



DEPARTMENT OF THE NAVY
COMMANDER, JOINT REGION MARIANAS
PSC 455, BOX 152
FPO AP 96540-1000

JTREGMARIANASINST 7200.1
J9
8 Dec 09

COMMANDER, JOINT REGION MARIANAS INSTRUCTION 7200.1

From: Commander, Joint Region Marianas

Subj: TEMPORARY LODGING ALLOWANCE (TLA) POLICY

Ref: (a) CNICINST 5009.5
(b) JFTR, Chapter 9, Part C
(c) DOD 4165.63-M
(d) JTR, par. C5350

Encl: (1) Sample Arrival/Departure Temporary Lodging Allowance
Briefing Acknowledgement Form (JTREGMARIANAS 7200/1)

1. Purpose

a. TLA is authorized to partially reimburse a uniformed service member for the more than normal expenses incurred while occupying temporary lodging facilities, either on or off base. This instruction provides supplemental guidance on administering TLA, per references (a), (b) and (c).

b. This policy directive has been reviewed by the Per Diem, Travel and Transportation Allowance committee (PDTATAC) according to DOD Directive 5154.29, dated 9 March 1993, as PDTATAC Case RR091006. Any conflict between this directive and JFTR Volume 1 is resolved based on the JFTR and not this directive.

2. Scope. This instruction applies to all uniformed service members assigned to Guam.

3. Policy. Per reference (b), Commander, Joint Region Marianas (CJRM) is designated as the OCONUS TLA Authority for Guam.

4. Administration. Per reference (b), JRM Base Commanding Officers (BCOs) are responsible for administering the TLA policy/program.

a. CJRM, or designee, will coordinate with Housing Welcome Center (HWC) to conduct appropriate inspections of any temporary lodging facility desiring to provide TLA accommodations. Inspections must be conducted at appropriate intervals, but at a minimum annually. The HWCs must maintain records of inspection. All incoming and departing personnel must be provided a list of approved facilities in the event on base transient quarters/billeting is not available.

b. The HWCs are required to maintain frequent contact with the local private sector housing market to ensure incoming uniformed service members are furnished with reliable, realistic, and current information concerning private sector housing location, availability, description, and cost data.

5. Housing Referral Services. Per reference (c), the HWCs will make a housing referral list available and provide referral services.

6. Arrival TLA. Within the first working day after arrival, all uniformed service members are required to check into the HWC where they will be provided an arrival TLA briefing form (JTREGMARIANAS Form 11101/1), as sampled in enclosure (1). Members, and/or dependents, will be required to reside in government transient quarters/ accommodations if available. If government transient accommodations are not available, members will be provided an updated list of TLA-approved accommodations in the private sector and a TLA Claims form.

7. Departure TLA. No later than 30 days prior to departure or upon receipt of detaching orders, members must report to the HWC, where they will be provided a departure TLA briefing form (JTREGMARIANAS Form 11101/1), as sampled in enclosure (1).

8. Allowance Under Special Conditions. Members who are forced or directed to vacate their permanent living quarters for reasons beyond their control, may request TLA while they are seeking new permanent quarters or awaiting completion of repairs to quarters. If TLA is approved, a briefing consistent with JTREGMARIANAS Form 11101/1 will be provided by the HWCs. Approval authority for day-to-day occurrences is the BCO. CJRM is the approval authority following major disasters to allow for consistency and coordination with local officials.

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9. Reference (d) provides guidance on the administration of Temporary Quarters Subsistence Expense for authorized civilian personnel.

10. Action. The BCOs will conform to the policies and procedures contained herein. Requests for waiver of established policy will be forwarded to the Regional Commander via the War Fighter and Community Services Regional Program Director (J9).

11. Forms Management. The following JTREGMARIANAS form has been issued in administrative support to this program and is available electronically via the JTREGMARIANAS's Gateway, or from the command administration office.

- JTREGMARIANAS Form 11101/1 (Arrival/Departure Temporary Lodging Allowance Briefing/Acknowledgement Form)

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D. T. BIESEL

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Per Diem, Travel and Transportation Allowance Committee

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ARRIVAL/DEPARTURE TEMPORARY LODGING ALLOWANCE (TLA) BRIEFING AND ACKNOWLEDGEMENT

JTREGMARIANAS 72001 (Dec 09)

Ref: JTREGMARIANASINST 7200.1

ARRIVAL:

1. TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodgings at personal expense. If authorized, incoming uniformed service members with or without family, may be authorized arrival TLA to commence as of the date reported to the permanent duty station (PDS).
2. Newly arriving members and/or dependents are required to check into the Housing Welcome Center (HWC) after reporting to the command/unit and military pay offices. In the event that transient quarters/accommodations are available, members and/or dependents will be required to reside in such quarters. If government transient accommodations are not available, members will also be provided with an updated list of TLA-approved accommodations in the private sector and a TLA claims form.
3. Members must have TLA eligibility verified by the HWC upon check-in and every 15 days thereafter, before TLA payments are processed by the military pay offices.
4. TLA authorization for an OCONUS PDS assignment requiring finding a residence at the new PDS vicinity ordinarily should not exceed 60 days. When available, suitable housing will be offered at the member's duty station or preferred geographic location. A member who has applied to occupy family housing will lose Temporary Lodging Allowance (TLA) and will be removed from the housing waiting list if a housing assignment at the duty station or preferred geographic location is received. Except as limited below, a member may refuse a housing assignment offer outside the duty station or preferred geographic location without losing TLA and without being removed from the housing waiting list. Exception: A member who has been receiving TLA for 30 consecutive days or more, or who cannot reasonably expect a housing assignment at the duty station or preferred geographic location within the first 30 days of TLA, must accept the next housing offer regardless of location or lose TLA and be removed from the housing waiting list.
5. Uniformed service members who elect private sector housing on DD Form 1746, will be authorized up to 30 days TLA to find private sector housing.

NOTE: Unaccompanied/Single members E3 and below must reside in assigned Bachelor Quarters, unless otherwise authorized by the Local Housing Authority.

6. Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members. Service members must obtain a Housing Referral Record from the HWC for submittal and reimbursement, and must submit this document to their respective pay offices.
7. TLA authorization depends on the expenses incurred at the temporary lodging. All persons receiving TLA are required to obtain and keep receipts for lodging expenses to support TLA payment.
8. The use of temporary lodging, with facilities for preparing and consuming meals, is recommended to assist in reducing the member's and Government's expense while the member is on TLA.
9. Government owned furniture is available for temporary loan before members HHG arrive.
10. Failure to comply with TLA policy may result in loss of TLA.
11. It is the members' responsibility to inform their HWC/Pay Office upon occupying permanent housing to prevent TLA over payment.
12. Refer to Regional Family Housing Eligibility, Assignment and Governance Instruction for additional information (JTREGMARIANASINST 1110.2 series).

TLA Extension Request

To request TLA extension beyond 30 days, a member must submit a written request to the respective Local Housing Authority. The request must document all applicable information and detailed circumstances concerning the need to extend the TLA period, to include those of an extenuating or hardship nature. The member's written request must be endorsed by the commanding officer/unit commander, and include a completed housing referral record covering the last 10 days of the initial 30-day period. Extended TLA, if provided, will be in increments of 10 or fewer days.

DEPARTURE:

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS. Under ordinary circumstances, TLA is authorized up to 5 days prior to departing Guam. The Local Housing Authority may authorize additional days of TLA upon written request, providing full and supported justification. The written request must be endorsed by the member's commanding officer/unit commander. The member must still be attached to the command on Guam for departure TLA to be authorized/paid.
2. TLA authorization depends on the expenses incurred at the temporary lodging. Members and/or dependents are required to obtain and keep receipts for lodging expenses to support TLA payment.
3. In the event that transient quarters/accommodations are available, members and/or dependents are required to reside in such quarters. If government transient accommodations are not available, members will be provided with an updated list of TLA-approved accommodations in the private sector and a TLA claims form.

4. Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members. Service members must obtain a Housing Referral Record from the HWC for submittal and reimbursement, and must submit this document to their prospective pay offices.
5. The use of temporary lodging, with facilities for preparing and consuming meals, is recommended to assist in reducing the member's and Government's expense while the member is on TLA.
6. Government owned furniture is available for temporary loan to departing service members to continue to occupy permanent Government Quarters and/or private sector housing after the HHG have been picked up for shipment before departing.
7. Permanent Government Quarters and/or private sector housing is not to be vacated sooner than necessary in anticipation of departure.

Acknowledgement:

I _____ acknowledge that I have read and understand my TLA eligibility as it applies to my Arrival / Departure on/from Guam.

Member's Signature	Date
Housing Representative's Signature	Date