



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, RED CLOUD
UNIT # 15707
APO AP 96258-5707

REPLY TO
ATTENTION OF:

Policy Letter # 6-8

IMKO-AA-PWH

24 SEP 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures for Temporary Lodging Allowance

1. PURPOSE: To provide general information on TLA entitlements and service members' responsibilities during in and out processing. Reference USFK Reg 37-57 and JFTR Chapter 9, Travel and Transportation Allowances.
2. APPLICABILITY: Applies to Command Sponsored and Unaccompanied Personnel assigned to USAG-Red Cloud.
3. POLICIES:
 - a. The Chief, Housing Division is responsible for the overall management of the TLA program.
 - b. Exceptions to this policy must be submitted through the Chief, Housing Division, USAG-Red Cloud, to the Garrison Commander for approval. The service member is responsible to understand these entitlements and obtain any necessary approval for exception to policy prior to making any financial obligation.
4. ENTITLEMENTS:
 - a. TLA entitlements for incoming personnel.
 - (1) Concurrent Travel to economy quarters – maximum 60 days with dependent rate if travel is approved by the Housing Office.
 - (2) Unaccompanied personnel – maximum 60 days at the without dependent rate. (Only if UPH quarters are not available)
 - b. TLA entitlements will terminate when the service member is assigned UPH or economy quarters. If adequate UPH quarters are offered and refused, TLA entitlements will be terminated.
 - c. TLA entitlements for outgoing personnel.

This policy letter can be found at <http://redcloud.korea.army.mil/policy.asp>

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(1) Economy (off-post) housing – maximum 10 days at appropriate rate based on status. (Command Sponsored w/dependent rate and Non-Command Sponsored without dependent rate.)

(2) Unaccompanied Personnel Housing – maximum 3 days at the without dependent rate.

5. PROCEDURES:

a. TLA procedures for all incoming personnel.

(1) Report to the Housing Division Office at CRC, Bldg. 110, Camp Casey, Bldg 2440, and Stanley, Bldg 2339 within two days of arrival at USAG-RC. Housing personnel will process TLA documentation for those service members and families authorized TLA entitlements. Military personnel on TDY/Field Duty may have their spouse process TLA with a power of attorney.

(2) Command Sponsored Military Personnel who requested a travel change from deferred to concurrent travel, will not be authorized TLA.

(3) Service member will bring 3 copies of PCS orders w/amendments, unit assignment orders, and lodging reservation.

(4) Unaccompanied E-6's and below must submit a memorandum from the Unit Commander to the Chief, Housing Division stating that there is no space in the billets or occupancy rate is 95% or higher.

(5) Memorandum for E-6's and below must be approved before hotel accommodations can be made. (Sample copy can be provided at the Housing Office)

b. TLA procedures for outgoing personnel.

(1) Service Member will bring 3 copies of PCS orders w/amendments and original and 2 copies of lodging receipt.

(2) Unaccompanied E6s and below must submit a memorandum from the Unit Commander to the Chief, UPH Branch, stating that their billets' occupancy rate is 100%.

(3) Service members E-6 and below occupying SEQ's will not be authorized TLA. They will remain in their quarters until they depart.

(4) Military personnel on TDY/Field Duty may have their spouse process TLA entitlements with a power of attorney.

(5) TLA will not be authorized or processed until government or economy quarters have

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been properly cleared. Personnel in economy quarters must provide verification of clearance from the landlord. (Sample copy can be provided at the Housing Office)

Please Note: Service Member receiving Certificate of Non-Availability (CNA) from Casey Lodge must insure that hotel arrangements are made within USAG-RC. Hotel listings can be provided by Casey Lodge and the Housing Offices at Camp Casey and Camp Red Cloud. The Housing Offices are not authorized to sign TLA outside USAG-RC. Service Member must contact the housing offices if they are unable to acquire hotel accommodations within USAG-RC, prior to making arrangements outside the USAG-RC vicinity or TLA will not be approved.

6. Any questions concerning these procedures will be directed to the Housing Offices at CRC, 732-7487/7506, Camp Casey, 730-4347/4351 and Camp Stanley, 732-5073.

7. The point of contact for this action is Clara Greenway, Chief, Housing Division, 732-6554 or clara.greenway@us.army.mil.



W. H. DODGE
Colonel, SF
Commanding

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