

Frequently Asked Questions

Q) What happens if I stay in a temporary lodging facility (TLF) on arrival for longer than 30 days?

A) Marines have the option to file a request for extension of TLA via the chain of command on a case-by-case basis. Refer to III MEF/MCIPAC-MCBBO 7220.1A paragraph 8.

Q) What is the difference between TLA and Temporary Lodging Entitlement (TLE)?

A) TLA is a reimbursement for exact cost of lodging, whereas, TLE is a flat rate. It is comparable to the difference between Overseas Housing Allowance and Basic Allowance for Housing.

Q) Can I use my Government Travel Charge Card (GTCC) for lodging expenses incurred while occupying TLF OCONUS?

A) Yes, GTCC can be used for temporary lodging expenses incident to PCS travel. It is the cardholder's responsibility to ensure all charges are paid in a timely manner. See MARADMIN 001/16.

Q) What are adequate cooking facilities?

A) The presence of a stove top, preparation area, refrigerator, sink, water, table, chairs, and cooking and eating utensils is evidence of adequate cooking facilities. Most government TLF contain adequate cooking facilities.

Q) Will the adequate cooking facilities affect my TLA rate?

A) Yes, you will receive a reduced meals portion of per diem due to the presence of suitable amenities to prepare and consume meals.

Q) What constitutes an aggressive housing search?

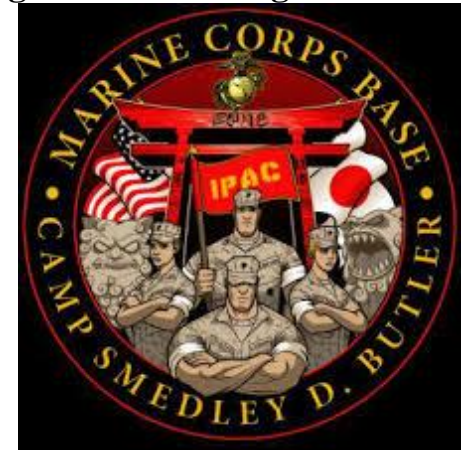
A) Documented physical visits to adequate off-base quarters within specific regional guidelines. For Okinawa you must view three housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period.

Q) What happens if I don't like the house I viewed?

A) It is your prerogative to refuse otherwise adequate housing. III MEF/MCIPAC-MCBBO 7220.1A states that TLA entitlement will stop on the day refused adequate housing would have been occupied. TLA shall not be paid for personal preference; however, unsafe units should be reported to the Housing Office to be verified as inadequate housing. See appendix D.

IPAC CONTACT INFORMATION	
<u>IPAC Inbound Branch</u>	
TLA ADMINISTRATOR.....	645-7728
BRANCH OIC.....	645-7980
BRANCH ASST OIC.....	645-6133
SNCOIC.....	645-4810
RDO-P CONTACT INFORMATION	
<u>RDO-P Military Pay Section</u>	
TLA Clerk.....	645-2600
TLA Clerk.....	645-2601
SNCOIC.....	645-7032
OIC.....	645-3062
REFERENCE INFORMATION	
III MEF/MCIPAC-MCBBO 7220.1A	
TEMPORARY LODGING ALLOWANCE AND FAMILY HOUSING POLICY FOR MARINE COMMANDS ASSIGNED TO III MARINE EXPEDITIONARY FORCE AND MARINE CORPS INSTALLATIONS PACIFIC	

Installation Personnel Administration Center Okinawa AND Regional Disbursing Office-Pacific



Temporary Lodging Allowance Information Pamphlet For UNIFORMED MEMBERS and DEPENDENTS

As per chapter 9 of the Joint Travel Regulation (JTR):

Temporary Lodging Allowance (TLA) is an allowance intended to *partially* pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodgings Outside Continental United States (OCONUS).

Authorized Payment:

TLA is typically payable to the following:

- The member/dependent(s) on a command sponsored tour.
- Any service member to whom government quarters are unavailable as certified by MCIPAC-MCB Camp Butler Billeting Office.
- Any active duty service members married member to member (prior to arrival), both on unaccompanied tours, that requests to move off-base for the purpose of establishing a joint household.
- See III MEF/MCIPAC-MCBBO 7220.1A for more information.

Payment Limitations:

TLA is designed to help offset the extraordinary expenses of residing in temporary quarters upon arrival/departure. For arrival, the established maximum period to locate and move into permanent quarters is 30 days for Okinawa. For departure, the maximum is 4 days for members clearing

government quarters, and 10 days for members living on the local economy.

When not payable:

- When adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate housing would have been occupied.
- For changes of assignment where funded transportation is not authorized, e.g., Permanent Change of Assignment.
- When a member is on an unaccompanied tour and chooses to bring family members to the Permanent Duty Station (PDS) at their own expense.
- When two active duty service members marry while stationed at the PDS and relocate from the BEQ/BOQ to quarters on the local economy.
- When the member fails to notify the housing office within two working days of locating available housing.
- When the member fails to conduct an aggressive housing search in accordance with III MEF/MCIPAC-MCBBO 7220.1A.
- When the member establishes a move-in date later than the date the residence was available for occupancy. Claims will only be paid through the day prior to the day the residence could have been occupied unless it is documented that circumstances beyond the member's control caused the delay.
- When single-type government quarters are available and a member, whose command

sponsored dependents have not yet arrived or have departed before the member, fails to obtain a Certificate of Non-Availability (CNA) from the BOQ/BEQ. Members arriving ahead of or departing after command sponsored family members must report to the BEQ/BOQ for temporary lodging.

- When a member fails to register with the housing office within two working days of arrival. TLA is not authorized for days prior to registering with the housing office if the member fails to report and register in a timely manner.

Required Documents:

- TLA Request Form
- TLA Data Sheet
- Area Clearance
- AF Form 594
- Lease termination documents (departure)
- Paid zero balance receipts/authenticated bill for temporary lodging
- Travel Claim (DD Form 1351-2 along with reporting endorsement)
- Signed Acknowledgement of TLA Entitlement (appendix C)
- CNA, if residing in off-base TLF
- Memorandum to Reside off-base (signed by CO)

Claim Submission:

Claims for TLA should be submitted to the Installation Personnel Administration Center (IPAC) with all required documentation. Expect to be paid via EFT within 2-4 business days from the time Regional Disbursing Office – Pacific (RDO-P) receives the claim from IPAC.