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.”
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.

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
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.
(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.
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 Griegignano 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.
NAVSUPPACT NAPLES INSTRUCTION 7210.1G CHANGE TRANSMITTAL 1

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 enclosure (4)

1. **Purpose.** To promulgate change 1 to subject instruction.

2. **Action.** Changes to instruction are applied as follows:

   a. Add sentence to page 2, paragraph 3(d) of the basic instruction: “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.”

   b. Add sentence to page 2, paragraph 4a(5) of the basic instruction: “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 10 days until housing is secured. A single showing tour is defined as viewing at least five properties.”

   c. Enclosure (2) supersedes enclosure (4) of basic instruction.

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.

   T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurfcent/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
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 and a Certificate of Non-Availability (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.
TEMPORARY LODGING ALLOWANCE (TLA) EXTENSION REQUEST

MEMBER INFORMATION
Name/Rank/Paygrade: 
SSN: 

Command/UIC: 
Date Reported: 

Phone Number: 

[ ] Accompanied [ ] Unaccompanied (circle)

Dependent(s) names residing in the area (Ages of Children (if applicable))

Arrival TLA
Date of Arrival: 
Confirmed Move-In Date:

Departure TLA
Date of Departure: 
Confirmed Move-Out Date:

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

TEMPORARY LODGING FACILITY INFORMATION
Hotel Name: _________________________________ Kitchen Facilities: [ ] Yes / [ ] No
Check-in Date:

COMMAND ENDORSEMENT
I have personally verified this request against the criteria of NAVSUPPACTNAPELNSTS7210.1G

Recommend [ ] Approval [ ] Disapproval

Commanding Officer Rank / Name Date Phone Extension

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:

Print Name of Housing Representative Signature Date

Housing Director Recommendation: [ ] Approval [ ] Disapproval Signature Date

TEMPORARY LODGING ALLOWANCE (TLA) EXTENSION REQUEST
Your request for extension of TLA beyond the 60 / 10-day limit for the dates to is approved / disapproved.

CO, NAVSUPPACT NAPLES Signature Rank / Name Date Phone Extension

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 552a(b). The principle purpose of the information provided is used to identify the member and his or her service record. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving of the reenlistment being requested. Completion of the form is mandatory: failure to provide required information may result in delay in response to or disapproval of your request.

NAVSUPPACT Naples Form 7210/4 (Rev 6-20)

Enclosure (4)
NAVSUPPACT NAPLES INSTRUCTION 7210.1G

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

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

Ref: (a) Joint Travel Regulation (JTR)  
     (b) CNE-C6F INST 7210.21  
     (c) DoD INST 1015.11

Encl: (1) Sample Designation Letter for TLA Coordinator  
      (2) Temporary Lodging Allowance Agreement  
      (3) TLA Arrival/Alternate Temporary Lodging Claim  
      (4) TLA Extension Request  
      (5) TLA Departure/Alternate Temporary Lodging Claim  
      (6) Emergency TLA Request

1. Purpose. To establish policy and procedures for the administration of Temporary Lodging Allowance (TLA) in the Naples area. This applies to all military personnel, including ships, units, and forward deployed staffs that are permanently assigned to U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy or DET Gaeta per references (a) and (b). This instruction has been significantly revised, and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACTNAPLESINST 7210.1F

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 or under special conditions. Reference (a) contains the basic policy and regulations for the administration of TLA. Reference (b) designates Commanding Officer (CO), NAVSUPPACT Naples as the TLA Extension Approval Authority for the Naples area.

   b. TLA management must be accomplished with care and economy. Personal inconvenience to service member and/or their family members is not a factor in the determining of acceptable items covered under TLA or as justification for TLA extension.
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 with the exception of single E4 and below.

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 and a Certificate of Non-Availability (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.
(6) Ensure the member's chain of command reviews the member's progress in finding a home and provides assistance to expedite the search process. The housing service center shall notify member’s chain of command when the service members have not either placed a property on contract hold, or scheduled a pre-contract appointment after 30 days of drawing TLA.

(7) Ensure members Department Head signs the recommendation on TLA claims for 30-44 days and counsels the member on their responsibility to locate a home as soon as possible.

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

b. Command TLA Coordinators shall:

(1) Ensure command sponsors have their sponsors check in with housing service center within three working days of arrival.

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

(3) Ensure that all claims are signed by housing, member’s department head and are filed after 30 days in TLA. Claims filed after 30 days and up to 60 days in the TLA require additional signatures from Command TLA Coordinator and their CO/OIC.

(4) Ensure arriving and departing service members are fully briefed on TLA requirements and understand that only in very rare cases will extensions be approved.

(5) Ask the Housing Service Center for feedback on TLA process, housing service center search process, and other issues concerning the economical and efficient administration of the TLA program.

c. Personnel shall:

(1) Report to the Housing Service Center within three working days of arrival to schedule a brief regarding TLA entitlement and responsibilities. Single Sailors, E-4 Geo-Bachelors must report to the bachelor housing office to verify the availability of Unaccompanied Housing (UH).

(2) Aggressively seek permanent housing by taking at least two Housing Service Center sponsored housing tours within each ten day period in TLA. The Housing Service Center will notify the member’s CO/OIC if a member fails to meet the required number of tours. In addition, the member’s TLA will be terminated within ten days of notification unless the requirement is met. Housing tours taken by member’s spouse count toward fulfillment of this requirement. A housing tour consists of viewing a minimum of five properties.
(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, a Certificate of Non-Availability (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.
(2) Compute entitlement to TLA and liquidate TLA claims expeditiously.

(3) Brief service member on TLA entitlement during check-in and upon receipt of PCS

f. Sponsors shall:

(1) Contact Navy Lodge for a reservation as soon as sponsoree is assigned.

(2) Ensure member checks in with the Housing Service Center within three working days of arrival.

(3) Provide member with assistance to expedite selection of a home.

g. NAVSUPPACT Naples TLA Administrator shall:

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

(2) Periodically review weekly TLA reports and liaison with Housing Service Center TLA coordinators when problems or trends are identified.

h. Navy Lodge will:

(1) Maintain a listing of acceptable accommodations, which could be considered for alternate TLA lodging.

(2) 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.

(3) Provide a copy of all certificate of non-availability issued to NAVSUPPACT Naples Admin within two days of issue.

5. **Extended TLA Entitlement.** Requests for extended entitlement of arrival TLA for periods beyond 60 days must be addressed to CO, NAVSUPPACT, Naples, Italy via the member’s CO/OIC and the housing office using enclosure (4). The request must be routed at least ten days in advance. 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 extraordinary events that make available 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. Commands should not send members TAD until the member has vacated TLA for permanent housing.

f. Housing that does not meet the following criteria:

(1) 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.

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

6. Departure TLA

a. Departure TLA is authorized for no more than ten days after properly vacating government or economy housing, using enclosure (5). Departure TLA beyond ten days must be approved in advance by the Housing Service Center.

(1) When a member vacates their property, Housing will complete a close-out inspection and provide an OHA termination letter. Housing will then sign off on the TLA authorization form.

(2) Upon check-out from Navy Lodge, the Navy Lodge will email the member and their Command Pay/Personnel Administrator (CPPA) the zero balance receipt. If not staying at the Navy Lodge, it will be the member’s responsibility to email the zero balance receipt to the CPPA. CPPA’s are then responsible for forwarding the transaction to PSD.

(3) PSD will endeavor to process departure TLA within 96 hours of receipt of correct and completed documents.

b. Members residing in UH are authorized one day of departure TLA.
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. In the event accommodations are not available, Navy Lodge will provide a CNA within 30 days prior to arrival in order for the member to obtain alternative lodging accommodations. 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.
c. Navy Gateway Inn Suites at Capodichino is available to accommodate or receive guests if the Navy Lodge is booked or unavailable.

d. 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 submitted using Enclosure (6), and will be processed for the following reasons if the circumstances are deemed beyond the control of the member:

   a. Reasons such as fire, flood, earthquake, riot, civil unrest, or extraordinary events that make the residence uninhabitable or if remaining in the residence is deemed unadvisable by the CO, NAVSUPPACT Naples.

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

   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.

10. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

11. **Review and Effective Date.** Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.

    ![Signature]

    T. A. ABRAHAMSON

Releasability and distribution:
NAVSUPPACTNAPLESINST 5216.4CC
Lists: I through IV
Electronic via NAVSUPPACT Naples website:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html
From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: Rank Name, USN
Subj: DESIGNATION AS COMMAND TEMPORARY LODGING ALLOWANCE COORDINATOR
Ref: (a) Joint Travel Regulations, Volume I, Chapter 9
(b) NAVSUPPACTNAPLESINST 7210.1G

1. You are hereby designated as the Temporary Lodging Allowance (TLA) Coordinator for U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy. You are directed to familiarize yourself with references (a) and (b) and all applicable instructions in the performance of your duties and responsibilities.

2. All feasible methods shall be used to avoid the necessity for payment of TLA and to shorten the period of entitlement.

3. This designation will remain in effect until your detachment unless otherwise revoked in writing.

4. You are required to provide all pertinent contact information to NAVSUPPACT Naples Admin and Personnel Support Department, Naples.

(CO'S SIGNATURE)

Copy to:
NAVSUPPACT (N1)
PSD Naples (N14)
Housing (N93)
TEMPORARY LODGING ALLOWANCE AGREEMENT

The Housing Service Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. You must aggressively seek housing until you have secured a home. To help you understand more about Temporary Lodging Allowance (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 ten days. A single showing tour consists of viewing at least five residences. After 30 days in TLA, you will be required to have approval from your chain of command to continue receiving TLA payments.

TLA Payments Are Subject to Termination:

- If you have not completed a minimum of two showing tours with the housing showing service during each ten day period, until housing has been secured. Your spouse may complete the tours. Work requirements do not justify the inability to complete tour requirements.

- If you delay signing a lease for your personal convenience (i.e., arrival of privately owned or Household Goods (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 Temporary Additional Duty/Temporary Duty/leave out of the vicinity of your Permanent Change of Station, 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 and do not have command approval providing justification.

- 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 an early termination lease.
TLA Entitlement Extensions:

- All extensions based on economy housing 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.

- Extensions beyond 60 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted ten days in advance of expiration of TLA.

- Extensions beyond 60 days are rarely approved. Regardless of military branch, all extensions must be approved by the Commanding Officer, U.S. Naval Support Activity, Naples.

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

Name ___________________________ Date Arrived ______________ Signature __________ Date ______________
TLA ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM

MEMBER INFORMATION

Name: [Name]
SSN: [SSN]
Rank/Paygrade: [Rank/Paygrade]

Command: [Command]
UIC: [UIC]
Date Reported: [Date]

Phone Number: [Phone Number]
Accompanied / Unaccompanied (circle)
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents
Dependent Names/Ages of Children

TAA/TL INFORMATION

Hotel Name: [Hotel Name]
Kitchen Facilities: Yes / No

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 [Start Date] through [End Date]
Total Number of days in TLA at end of this TLA period: [Total Days]
Expected Date of Occupancy: [Expected Date] Contract Appointment Date: [Appointment Date]
Remarks:

Housing tours were conducted this period on the following dates with each tour consisting of viewing
at least five residences: [Dates]

Housing Representative (Print Name) [Signature] Date Phone Extension

MEMBER’S DEPARTMENT HEAD

Department Head Signature [Signature] Rank / Name [Rank/Name] Date [Date] Phone Extension [Extension]

COMMAND ENDORSEMENT

Command TLA Coordinator Signature [Signature] Rank / Name [Rank/Name] Date [Date] Phone Extension [Extension]

Commanding Officer Signature [Signature] Rank / Name [Rank/Name] Date [Date] Phone Extension [Extension]

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 552a(b). The principle purpose of the information provided is used to identify the member and his or her service record. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving the reenlistment being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAVSUPPACT Naples Form 7210/3 (Rev 1-19) Enclosure (3)
# TLA Extension Request

## Member Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>SSN:</th>
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<table>
<thead>
<tr>
<th>Paygrade:</th>
<th>Date Reported:</th>
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<table>
<thead>
<tr>
<th>Command:</th>
<th>UIC:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Number of Family Members:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Arrival TLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Arrival:</td>
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<table>
<thead>
<tr>
<th>Departure TLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Departure:</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Check-in Date:</th>
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</table>

## 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:

______________________________________________________________

______________________________________________________________

Print Name of Housing Representative

Signature

Date

## Command Endorsement

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

Recommend ( ) Approval ( ) Disapproval

Commanding Officer

Rank / Name

Date

Phone Extension

## Temporary Lodging Allowance (TLA) Extension Request

Your request for extension of TLA beyond the 60 / 10-day limit for the dates ________ to ________ is approved / disapproved.

CO, NAVSUPPACT NAPLES Signature

Rank / Name

Date

Phone Extension

**Privacy Act Statement:** The authority to request this information is contained in 5 U.S.C. 552a(b). The principle purpose of the information provided is used to identify the member and his or her service record. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving of the reenlistment being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.
TLA DEPARTURE/ALTERNATE TEMPORARY LODGING CLAIM

<table>
<thead>
<tr>
<th><strong>MEMBER INFORMATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>SSN:</td>
</tr>
<tr>
<td>Paygrade:</td>
<td>Phone Number:</td>
</tr>
<tr>
<td>Command:</td>
<td>UIC:</td>
</tr>
<tr>
<td>Dependent Names/Ages of Children</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Member’s Departure Date:</td>
<td>Family Members’ Departure Date:</td>
</tr>
<tr>
<td>TLA Entitlement Dates:</td>
<td>to</td>
</tr>
</tbody>
</table>

Requests for more than ten days for members departing requires a TLA extension request routed through Housing and member’s Commanding Officer.

<table>
<thead>
<tr>
<th><strong>KLF INFORMATION</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Kitchen Facilities: Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MEMBER CERTIFICATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: Signature/Rank/Date</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>HOUSING OFFICE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TLA is/is not recommended from</td>
<td>through</td>
</tr>
<tr>
<td>Housing Termination Date:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
<tr>
<td>Housing Representative Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>UH OFFICE (Unaccompanied E4 and below only)</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Transient Government Quarters are/are not available.</td>
<td></td>
</tr>
<tr>
<td>UH Representative Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 552a(b). The principle purpose of the information provided is used to identify the member and his or her service record. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving of the reenlistment being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAVSUPPACT Naples Form 7210/5 (Rev 1-19)

Enclosure (5)
# EMERGENCY TLA REQUEST

## MEMBER INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>SSN:</th>
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<tbody>
<tr>
<td>Paygrade:</td>
<td>Date Reported:</td>
</tr>
<tr>
<td>Command:</td>
<td>UIC:</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>Accompanied/Unaccompanied (circle)</td>
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</table>

<table>
<thead>
<tr>
<th>Marital Status (Circle):</th>
<th>Single</th>
<th>Married</th>
<th>Military-Military Couple</th>
<th>Single w/Dependents</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dependent Names/Ages of Children</th>
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<table>
<thead>
<tr>
<th>Remarks:</th>
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</table>

## MEMBER CERTIFICATION

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

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

## HOUSING OFFICE

Emergency TLA is/is not recommended for period _____________ to _____________

<table>
<thead>
<tr>
<th>Remarks:</th>
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<table>
<thead>
<tr>
<th>Housing Representative Signature</th>
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(CDO MAY SIGN IF CONDUCTED VIA PHONCON)

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<thead>
<tr>
<th>Date</th>
<th>Phone Extension</th>
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## NAVSUPPACT NAPLES DETERMINATION

Emergency TLA is/is not approved for period _____________ to _____________

<table>
<thead>
<tr>
<th>Remarks:</th>
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<tr>
<th>TLA Coordinator Signature</th>
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<table>
<thead>
<tr>
<th>Date</th>
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NAVSUPPACT Naples Form 7210/6 (Rev 1-19) Enclosure (6)