



**DEPARTMENT OF THE NAVY**  
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY  
PSC 817 BOX 1  
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 7210.1G CH-2  
N1  
**25 AUG 2020**

NAVSUPPACT NAPLES INSTRUCTION 7210.1G CHANGE TRANSMITTAL 2

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

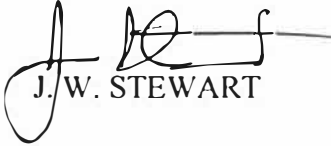
Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING  
ALLOWANCE WITHIN THE NAPLES AREA

Encl: (1) Revised page 2  
(2) Revised page 4  
(2) Revised page 7

1. Purpose. To promulgate change 2 to subject instruction.
2. Action. Changes to instruction are applied as follows:
  - a. Update paragraph 3e, on page 2 of the basic instruction: "Single E5 and above service members and married service members E4 and above are entitled to the use of an alternate Temporary Lodging Facility (TLF) when government quarters are not available at either the Navy Lodge or Navy Gateway Inns and Suites (NGIS), and a Certificate of Non-Availability (CNA) is issued. Single E4 and below service members are entitled to the use of NGIS (preferred) or Navy Lodge when Unaccompanied Housing (UH) quarters are not available, and a Statement of Non-Availability is issued by UH staff. Single E4 and below service members are entitled to the use of an alternate TLF when NGIS and Navy Lodge are not available, and a CNA is issued."
  - b. Update last sentence in paragraph 4c(3), on page 4 of the basic instruction: "If using alternative temporary lodging due to non-availability at Navy Lodge or NGIS, a CNA from the Navy Lodge must accompany enclosure (3)."
  - c. Update third sentence in paragraph 8b, on page 7 of the basic instruction: "For single E5 and above service members and married service members E4 and above, in the event accommodations are not available, members will be referred to NGIS. If lodging is not available at either locations, the Navy Lodge will provide a CNA within 30 days prior to arrival in order for the member to obtain alternative lodging accommodations. For single E4 and below service members, in the event UH quarters are not available, members will be referred to NGIS (Navy Lodge if NGIS is not available). If lodging is not available at either NGIS or Navy Lodge, the Navy Lodge will provide a CNA."

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3. Records Management. Records created as a result of this change transmittal, regardless of media and format, must be managed per SECNAV M-5210.1.



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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4CC

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cniv.navy.mil/regions/cnreurafcnt/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cniv.navy.mil/regions/cnreurafcnt/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)

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c. Accrual of arrival TLA 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 immediately not available.

d. Single and married service members reporting to a new duty station prior to family members' arrivals are entitled to TLA when government quarters are not available.

Note: On a case by case basis, unaccompanied E-4 and below personnel may be authorized TLA if restriction of Restriction of Movement (ROM) facilities are not available for use."

e. Single E5 and above service members and married service members E4 and above are entitled to the use of an alternate Temporary Lodging Facility (TLF) when government quarters are not available at either the Navy Lodge or Navy Gateway Inns and Suites (NGIS), and a Certificate of Non-Availability (CNA) is issued. Single E4 and below service members are entitled to the use of NGIS (preferred) or Navy Lodge when Unaccompanied Housing (UH) quarters are not available, and a Statement of Non-Availability is issued by UH staff. Single E4 and below service members are entitled to the use of an alternate TLF when NGIS and Navy Lodge are not available, and a CNA is issued.

f. Per reference (a), members are authorized up to 10 days of TLA prior to departing their current duty station.

#### 4. Action

a. Tenant Commanding Officers/Officers in Charge (OIC) shall:

(1) 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, Personnel Support Detachment (PSD) Naples, and the Housing Office.

(2) Require personnel report to the Housing Service Center within three working days after arrival to register in the TLA database, sign the TLA agreement shown in enclosure (2), and apply for housing. Personnel assigned to Gaeta, Latina, or Rome area will check-in with the housing office in Gaeta.

(3) Make every effort to reduce TLA costs. All feasible methods will be used to avoid excess TLA payments and to shorten the TLA period.

(4) Allow personnel ample time to locate permanent housing. Personnel should not be considered available for duty until a housing contract has been signed.

(5) Ensure service members are able to continue to meet the requirements for authorization of TLA. After the initial 12 days onboard, personnel must take at least two housing tours every ten days until housing is secured. A single showing tour is defined as viewing at least five properties.

Note: For personnel serving on a 14-day ROM period upon reporting, housing showing tours process will begin upon completion of the ROM period, and personnel must take at least two housing tours every ten days until housing is secured. A single showing tour is defined as viewing at least five properties.

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(3) Submit enclosure (3) to PSD via the Command Pass Coordinator for reimbursement of TLA expenses. The claim must be signed by the Command TLA Coordinator and the Housing Service Center. Claims must be in ten day increments, with the exception of the final claim. TLA claims must be accompanied by the original hotel bill with each day itemized. If using alternative temporary lodging due to non-availability at Navy Lodge or NGIS, a CNA from the Navy Lodge must accompany enclosure (3).

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

d. Housing Service Center shall:

(1) Brief member on the specifics of TLA procedures and ensure a signed copy of enclosure (2) is maintained in member's housing file.

(2) Notify personnel of the availability of government housing.

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

(4) Notify the service member's CO/OIC of termination of TLA if the member refused an offer for government quarters or private rental housing that the Housing Center has determined is adequate permanent housing to meet the needs of the Service Member.

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

(a) Generate letter on the first workday after the tenth day on TLA and e-mail the member's command and NAVSUPPACT Naples Admin as notification of intent to terminate TLA.

(b) Disapprove TLA claims for dates after the notification letter was signed if member still has not taken at least two housing tours.

(c) Inform member's CO/OIC and PSD that member's TLA has been terminated.

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

e. PSD Naples shall:

(1) Provide an accurate prospective gains list monthly to Housing Service Center and NAVSUPPACT Naples Admin.

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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 at no fault of the member or dependents, departure TLA may be authorized in excess of ten days.

b. Early Termination of Permanent Housing. When, for reasons beyond control of the member or dependents, permanent housing must be relinquished more than ten days before the estimated departure date, for reasons such as the following:

(1) The Personal Property office determines it is necessary to ship Household Goods (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 Permanent Change of Station (PCS) orders.

(3) Reasons beyond their control: i.e., fire, flood, riot, civil unrest, or other extraordinary events make occupancy untenable.

(3) 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.

(4) Housing authorities require the member to vacate permanent residential housing at the government's convenience.

(5) Similar reasons at discretion of the NAVSUPPACT Naples 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 TLF for incoming and outgoing personnel on PCS orders. If the member has a preference to stay at the Navy Lodge, the staff will add the member to the 'wait list' account. For single E5 and above service members and married service members E4 and above, in the event accommodations are not available, members will be referred to NGIS. If lodging is not available at either locations, the Navy Lodge will provide a CNA within 30 days prior to arrival in order for the member to obtain alternative lodging accommodations. For single E4 and below service members, in the event UH quarters are not available, members will be referred to NGIS (Navy Lodge if NGIS is not available). If lodging is not available at either NGIS or Navy Lodge, the Navy Lodge will provide a CNA. If the Navy Lodge is unable to provide accommodation for pets at a cost that is covered by the member's per diem rate a CNA will be issued in order to secure alternate accommodations not to exceed the maximum lodging rate for individual or family.