



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

AMIM-JNP-H (25-30i2)

20 FEB 2025

COMMAND POLICY MEMORANDUM 24-17

FOR SEE DISTRIBUTION

SUBJECT: Temporary Lodging Allowance United States Army Japan

1. REFERENCES.

a. Department of Defense (DoD) 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A (Military Pay Policy - Active Duty and Reserve Pay), Chapter 68 (Cost of Living Allowance Outside the Continental United States (OCOLUS COLA) and Temporary Lodging Allowance (TLA)), February 2023, 6804 (Temporary Lodging Allowance).

b. Army Regulation 420-1, Facilities Engineering, Army Facilities Management, 12 February 2008, with Rapid Action Revision (RAR) Issue Date: 24 August 2012.

c. DoD Instruction (DoDI) 5154.31, Volume 5 (Commercial Travel Management: The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)), 16 October 2015.

2. APPLICABILITY. This policy applies to all Army Personnel assigned in Japan.

3. POLICY. TLA is intended to partially reimburse for higher-than-normal expenses incurred by a Servicemember (SM) or Family member(s) when seeking permanent quarters while occupying temporary lodging. The TLA may be authorized when the TLA authority determines it is mandatory that a SM and/or Family members occupy temporary lodging at personal expense.

4. AUTHORIZATION OF TLA. The TLA manager for the area will ensure that TLA is managed prudently. The TLA manager shall employ good business practices to preclude the necessity for payment of TLA, to shorten the period of entitlement, and to reduce the amount payable. The TLA rate is paid at the members' assigned Permanent Duty Station (PDS) only. If member stays at any other location, TLA expenses will be at members' own expense.

a. The Installation Housing Office can authorize TLA. There are many factors which impact eligibility for TLA, and it is the claim recipient's responsibility to check with

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the Installation Housing Office prior to making any TLA arrangements to avoid personal financial liability. The TLA cannot be verbally authorized.

b. The TLA memoranda will be issued with an initial maximum of 10-day increments for Command Sponsored families. Unaccompanied personnel may receive an initial 3 days if being assigned to Senior Leader Quarters (SLQ) on case-by-case basis. If authorized, Certificate of Non-Availability (CNA) to reside off post, this will be increased to 10 days.

c. Documents required to authorize TLA are Permanent Change of Station (PCS) orders, Integrated Personnel and Pay System - Army (IPPS-A) absence approval and installation out-processing checklist. Additional documents may be requested.

d. An itemized, zero-balance, paid lodging receipt or invoice will be required to verify lodging expenses for reimbursement.

(1) The daily TLA rate (ceiling) for lodging and meals and incidental expenses (M&IE) is calculated based on the number of eligible persons occupying temporary lodging.

(2) The TLA reimbursement depends on the actual expenses incurred at the temporary lodging. The SM must keep itemized lodging receipts to verify lodging expenses. If the lodging chosen exceeds TLA rates, SM will only receive reimbursement not to exceed lodging and M&IE ceiling.

(3) When temporary lodging has adequate cooking and eating facilities, the daily TLA rate for lodging does not change but rather the M&IE amount is reduced by one half.

e. To claim M&IE only while staying with friends or relatives, SM must submit a statement to the Housing Services Office (HSO)/Unaccompanied Housing (UH). The M&IE reimbursement while residing in the permanent residence is not authorized.

5. ARRIVAL/INITIAL TLA.

a. The TLA cannot start prior to the date the SM signs into the PDS from leave, travel or permissive temporary duty (PTDY) status.

b. The SM is required to check in with HSO within 48 hours after signing into the PDS for instructions on TLA eligibility and responsibilities.

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6. AUTHORIZATION PERIOD FOR ARRIVAL/INITIAL TLA.

a. The TLA memoranda will be issued with an initial maximum of 10-day increments for Command Sponsored Families. Unaccompanied personnel may receive on a case-by-case basis an initial 3 days of TLA if being assigned to SLQ. If authorized CNA to reside off post, this will be increased to 10 days. The TLA beyond the initial increment will be authorized based on the SM's individual justification.

b. The SM must **aggressively seek** housing to continue initial TLA up to 30 days. Subsequent TLA will be issued in 10-day increments.

c. The SM will not be entitled to meals if residing in lodging that is deemed to have adequate cooking facilities. Adequate cooking facility will have a four (4) cook top range and an oven.

7. DEPARTURE TLA.

a. Departure TLA may be authorized up to 10 days from the availability date if household goods are picked up, the SM is not on leave and is leaving the PDS vicinity. Outbound TLA beyond 10 days will require an Exception to Policy (ETP). The SMs residing in SLQs may be issued 6 days outbound TLA on a case-by-case basis.

b. A SM who retires or separates from service, stays in the PDS, and moves on a future date, is not eligible for TLA.

8. ETP. The TLA ETP requests may be submitted in writing for circumstances that exceed the requirements specified in this policy. The Commanding General may approve TLA for the number of days needed to prevent undue financial hardship to the SM during that period.

9. This instruction has been reviewed in accordance with DoDI 5154.31, Volume 5.

10. This policy supersedes any other previous policies and remains in effect until rescinded or superseded in writing.

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11. The point of contact for this memorandum is Chief, Housing Management Division, Directorate of Public Works at Defense Switched Network 315-263-3441.


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