



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
851 WRIGHT AVENUE, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HI-ZA

1 DEC 2010

MEMORANDUM FOR All Military Personnel and Department of Defense Civilian Employees within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-29, Temporary Lodging Allowance (TLA)

1. References.

a. Joint Federal Travel Regulations (JFTR), Chapter 9, Part C, Temporary Lodging Allowance.

b. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 Feb 2008.

c. USPACOM Instruction 0614.5, J13, subj: Temporary Lodging Allowance in Hawaii, 08 Apr 2009.

d. Hotel and Motel Fire Safety Act of 1990, (Public Law No. 101-391, 25 Sep 1990, as amended by PL No. 105-85, 18 Nov 1997).

2. Applicability. This policy applies to all permanent party Army personnel assigned to duty in Hawaii who are eligible for TLA in accordance with references 1a and b.

3. Policy. The purpose of TLA is to partially reimburse an individual for more than normal expenses incurred during occupancy of temporary lodging. TLA may be authorized when the TLA authority determines it is mandatory that a Service Member (SM) and/or dependents occupy temporary lodging at personal expense.

4. Authorization of TLA.

a. TLA is authorized under the following circumstances:

(1) When SM is on leave or permissive travel in the Permanent Duty Station (PDS) vicinity, after reporting for duty and signing off Permanent Change of Station (PCS) leave, while seeking or awaiting government quarters/private sector/on-post privatized housing assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

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(2) Upon arrival in compliance with PCS authorization. (See Enclosure 1.)

(3) Under Special Conditions. For example, when the government directs the SM to vacate permanent government quarters/private sector/on-post privatized housing in the PDS vicinity; special circumstances upon redeployment; special circumstances upon hospitalization. (See Enclosure 2.)

(4) Upon departure in compliance with PCS authorization. (See Enclosure 3.)

b. TLA is not payable for any day a SM is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity while seeking or awaiting government quarters/private sector/on-post privatized housing assignment. In that case, the number of dependents who continue to occupy temporary lodging determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only in accordance with the PDS.

5. Responsibilities.

a. The USAG-HI Commander's representative, namely the Residential Communities Initiative (RCI) Project Manager, will:

(1) Determine the need for SM to occupy temporary lodging.

(2) Follow TLA procedures prescribed by the JFTR and this policy memorandum. If there is a conflict between this policy memorandum or other publications and the JFTR, the JFTR takes precedence.

(3) Submit recommendations to improve TLA management to the USAG-HI Commander.

(4) Assist SM in obtaining permanent housing.

(5) Determine whether cooking facilities available for SM in temporary lodging justify full or partial TLA payments.

(6) Be the approval authority for TLA requests up to:

(a) Sixty days for incoming personnel, and under special conditions.

(b) Ten days for departing personnel living off-post.

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(c) Ten days for departing personnel living on-post.

The responsibilities under sub-paragraph 5.a. (6) may be delegated to the Chief of Housing Operations, the Housing Services Office (HSO) Manager and/or the Unaccompanied Personnel Housing (UPH) Manager.

(7) Be the approval authority for TLA extensions up to ninety days for incoming personnel. (This authority may not be delegated.)

b. The Housing Operations Branch, comprised of the HSO and UPH Office, will:

(1) Ensure SM understands they are responsible for seeking permanent housing and that failure to comply with this policy memorandum may result in early termination of TLA. The SM must receive this information during In/Out Processing briefings.

(2) Provide SM TLA claim forms and information sheets at the TLA in-brief.

(3) Maintain accurate records to ensure SM aggressively seeks permanent housing.

(4) Assist SM with completion of necessary documents to support TLA claims or establish eligibility for housing or quarter allowance when TLA ends.

(5) Ensure extension requests are valid and meet the minimum requirements for authorization in the JFTR and this policy memorandum.

(6) Promptly process TLA extension requests.

(7) Ensure private rental housing is not vacated prematurely.

(8) Maintain housing forecast and availability data for the period described by the JFTR.

(9) Monitor the local rental market and promptly give SM or their dependents current information on suitable available private rentals (HSO only).

(10) Inspect hotel or hotel-like facilities and provide Soldiers and Families a list of TLA approved facilities.

c. Unit Commanders will:

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(1) Ensure newly arrived SM reports to the HSO/UPH within five calendar days after arrival.

(2) Schedule duties of newly arrived SM to allow enough time to find suitable housing. SM will not be considered completely in-processed until they move into permanent housing.

(3) Ensure appointed sponsors help newly arrived SM search for housing.

(4) Ensure SM is not permitted or required to vacate Senior Enlisted Quarters (SEQ)/Officers Quarters (OQ) or troop billets until they find private rental housing.

d. SM will:

(1) Report to the HSO/UPH within five calendar days after initial PCS or redeployment arrival and upon departure when a PCS-out date has been established, for instructions on TLA eligibility and responsibilities. Failure to report may jeopardize TLA eligibility.

(2) Contact the HSO/UPH at least every ten days while aggressively seeking private rental housing.

(3) File TLA claims no later than three calendar days after ending day of ten-day TLA increment or day TLA terminates, whichever is first.

(4) Submit extension requests to HSO/UPH before the 60-day incoming and 10-day outgoing limitations.

e. The USAG-HI Commander is the approval authority to grant TLA extensions beyond:

(1) Ninety days for incoming personnel, and under special conditions.

(2) Ten days for departing personnel living off-post.

(3) Ten days for departing personnel living on-post. TLA extension approval authority will not be delegated.

6. Termination of TLA. TLA entitlement will end the day before the SM receives household goods at the permanent quarters. (Note: The day the SM signs for

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government quarters, the effective date of lease, or the closing date on mortgage, the SM is considered to have "permanent quarters.")

7. Non-Eligibility for TLA. TLA is not authorized when:

a. Temporary lodging is not occupied. Temporary lodging is defined as lodging registered with the State of Hawaii and recognized as hotel/transient accommodations and holds a transient accommodation number. In the case of condominiums, a Condominium Hotel Operator Registration Number is required. Vacation rentals, military recreational facilities (except the Hale Koa Hotel), and bed and breakfast accommodations are not authorized TLA accommodations.

(1) The Inn at Schofield Barracks is the designated transient quarters for personnel stationed at Schofield Barracks, Wheeler Army Airfield and Helemano Military Reservation. If space is not available, the Inn will issue a Room Status Certificate (RSC), which enables the SM to obtain other hotel lodging at the TLA rate. There is no designated transient lodging facility for personnel stationed at Fort Shafter, Tripler Army Medical Center, Camp Smith, Pearl Harbor or Hickam Air Force Base.

(2) When a SM has an RSC they may then choose from the list of approved hotels. The list is available at the Inn at Schofield and the HSO Offices at Fort Shafter and Schofield Barracks. (Note: If the SM elects other lodging, they may incur out of pocket expenses for items such as transient lodging taxes that are not reimbursable.

(3) If the SM does not stay in the designated transient lodging and does not have an RSC, they will only be reimbursed to the amount they would have been charged at the designated transient lodging.

b. SM delays delivery of household goods for personal reasons once assigned permanent housing.

c. SM fails to aggressively seek private rental housing.

d. SM fails to register with HSO within five calendar days when authorized to seek private rental housing.

e. SM vacates quarters early for personal reasons.

f. SM delays portcall or airline reservations for personal reasons.

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g. SM terminates off-post private rental quarters more than 10 days before departure for personal reasons; or the SM terminates on-post privatized housing or SEQ/OQ more than 10 days before departure for personal reasons.

h. Concurrent travel of dependents is approved to private residence that is leased, rented, or owned by the SM, SM's relatives or friends. In this situation, the SM may be authorized TLA:

(1) For the period between the time of the SM's arrival and the availability of the arranged private residence. Eligibility must be kept to a minimum and normally should not exceed 15 days.

(2) When the dependent's arranged private residence is not within commuting distance of the duty station (1 hour commuting distance in rush hour) and a statement of non-availability of single quarters is issued.

i. SM must move to permanent quarters because of pregnancy.

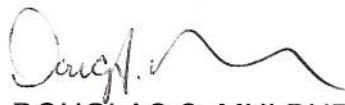
8. Appeals. The SM may appeal decisions made by the RCI Project Manager to Commander, USAG-HI.

9. This Policy Memorandum supersedes USAG-HI-29, SAB, 15 Aug 09 and remains in effect until cancelled or superseded in writing.

10. Proponent. The proponent for this policy is the RCI Project Manager at 655-7394. (Other relevant points of contact are identified in Enclosure 4.)

4 Encls

1. Arrival TLA Guidance
2. TLA Under Special Conditions
3. Departure TLA Guidance
4. Telephone Directory


DOUGLAS S. MULBURY
COL, IN
Commanding

DISTRIBUTION
Electronic Media

ARRIVAL TLA GUIDANCE

1. Member with Dependents. A member who is authorized to have dependents reside at or in the vicinity of the member's PDS in Hawaii, and whose dependents do so reside.
2. Member without Dependents. (E-6 and Above)
 - a. SM who has no dependents, or
 - b. whose dependents do not reside in the PDS vicinity, or
 - c. who has non-command-sponsored dependents residing in the PDS vicinity, or
 - d. who does not have legal custody and control of the dependents.
3. Housing Registration.
 - a. SM with dependents must register with the HSO within five calendar days of reporting for duty upon PCS or redeployment to be eligible for TLA. The HSO grants arrival TLA in increments of 10 days. The period of authorization depends on the SM's continued aggressive search for permanent housing.
 - b. SM who had no dependents upon arrival but who acquired dependents during his/her tour is not eligible for TLA for those dependents upon arrival in Hawaii because the member was without dependents on the effective date of the PCS authorization/order.
 - c. SM, E6 or above, without dependents, must register with the UPH Office within three calendar days of reporting for duty to be eligible for TLA. If UPH government quarters are not available, SM will be referred to the HSO. The HSO grants arrival TLA in increments of 10 days. The period of authorization depends on the SM's continued aggressive search for permanent housing.
4. TLA Reimbursement. TLA reimbursement depends on actual expenses incurred at the temporary lodging (excluding expenses when staying with friends or relatives) and receipts for payment. To claim meals only, SM must submit a statement to the HSO. The statement must be signed by SM's host, include name and address, and confirm SM is a guest.
5. Private Rentals. HSO will assist SM seeking private rentals. SM will aggressively search for permanent housing and submit a record of housing searches for each 10-day TLA period. HSO referrals will include the Island Palm Communities leasing office as well as other listings within commuting distance of the duty station (one hour commuting distance in rush hour).

ARRIVAL TLA GUIDANCE (cont.)

a. SM arriving in Hawaii on TLA, who elect to rent on-post or off-post housing that will not be available for move-in until after 60 days of their arrival will only be authorized to receive up to 60 days of TLA. This is based on availability of adequate housing and their desire to wait for something beyond that timeframe. HSO can provide a list of short-term, furnished rentals.

b. SM who sign a rental agreement with a tenancy start date within 60 days of arrival can request for a TLA extension if household goods cannot be delivered within the 60 day timeframe.

6. Home Purchase. HSO will assist SM seeking home ownership and will offer as a minimum:

a. Nondiscriminatory listings of for-sale housing.

b. Government transportation for newly arrived personnel where possible to inspect community housing listings when public or private transportation is not available or convenient.

c. Counseling on home buying and selling, and property management (where feasible on a space and/or resource available basis).

SM will aggressively search for permanent housing and submit a record of housing searches for each 10 day TLA period. SM must provide a copy of the Purchase Agreement once signed by the buyer and seller. The closing date will determine when TLA ends if it is within 60 days of arrival. Any delay generated by the SM for his/her convenience in consummating the purchase of a home, is not justification for extension of TLA. A SM whose initial 60-day TLA period has expired must make living arrangements at his/her own expense.

7. TLA when Tour Is Converted. A member whose tour in Hawaii is converted to an accompanied tour may be eligible for TLA upon arrival for the member and command-sponsored dependents who were dependents on the PCS authorization/order effective date if reference 1a, paragraph U9150-C conditions are met. The member must make every reasonable effort to find suitable permanent government quarters/private sector/on-post privatized housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable permanent government quarters/private sector/on-post privatized housing for the dependents before they arrive.

8. Bonafide bachelors and SM, who did not bring their dependents and are deploying within 60 days of arrival, are required to obtain a written memorandum from their commander and Temporary Change of Station orders to remain on TLA and are not required to search for housing until they deploy.

TLA UNDER SPECIAL CONDITIONS

1. TLA is authorized:

a. When the RCI Project Manager or his/her delegate officially determines that, for reasons beyond the member's control, SM must vacate established permanent government quarters/private sector/on-post privatized housing in the PDS vicinity.

b. While seeking permanent government quarters/private sector/on-post privatized housing following a TDY period when a member without-dependents vacated permanent Government quarters/private sector housing before a TDY assignment of 90 or more days.

c. During a member's hospitalization period while en route between PDSs when dependents are required to use temporary lodging in Hawaii during the hospitalization period.

d. For up to 30 days upon redeployment, when adequate quarters are not available and:

(1) SM reported for duty, was eligible for and receiving TLA (inbound) and was deployed prior to acquiring permanent quarters, or

(2) As an Army Military couple, dependents departed from the PDS vicinity in conjunction with (ICW) the Family Care Plan, and couple vacated permanent quarters, or

(3) SM is a single parent, dependent(s) vacated the PDS vicinity ICW the Family Care Plan, and SM vacated permanent quarters, or

(4) SM's dependents departed PDS vicinity on Early Return of Dependent orders, and SM terminated permanent quarters before or during deployment, or

(5) As an Army Military couple without dependents in the PDS vicinity, terminated permanent quarters before or during deployment, or

(6) SM, in rank E6 or above, qualifies for UPH as Priority I or II, and terminated permanent quarters before or during deployment.

Note: Under subparagraphs 1.d. (1)-(3), SM and dependents are eligible for TLA in the PDS vicinity. Under subparagraphs 1.d. (4)-(6), SM only is eligible for TLA.

2. TLA is not authorized when:

TLA UNDER SPECIAL CONDITIONS (cont.)

a. SM terminated permanent quarters in the PDS vicinity and dependents departed the vicinity at personal expense ICW deployment.

b. SM without dependents terminated permanent quarters in PDS at personal expense ICW deployment.

c. SM qualifies as Priority III, IV, V, or VI for UPH. SM in category III-VI may be assigned UPH on a space-available basis. SM is not required to participate in a waiting list for UPH, not required to occupy UPH, and not required to obtain a certificate of non-availability. Minimum standards of adequacy do not apply to residents in these categories. Prior to assignment, SM will be advised in writing they will be required to vacate housing for personnel in Priorities I and II upon 30-days notice.

3. TLA computation does not include any expenses before the TLA period begins or after it ends, except for extra lodging charges authorized in reference 1a, Paragraph U9185-A2, U9135-C, or U9185-D.

4. TLA will be terminated if the RCI Project Manager determines that TLA is no longer necessary (i.e., no excess costs, the member fails to accept adequate permanent Government quarters/on-post privatized housing, or the member stops diligently searching for permanent private sector housing).

DEPARTURE TLA GUIDANCE

1. Terminate Permanent Quarters.

a. On-Post Housing. TLA period should not exceed the last ten days before the SM departs the PDS and should not begin until housing is terminated.

b. Off-Post Housing. TLA period should not exceed the last ten days before the day the SM departs the PDS and should not begin until household goods are picked up except when:

(1) One or more dependents remain in the old PDS vicinity IAW reference 1a. TLA must not exceed the last 10 days preceding the day the last dependent departs.

(2) A longer TLA period may be authorized due to delayed departure or early termination of permanent family housing/private sector/on-post privatized housing IAW reference 1a, due to no fault of the SM.

(3) The SM or dependent is hospitalized or the SM's duties require the SM to be away from PDS.

c. Unaccompanied Housing. Unaccompanied SMs will report to the UPH Office to obtain departure TLA.

2. Dependents Depart Before the SM. When dependents depart before the SM, TLA may be authorized for the SM and dependents when the conditions in reference 1a, paragraph U9155-A are met. TLA incident to the dependents' departure must not exceed the last 10 days before the last dependent departs and must not begin earlier than the issue date of the PCS authorization/order or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in reference 1a, paragraph U9170-A.

3. Separation or Retirement from the Service. TLA is not authorized when SM separates or retires and remains in Hawaii.

4. Delayed Departure. When the departure period has begun and the actual departure is delayed through no fault of the member or dependents (to include dependents' delay due to the member's death), TLA may be authorized/approved by the authorizing/approving official in increments of 10 or fewer days, for the entire period that temporary lodging must be used.

5. Early Termination of Permanent Housing. When for reasons beyond the control of the SM and/or dependents permanent government quarters/private sector/on-post privatized housing is relinquished more than the last 10 days before the estimated departure date, the

DEPARTURE TLA GUIDANCE (cont.)

authorizing/ approving official may authorize/approve TLA beginning the day the permanent government/private sector/on-post privatized housing is relinquished for the following reasons:

- a. The Transportation Officer determines it necessary to ship household goods, after considering anticipated leave, necessary travel time, household goods shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting schedules, and other requirements.
- b. Expiration/termination of lease/rental agreement occurs after a SM has PCS orders.
- c. The landlord withdraws private sector housing from the market.
- d. The authorizing/approving official determines that an act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent family housing/private sector housing inadvisable.
- e. The SM is required by lease, custom, or law to vacate private sector housing in advance of the lease expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims.
- f. The lease, custom, or law requires the SM to surrender private sector housing at a fixed date, more than 10 days before scheduled departure.
- g. The RCI Project Manager or his/her delegate determines the SM must relinquish permanent government quarters/private sector/on-post privatized housing under circumstances/reasons other than those stated in reference 1a.

TELEPHONE DIRECTORY

HOUSING SERVICES OFFICE (HSO)

(808) 438-1518/6198 Bldg. 1004, Fort Shatter (South)
(808) 655-3073/3076 Bldg. 950, Schofield Barracks (North)

RESIDENTIAL COMMUNITIES INITIATIVE OFFICE (RCI)

(808) 655-7395 Bldg. 950, Schofield Barracks

ISLAND PALM COMMUNITIES, LLC

(808) 275-3800 South Regional Office, Bldg. 1004, Fort Shatter
(808) 275-3700 North Regional Office, Bldg. 950, Schofield Barracks

THE INN AT SCHOFIELD BARRACKS

Designated transient lodging for personnel arriving for duty at Schofield Barracks, Wheeler Army Airfield, and Helemano Military Reservation.

(808) 624-9650 563 Kolekole Avenue, Schofield Barracks

Note: There is no designated transient lodging for personnel arriving for duty at Fort Shafter, Tripler Army Medical Center (TAMC), Camp Smith, Pearl Harbor, and Hickam Air Force Base.

FINANCE OFFICE

(808) 655-1244 Defense Military Pay Office, Schofield Barracks
(808) 438-1027 Defense Military Pay Office, Fort Shafter

UNITED STATES ARMY GARRISON-HAWAII (USAG-HI)

(808) 656-1153 851 Wright Avenue, Wheeler Army Airfield, Schofield Barracks