



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

IMBA-PWH

31 July 2012

MEMORANDUM FOR All Directorates, Agencies, and Tenant Units

SUBJECT: Commander's Policy on Administration of Temporary Lodging Allowance (TLA)

1. REFERENCES:

- a. AE Regulation 37-4, Providing Temporary Housing Allowance in USEUCOM, 07 May 10.
- b. Joint Federal Travel Regulation (JFTR), Volume 1.

2. PURPOSE: To establish local Temporary Lodging Allowance (TLA) procedures.

3. SCOPE: This policy applies to all Soldiers assigned to USAG Bamberg.

4. POLICY:

a. Incoming TLA:

(1) Newly arrived accompanied Soldiers and unaccompanied SSG (P) and above are required to report to the Housing Office within two working days of arrival to register for permanent housing. A Certificate of Non-Availability is issued where applicable if government quarters are not available.

(2) The Soldier is responsible to aggressively locate suitable permanent quarters.

(3) The chain of command will ensure that sufficient time is made available every day for the Soldier to aggressively seek housing and to make the necessary moving arrangements. The Soldier should not be considered completely inprocessed and available for full duty until he/she has acquired adequate housing. Active unit involvement and support will not only benefit the Soldier, Family and unit, but will also serve to minimize government TLA expenditures.

(4) Should a TLA extension be necessary, an endorsement by the chain of command containing a verification of support facilitating Soldier's house hunting activities is required.

(5) Families arriving on concurrent travel to the private residence of friends or relatives are authorized TLA for meals only, regardless of the commuting distance to the duty station.

(6) Newly arrived unaccompanied Soldiers SSG and below will be housed in the barracks immediately. Contact Single Soldier Housing Office, bldg 7104, DSN 469-8295.

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b. Outgoing TLA:

(1) The standard authorization for outgoing TLA is 3 days when cleaning of Government-controlled housing under Government contract is in place, and up to 10 days for private rental housing (no quarters cleaning).

(2) TLA for 4 through 10 days for Government-controlled housing may be approved by the Chief, Housing Division in cases involving circumstances which cannot be controlled by the Soldier, or clearing system.

(3) Should an extension beyond 10 days become necessary due to Army demands (i.e. delay of portcall) or any other emergency reasons, a request from the Soldier and an endorsement by the Soldier's chain of command, verifying such fact, is required.

(4) Soldiers in the rank of SSG and below residing in the barracks will remain in the barracks until flight date. TLA may be granted on an exceptional basis only.

c. Approval Authority:

	ARRIVAL	DEPARTURE
Chief, Housing Division	1 - 60 days	1 - 10 days
USAREUR G1, Military Pay	61 + days	11 + days

5. Point of Contact is Mr. Terrence E. Durbin, DPW, DSN 469-1560,
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Commanding