

TEMPORARY LODGING ALLOWANCE (TLA) INFORMATION SHEET - OKINAWA

1. The following information is provided to assist personnel in a TLA status to understand what is required of them and highlight major points of TLA.
2. Per Joint Travel Regulations (JTR) definition, "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)."
3. TLA is an earned entitlement approved and paid in 10-day increments. Advance payments are authorized, however all unearned days of advance TLA will be deducted from the member's pay in a lump-sum amount.
4. TLA is designed to help offset the extraordinary expenses of residing in temporary quarters upon arrival/departure. It is not to pay for other expenses arising from your Permanent Change of Station (PCS) move or other preexisting obligations.
5. It is the service member's responsibility to report to and register with the housing office within two working days of arrival. Failure to do so will result in the member and their family members not being entitled to TLA for the days prior to registration.
6. For unaccompanied members or members arriving ahead of family members, all billeting (BEQ/BOQ) within the commuting distance must be utilized prior to arrival of dependents.
7. The established period to locate and move into permanent quarters is 30 days for Okinawa. This does not mean that you are automatically entitled to receive the maximum days of TLA, it simply means that this is sufficient time for a family to find and move into quarters. Adherence to TLA regulations will enable personnel to receive reimbursement for their expenses while residing in a temporary lodging facility (TLF).
8. Service members must conduct an aggressive housing search by viewing at least three housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. All housing searches must be annotated on the TLA Data Sheet. Every effort should be made to find suitable housing on a daily basis. Once housing has been assigned in writing, the member does not need to continue additional searches.
9. A bona fide search is a physical visit to a local housing agency (off-base) or inspection of available quarters. Phone calls or online searches do not constitute a bona fide search.
10. An acceptable search requires that an inspection of a residence be consistent with the family's requirements, looking at a residence that is too small for the family's size as determined by housing office standards is unacceptable. For example, it is unacceptable for a family of five to annotate inspection of a residence with only two bedrooms.
11. Available housing cannot be rejected as being too far from the duty station. The reasonable commuting distance per MCIPAC-MCB CAMP BUTLER POLICY LETTER 10-15 is:

Duty Station	Within Commuting Distance
Camp Kinser	Camp Foster or MCAS Futenma
MCAS Futenma	Camp Foster or Camp Kinser
Camp Foster*	MCAS Futenma, Camp Kinser or Camp Courtney
Camp Courtney	Camp Foster or Camp Hansen
Camp Hansen	Camp Schwab or Camp Courtney
Camp Schwab	Camp Hansen
* Camp Lester is considered part of Camp Foster for BH purposes.	

12. Submit TLA reimbursement requests to the IPAC TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the Memorandum For The Record - Acknowledgement of TLA Entitlement Conditions. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

13. Claims for departure TLA can be submitted prior to the end of the TLA period provided sufficient documentation is attached. Required documents include: TLA Request Form, TLA Data Sheet, Area Clearance, AF Form 594, lease termination documents, and paid receipts or authenticated bill for temporary lodging.

14. Notify the housing office and the Distribution Management Office to schedule furniture and Household Goods shipment within two working days of locating quarters. Delays in notifying these offices may result in a loss of TLA entitlement.

15. Move into housing at the earliest opportunity. The only authorized delay between locating housing and moving into housing is the time it takes for the agency to prepare the dwelling for occupancy and for the member to arrange for and have furniture delivered, normally three to four working days.

16. Continue to search for permanent quarters when a residence has been identified for move-in and it has not been inspected by the housing office or the available move-in date is too far into the future that it could not be occupied within 30 days from the first day of TLA entitlement. Do not place a deposit on a unit until it passes inspection. NOTE: Looking at quarters without an inspection is not recommended and is not grounds for approval or extension. Housing agencies should only show residences that are available for immediate occupancy.

17. Requests for extension beyond the maximum period must fully justify the need for an extension and document circumstances beyond your control, which prevented occupancy of quarters in the allotted time. Requests must be submitted as soon as it becomes apparent an extension will be necessary.

18. When temporary lodging facilities contain adequate kitchen facilities for the preparation and consumption of meals, members will be reimbursed one-half the meals portion of TLA.

19. Government Travel Charge Cards **can** be used for expenses incurred while occupying TLFs OCONUS that are intended to be reimbursed by TLA. TLA payment cannot be split-disbursed. It is the cardholder's responsibility to ensure charges are paid off in a timely manner.