

**BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)**

**673D AIR BASE WING INSTRUCTION
32-6005**



9 FEBRUARY 2011

Civil Engineering

**TEMPORARY LODGING ALLOWANCE
(TLA) PROCEDURES (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-60, *Housing*, and is used in conjunction with the Joint Federal Travel Regulation, Volume 1, Chapter 9, Part C, and AFI 32-6001, *Family Housing Management*. It establishes responsibilities and procedures for temporary lodging allowance of accompanied and unaccompanied military personnel. This instruction applies to all military personnel and their dependents assigned to Joint Base Elmendorf-Richardson (JBER), but does not apply to the US Air Force Reserve or Air National Guard units and members. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) (see [Attachment 1](#)) using the AF Form 847, *Recommendation for Change of Publication*. Route the AF Form 847 through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>.

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AF CE D – On/Off Base Housing Record,” applies. Privacy Act System Notices are available online at <http://www.defenselink.mil/privacy/notices.usaf>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It’s revised throughout to incorporate references to JBER in lieu of Elmendorf AFB.

1. 1. TLA is an allowance designed to partially reimburse members and family members the added living costs at an Outside Continental United States (OCONUS) duty station when occupying temporary lodging incident to permanent change of station (PCS).

2. Service Member’s Responsibility. It’s the member’s responsibility to contact and provide all associated information regarding both inbound and outbound TLA requests to the Capital Asset Management Element JBER-Elmendorf storefront office (673 CES/CEAC), 6346 Arctic Warrior Drive, JBER AK 99506, DSN 317-552-4439, Monday – Friday, 0800-1630, or JBER-Richardson store front office, 724 Postal Service Loop, #4500, Building 600, JBER, AK 99505-4500, DSN 317- 384-3907, Monday – Friday, 0800-1630.

3. Transient Quarters:

3.1. On-installation transient quarters will be used to the fullest extent possible. If on-installation transient quarters are not available, the service member/dependent will be authorized to reside off installation by receipt of a nonavailability letter (NAL) provided from the North Star Inn, JBER-Elmendorf 7153 Fighter Drive, JBER, AK 99506, DSN 317-552-2454, or by JBER-Richardson, Building 600 (Welcome Center), Suite 101, Richardson Drive, JBER, AK 99505, DSN 317-384-5660. To ensure authorized entitlements are not exceeded, the member should confirm maximum lodging allowances with the Air Force Accounting and Finance Office, 673 CPTS/FMF, DSN 317-552-9104, or the Army Defense Military Pay Office, DMPO, DSN 317-384-0047 prior to making off-base temporary lodging arrangements.

3.2. The member/dependent may elect to stay in the North Star Inn at either the JBER-Elmendorf or JBER-Richardson locations. Pets are authorized in both locations and the North Star Inn offers a list of off-installation kennels as an optional consideration for the member's convenience. Pet fees are not reimbursable cost expenditures when filing TLA claims.

3.3. If a member/dependent elects to reside in a hotel/motel or other transient off-installation lodging without a NAL, reimbursement will be based at rates of the referring lodging office and not the maximum lodging allowance.

3.4. The member/dependent may also elect to stay with friends or family in the local vicinity while seeking adequate housing. Reimbursement of TLA claims will be based on zero dollars for lodging; however, the applicable rate for meals will be authorized.

3.5. While seeking adequate permanent housing the member/dependent must obtain transient lodging within the local vicinity and normal commuting distance, which will be defined as not further than Palmer on Alaska Highway 1 north, not further than Wasilla on Alaska Highway 3, and not further than Whittier on Highway 1 south to qualify for reimbursement for TLA lodging as authorized.

4. PCS Incoming Personnel:

4.1. Accompanied personnel are authorized TLA entitlement effective upon the arrival (reporting/signing-in) to JBER. The member/dependent may receive TLA for any day a member is on leave or permissive travel in the permanent duty station (PDS) vicinity, after reporting for duty, while seeking private sector housing or awaiting Government quarters assignment. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Government quarters assignment. If the member or dependents elect to obtain lodging outside the local vicinity at any time during the entitlement period, TLA will not be authorized.

4.2. Unaccompanied E-4 (SrA) Air Force personnel with 3 years of service (YOS) or of a higher rank are authorized TLA entitlement, unless the commander requires them to reside on installation for reasons of military necessity, readiness, or discipline. Inbound Unaccompanied Air Force Priority 2 E-4s (SrA) within 60 days of reaching three YOS are authorized TLA providing they are also receiving basic allowance for housing (BAH). All other unaccompanied personnel must reside in unaccompanied housing upon arrival to Joint Base Elmendorf-Richardson, unless otherwise directed by the dormitory superintendent and First Sergeant Barracks Program (FSBP) managers.

4.2.1. Unaccompanied Army personnel E-5 (Sgt) and below will be assigned unaccompanied housing upon arrival. Army E-6 (SSgt) and higher are qualified to receive BAH and are authorized TLA entitlements.

4.3. Nonreceipt of household goods does not constitute authorization for TLA extensions. Loaner furnishings are made available through the Furnishing Management storefront Office, 6346 Arctic Warrior Drive, JBER, AK 99506, DSN 317-552-2740, Monday – Friday, 0800-1630, or Furnishing Management storefront office, Building 600, 724 Postal Service Loop, #4500, JBER, AK 99505-4500, (907) 384-3907.

4.4. TLA may be authorized for a maximum of 60 nights while seeking adequate permanent housing upon initial arrival (reporting/signing-in) to JBER. Delay in purchase of a home beyond the initial 60 days of entitlement does not constitute an authorization for extension.

4.5. Extensions for TLA entitlement beyond the initial 60 days may be approved on a case-by-case basis in increments of 15 nights or fewer by request to 673 CEG/CC for the following exceptions:

4.5.1. Acts of God, fire, earthquake, riot, civil unrest or other disturbances which make normally available or anticipated housing temporarily or permanently uninhabitable or available.

4.5.2. Withdrawal of private sector housing from the market by the landlord.

4.5.3. Member is unable to secure housing considered by 673 CES/CEAC to be suitable to the member's needs.

4.5.4. When the member or dependents is hospitalized, or the member's duties require the member to be away from the permanent duty station, resulting in curtailment of opportunities to arrange for private sector housing.

4.5.5. Delay in availability of/assignment to on-base housing due to service requirement.

5. PCS Outbound Personnel:

5.1. Unaccompanied members residing in dormitories and barracks may be authorized TLA entitlement, if deemed necessary.

5.2. Accompanied members and unaccompanied members residing outside dormitories and barracks with BAH authorization are entitled TLA for the five nights immediately preceding their date of PCS departure from JBER. The reduction in authorized TLA days is in support of our loaner furnishings program that allows personnel to secure housing earlier upon their arrival and stay in their housing longer upon their departure thus saving TLA funds. Joint Federal Travel Regulation (JFTR), paragraph **U9150.B.2** requires the senior commander of OCONUS areas where more than one Service is represented to issue written guidance for all Services in the area. In Alaska the senior commander is the ALCOM/11AF Commander. The senior commander for Alaska delegated this authority to the Installation Commanders. As such, the 673d Air Base Wing Installation Commander establishes the number of TLA days authorized at JBER Elmendorf-Richardson through this publication.

6. Procedures for Submitting TLA Claims:

6.1. Submissions for inbound members/dependents are accomplished in 15-night increments until adequate housing has been obtained. The maximum entitlement period is 60 nights.

6.2. Submissions for outbound members/dependents may be accomplished within 72-hours prior to departure from the base.

6.3. The following items must be completed and provide with each submission for TLA entitlement:

6.3.1. AF Form 1357, *Request for Temporary Lodging Allowance*, available at either the 673 CES/CEAC, Capital Asset Management Element store front office, or the on site store front office at Building 600.

6.3.2. NAL from the North Star Inn or Fort Richardson Lodging if applicable.

6.3.3. Two copies of the member's PCS orders.

6.3.4. One copy of paid lodging/hotel receipts with the name of the lodging/hotel, daily rate, member's name, and inclusive dates for the period claimed.

6.3.5. Community Housing Checklist for inbound personnel only (See **attachment 2**). The member must comply with the JFTR by aggressively seeking adequate permanent housing. Completion of the Community Housing Checklist at each submission for TLA establishes compliance. If the member fails to aggressively seek permanent housing or fails to submit acceptable reasons for noncompliance, they will be denied payment of or further entitlement to TLA.

7. Useful Link:

7.1. The following is a link for the TLA calculator located on the AF Portal under the "Life and Career" tab, "Money-Welcome to virtual Finance!", tools tab, TLA calculator button. Or via the following link: https://www.my.af.mil/gcss-af/USAF/AFP40/d/s/A1FBF31D23D21F6B0123ED377B730575/Files/TLE_Calculator.htm. This site not only provides a TLA calculator, but also provides a TLA description, eligibility, and link to Chapter 9 of the JFTR.

8. Forms Adopted/Prescribed:

8.1. Adopted:

AF Form 847, *Recommendation for Change of Publication*

AF Form 1357, *Request for Temporary Lodging Allowance.*

8.2. Prescribed:

No forms were prescribed by this publication.

ROBERT D. EVANS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-60, *Housing*, 16 September 2005.

AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004.

AFI 32-6001, *Family Housing Management*, 21 August 2006.

Joint Federal Travel Regulation, 12 January 2008.

Joint Federal Travel Regulation, Volume 1, Chapter 9, Part C, 12 January 2—8.

DoD 5400.7-R, *DoD Freedom Of Information Act (FOIA)*, 14 September 1998.

Abbreviations

AFRIMS— Air Force Records Information Management System.

BAH— Basic Allowance for Housing

FOIA— Freedom Of Information Act.

FSBP— First Sergeant Barracks Program.

JBER— Joint Base Elmendorf-Richardson.

JFTR— Joint Federal Travel Regulation.

NAL— Nonavailability Letter.

OCONUS—Outside Continental United States

OPR— Office of Primary Responsibility.

PAS— Privacy Act Statement.

PCS— Permanent Change of Station.

PDS— Permanent Duty Station.

RDS— Records Disposition Schedule.

TLA— Temporary Lodging Allowance.

UCMJ— Uniform Code of Military Justice.

YOS— Years of Service.

Attachment 2

COMMUNITY HOUSING CHECKLIST FOR TLA

Table A2.1. Community Housing Checklist for TLA

In accordance with the Joint Federal Travel Regulation you must aggressively seek adequate permanent housing on the economy to continue your TLA entitlement. The following information must be provided when filing TLA claims. A minimum of five available rental units must be viewed during each 15-day period claimed. This checklist must be submitted with each of your TLA requests.

PLEASE PRINT

RANK/NAME _____

ORGANIZATION _____ DUTY PHONE _____

DATE OF TLA: PERIOD FROM _____ THROUGH _____

DATE VIEWED	ADDRESS OF UNIT	LANDLORD'S NAME	PHONE NUMBER	REASON NOT CHOSEN
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1.	_____	_____	_____	_____
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2.	_____	_____	_____	_____
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3.	_____	_____	_____	_____
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4.	_____	_____	_____	_____
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5.	_____	_____	_____	_____
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6. If adequate housing accommodations have been arranged please provide the projected move-in date: _____

SIGNATURE

DATE

NOTE: Providing false information will disqualify member from further TLA entitlement, and may result in Uniform Code of Military Justice (UCMJ) or administrative action. TLA entitlement stops the day prior to the member's lease start date, the receipt of keys or access to permanent adequate housing, or filing date if purchasing a home. Delay in purchase of a home beyond the initial 60 days of entitlement does not constitute an authorization for TLA extensions. If you intend to purchase a home and cannot occupy it prior to closing or the expiration of TLA, you will need to make short-term rental arrangements or remain in transient quarters at your own expense. Loaner furniture is available for accompanied and unaccompanied personnel from the Furnishing Management Office, located in the 673 CES/CEAC store front office, 6346 Arctic Warrior Drive, JBER, AK Monday through Friday, 0800 to 1630, DSN 317-552-2740, or 673 CES/CEAC store front office, 724 Postal Service Loop, #4500 JBER, AK 99505-4500, DSN 317-384-3907.