



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09822-0001

NAVSUPPACTNAPLESINST 7210.1G
N1

30 JAN 2019

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 7210.2I
(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.

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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 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.

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(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.

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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, 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.

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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.

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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. 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 inadvisable 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.


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

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30 JAN 2019

SAMPLE DESIGNATION LETTER FOR TLA COORDINATOR

7210
N Code
Date

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)

Enclosure (1)