-term lease vice TLA when appropriate.

e. Personnel Support Detachment Naples will:

(1) Provide an accurate prospective gains list monthly to Housing Office.

(2) Compute entitlement to TLA and liquidate TLA claims.

(3) Brief members on TLA entitlement during check-in and upon receipt of PCS orders.

f. Sponsors will:

(1) Ensure member checks in with the Housing Office within three working days of arrival.

(2) Provide member with all assistance necessary to expedite member's location of a home.

(3) Contact Navy Lodge for lodging as soon as sponsoree is assigned.

g. NAVSUPPACT Naples TLA Administrator will:

(1) Provide oversight for the administration of TLA per reference (a).

(2) Periodically request copies for review of weekly TLA reports and liaison with Housing Office TLA Coordinators when problems or trends are identified.

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h. Navy Lodge will maintain a listing of hotels and hotel-like accommodations, which they consider to be suitable for occupancy and provide the listing to all newly arriving and departing personnel to assist them in locating temporary accommodations of their choice within the metropolitan area of the permanent duty station.

5. Extended TLA Entitlement. Requests for extended entitlement of Arrival TLA for periods beyond 60 days must be requested by the individual and addressed to Commanding Officer, NAVSUPPACT, Naples, Italy via the member's Commanding Officer/Officer-in-Charge and the Area Housing Office. Arrival TLA will be extended only in rare cases:

a. Non-arrival of HHG and non-availability of loaner furniture.

b. Delay in availability/assignment to government quarters due to no-fault of the member. If government quarters cannot be confirmed for occupancy within 60 days from arrival, private accommodations should be secured.

c. Reasons beyond their control; i.e., fire, flood, earthquake, riot, civil unrest, or other events that make available or anticipated housing uninhabitable.

d. Withdrawal of housing from the market by the landlord.

e. Hospitalization of member or dependents or the nature of the member's assigned duties require them to be away from the permanent duty station, resulting in curtailment of opportunities to arrange for permanent living accommodations.

f. Housing that meets the following criteria is unavailable:

(1) Has enough bedrooms to meet family size and composition.

(2) Is within commuting distance (less than 25 miles).

(3) Has an average total monthly cost that does not exceed the maximum allowable housing allowance.

(4) Is structurally sound and does not pose a safety or health hazard.

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(5) Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system.

g. Submit TLA Extension Request (enclosure (4)) when requesting TLA extension.

6. Departure TLA.

a. Departure TLA is authorized up to six days for vacating government or civilian housing. **Departure TLA beyond six days must be approved in advance by the Housing Office.**

b. Claims should be submitted to the Personnel Support Detachment on the first day of occupancy of temporary lodging.

c. Sailors residing in Bachelor Enlisted Quarters are authorized one day of departure TLA.

d. Submit Departure Claim Sheet/Alternate Temporary Lodging (enclosure 5)).

7. Extension of Departure TLA. Departure TLA may be extended for the following reasons:

a. Delayed departure. If the TLA period has already commenced and the actual departure date is delayed through no fault of the member or dependents, TLA may be authorized in excess of 10 days.

b. Early Termination of Permanent Housing. When, for reasons beyond control of the member or dependents, permanent housing must be relinquished for reasons such as the following:

(1) The Personal Property office determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments.

(2) Expiration of lease occurs after a member has the PCS orders.

(3) Housing is withdrawn from the market by the landlord.

(4) Reasons beyond their control; i.e., fire, flood, riot, civil unrest, or other events make occupancy of permanent housing inadvisable.

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(5) The member is required by lease to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, or adjudication of damage claims.

(6) Housing authorities require the member to vacate permanent residential housing for the government's convenience to permit its readying for, or assignment to, another member.

(7) Similar reasons at the discretion of the TLA Coordinator.

8. TLA Entitlement.

a. Service members are entitled to TLA as prescribed in reference (a), and this instruction.

b. Per reference (c), The Navy Lodge at Gricignano Support Site is the primary designated Temporary Lodging Facility for incoming and outgoing personnel on Permanent Change of Station orders. If the Navy Lodge is not available at the time of call, Navy Lodge will provide a Certificate of Non-Availability (CNA) in order for the member to obtain commercial lodging. If the member has a preference to stay at the Navy Lodge, the staff will put the member on the 'wait list' account. Upon the member's arrival, the member would need to stop by Navy Lodge to receive a hard copy CNA to provide to PSD to process the TLA claims. Navy Gateway Inn Suites (NGIS) at Capodichino is available to attempt to accommodate or receive guest if the Navy Lodge is booked or unavailable, CNA from the Navy Lodge is required. NGIS is primary temporary lodging for TDY/TAD personnel. Use of any lodging without a CNA other than the authorized Navy Lodge may jeopardize the service member's entitlement of TLA. Personnel assigned to Gaeta, Latina or Rome may elect to stay in a hotel in the vicinity of their duty station.

9. Emergency TLA. Emergency TLA requests will be processed for the following reasons if the circumstances are deemed beyond the control of the member:

a. Reasons beyond their control; i.e., fire, earthquake, riot, or civil unrest make the residence uninhabitable or if remaining in the residence is deemed inadvisable by the Commanding Officer, NAVSUPPACT Naples.

b. Withdrawal of housing from the market by the landlord.

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c. If the residence becomes temporarily uninhabitable for other reasons, such as lack of two utilities (water and electricity, electricity and gas, etc.) for more than 24 hours, this would cause undue hardship on the member or family members. Situations in which one or more utilities are lacking for less than 48 hours will be considered on a case-by-case basis by the Housing Office.

d. Emergency TLA requests will be submitted using enclosure (6). NAVSUPPACT Naples Command Duty Officer will approve emergency TLA request during non-working hours after receiving recommendations from the Housing Officer.



R. B. RABUSE

Distribution:

NAVSUPPACT NAPLES INST 5216.4Y

Lists: I through IV

Electronic via NAVSUPPACT Naples Web site:

<https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm>

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SAMPLE DESIGNATION LETTER FOR TLA COORDINATOR

7210
Ser N Code
date

From: Command
To: (Member)

Subj: DESIGNATION AS COMMAND TEMPORARY LODGING ALLOWANCE (TLA)
COORDINATOR

Ref: (a) Joint Federal Travel Regulations, Volume I, Chapter 9
(b) NAVSUPPACT NAPLES INST 7210.1A

1. You are hereby designated as the TLA Coordinator for this command. You are directed to carry out your duties as outlined in references (a) and (b).
2. All feasible methods will be used to avoid the necessity for payment of TLA and to shorten the period of entitlement.
3. This designation remains in effect until your detachment, unless otherwise revoked.

(CO SIGNATURE)

Copy to:
NSA Admin (N1)

Enclosure (1)

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TEMPORARY LODGING ALLOWANCE (TLA) AGREEMENT

The Housing Welcome Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a responsible manner. This means that, upon your arrival, you must aggressively seek housing. To help you understand more about TLA, the following information is provided.

You are allowed a maximum of 60 days of TLA as long as you complete a minimum of **two** showing tours each 10 days. After the 30 day period you will be required to have approval from your chain of command indicating why you were unable to locate housing within the 30 day period.

TLA Entitlement is Subject to Termination:

- If you have not completed a minimum of two tours with Housing Showing Service during each 10-day period until housing has been secured. Your spouse may complete the tours if desired. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e., arrival of POV or HHG, awaiting family arrival).
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly or if you request delayed delivery of HHG for personal convenience.
- If you go on TAD/TDY/Leave out of the vicinity of your PCS, unless your command-sponsored family members remain during your absence.
- If after 30 days, you continue to find economy homes unsuitable for your requirements.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing.
- Upon the move-in date to government or economy quarters.
- If you refuse the offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy.

Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with a temporary and/or short-term lease.

TLA Entitlement Extensions:

- All extensions based on units undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area will **NOT be approved**.
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPPACT Naples.
- Extensions beyond 60 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted 10 days in advance of expiration of TLA.
- **Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted to the Housing Director in advance.**

I have read and understand the above information and have received a copy

Name (Please Print)	Date Arrived	Signature	Date

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TLA ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Accompanied/Unaccompanied (circle)
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents	
Dependent Names/Ages of Children	
_____	_____
_____	_____
_____	_____

TLF/ALTERNATE TLF INFORMATION

Name:	Kitchen Facilities: Yes/No
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MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____ Signature/Rank/Date
* Certificate of Non-Availability from Navy Lodge is required for alternate Lodging *

HOUSING OFFICE

TLA is/is not recommended from _____ through _____
Total Number of days in TLA at end of this TLA period: _____
Expected Date of Occupancy: _____ Contract Appointment Date: _____
Remarks: _____

Housing Representative Signature _____ Date _____ Phone Extension _____

COMMAND ENDORSEMENT

Member has aggressively sought housing and have been counseled on the importance of locating accommodations expeditiously. Housing tours were conducted this period on the following dates:			
_____	_____	_____	_____
Command TLA Coordinator Signature	Name/Rank	Date	Phone Extension
30 - 44 Day Endorsement:			
Department Head Signature	Name/Rank	Date	Phone Extension
45 - 60 Day Endorsement:			
Commanding Officer Signature	Name/Rank	Date	Phone Extension

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TLA EXTENSION REQUEST

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Number of Family Members:
Arrival TLA Date of Arrival:	Confirmed Move-In Date:
Departure TLA Date of Arrival:	
I request extension of TLA for the period _____ to _____. This is my _____ request for an extension. I request this extension for the following reasons: _____	

_____ Signature of Member	

TLF INFORMATION

Name:	Check-in Date:
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HOUSING OFFICE

() Forwarded, recommending approval. Member has been interviewed and reasons for request as stated by the member have been verified correct. Temporary government-owned/operated accommodations will not be available during the period covered by this request.

() Forwarded, recommending disapproval. Remarks: _____

Housing Representative Signature

COMMAND ENDORSEMENT

I have personally verified this request against the criteria of NAVSUPPACT NAPLES INST 7210.1.

Recommend () Approval () Disapproval

Commanding Officer _____
Name/Rank _____
Date _____
Phone Extension

TEMPORARY LODGING ALLOWANCE (TLA) EXTENSION REQUEST

Your request for extension of TLA beyond the 60-day limit for the dates _____ to _____ is approved/disapproved.

CO, NAVSUPPACT NAPLES Signature _____
Name/Rank _____
Date _____
Phone Extension

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TLA DEPARTURE/ALTERNATE TEMPORARY LODGING CLAIM

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Phone Number:
Command:	UIC:
Dependent Names/Ages of Children	
_____	_____
_____	_____
_____	_____
Member's Departure Date: _____	Family Members' Departure Date: _____
TLA Entitlement Dates: _____ to _____. Requests for more than six days for members departing government quarters or if departing economy housing requires a TLA extension request routed through Housing and member's Commanding Officer.	

TLF INFORMATION

Name:	Kitchen Facilities: Yes/No
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MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
 Signature/Rank/Date

* Certificate of Non-Availability from Navy Lodge is required for alternate Lodging *

HOUSING OFFICE

TLA is/is not recommended from _____ through _____

Housing Termination Date: _____

Remarks: _____

Housing Representative Signature _____ Date _____ Phone Extension _____

BEQ OFFICE (Unaccompanied E3 and below only)

Transient Government Quarters are/are not available.

BEQ Representative Signature _____ Name/Rank _____ Date _____ Phone Extension _____

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EMERGENCY TLA REQUEST

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Accompanied/Unaccompanied (circle)
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents	
Dependent Names/Ages of Children	

Remarks: _____	

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE:	Signature/Rank/Date
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HOUSING OFFICE

Emergency TLA is/is not recommended for period _____ to _____			
Remarks: _____			

Housing Representative Signature (CDO MAY SIGN IF CONDUCTED VIA PHONCON)	Name/Rank	Date	Phone Extension

NAVSUPPACT NAPLES DETERMINATION

Emergency TLA is/is not approved for period _____ to _____			
Remarks: _____			

TLA Coordinator Signature	Name/Rank	Date	Phone Extension