

**BY ORDER OF THE COMMANDER
JOINT BASE ELMENDORF-
RICHARDSON**

**JOINT BASE ELMENDORF-
RICHARDSON INSTRUCTION 32-6008**

14 JUNE 2023

Civil Engineering

TEMPORARY LODGING ALLOWANCE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 32-6000, *Housing Management*, as required by the Department of Defense (DoD) 7000.14-R, *Financial Management Regulation (FMR) Volume 7A, Military Pay Policy – Active Duty and Reserve Pay*. This instruction applies to all military personnel and their dependents assigned to Joint Base Elmendorf Richardson (JBER) to include Air National Guard and Air Force Reserves. It applies and prescribes procedures for providing temporary lodging allowance (TLA) to accompanied and unaccompanied military personnel. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with (IAW) the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; Route DAF Form 847 from the field through the appropriate chain of command. Waivers for any portion of this instruction are not authorized. Supplementing this instruction is not authorized without consultation with the OPR. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code Section 9013, *Secretary of the Air Force*, Title 10 United States Code Section 2831, *Military Family Housing Management Account*, and Department of Defense Manual (DoDM) 4165.63 *DoD Housing*

Management. The applicable System of Record Notice NM11101-1, *Family and Unaccompanied Housing Program*, is available at: <https://dpcl.d.defense.gov/privacy/SORNS.aspx>.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. The major changes include clarification on TLA for Service members (SVMs) upon arrival and departure from the installation; increase of TLA authorization upon departure from 3 nights to 10 nights in conjunction with a permanent change station (PCS), a retirement, or a separation; and incorporates administrative changes throughout.

1. Responsibilities.

1.1. In addition to the requirements in DOD FMR Volume 7a, the following responsibilities apply:

1.1.1. TLA-extension approval authorities will:

1.1.1.1. Help Outside the Continental United States (OCONUS) TLA authorities by reviewing and evaluating requests for TLA from SVMs stationed at JBER geographic area.

1.1.1.2. TLA-extension approval authorities are as following for both in and outbound personnel:

1.1.1.2.1. The 673d Civil Engineer Squadron (CES) Commander is the approving authority for extension requests of up to 15 days cumulatively.

1.1.1.2.2. The 673d Civil Engineer Group (CEG) Commander is the approving authority for extension requests over 15 days and up to 30 days, cumulatively.

1.1.1.2.3. The JBER Installation Commander is the approving authority for extension requests for anything over 30 days cumulatively.

1.1.2. Unit Commanders will:

1.1.2.1. Ensure newly arrived SVMs report to the military housing office (MHO) within two duty days after arrival.

1.1.2.2. Schedule duties of newly arrived SVMs to allow them enough time to find suitable housing.

1.1.2.3. Ensure appointed sponsors help newly arrived SVMs search for housing.

1.1.2.4. Ensure SVMs are not permitted or required to vacate dormitories or barracks until they find adequate housing.

1.1.2.5. Review SVMs request for TLA-extensions and provide recommendation on approval/disapproval.

1.1.3. Housing Officers will:

1.1.3.1. Maintain accurate records to ensure SVMs aggressively seek permanent housing.

1.1.3.2. Ensure TLA requests are valid, meet the requirements for authorization within the DOD FMR Volume 7a and this publication, and are processed promptly.

1.1.3.3. Help SVMs complete necessary documents to support TLA claims.

1.1.3.4. Ensure TLA-extension requests are valid and meet the minimum requirements for authorization in the DOD FMR Volume 7a and this publication.

1.1.3.5. Complete the review process for TLA-extension requests within seven duty days of receipt.

1.1.3.6. Ensure housing is not vacated prematurely.

1.1.3.7. Monitor the local rental market and promptly give SVMs and their dependents current information on suitable available private rentals.

1.1.4. Service Members (SVMs) will:

1.1.4.1. Report to the MHO within two duty days after arrival and when a departure date is established for instructions on TLA eligibility and their responsibilities. Failure to report may jeopardize TLA eligibility.

1.1.4.2. Aggressively seek permanent housing.

1.1.4.3. Contact the MHO every 15 days to file TLA claim.

1.1.4.4. SVMs should utilize on-base lodging when available.

1.1.4.5. Submit TLA-extension requests beyond the initial authorized 30-night (inbound) or 10-night (outbound) to the MHO within 45 calendar days of the last night of the initial authorized amount.

1.2. A listing of JBER housing, transportation, and finance agencies are found in [Attachment 2](#).

2. Temporary Lodging Allowance (TLA). TLA is an allowance intended to partially pay SVMs/dependents while occupying temporary lodging OCONUS incident to a PCS a retirement, or a separation. OCONUS TLA is available when it is necessary for a SVM or dependent to occupy temporary lodging upon arrival at, or immediately before leaving a PCS OCONUS. Personal inconvenience to a SVM or dependent is never a determining factor. TLA is not intended and must not be used for the personal enrichment of a SVM, including the authorization or approval of TLA.

2.1. TLA is not payable to SVMs and/or their dependents when outside the local permanent duty station (PDS) vicinity.

2.2. Lodging expenses are not authorized while staying with friends or relatives, however a SVM may claim per diem only during the eligible TLA period. Per diem may not be claimed when residing with a friends or relatives for periods greater than 30 nights.

2.3. When SVMs and/or their dependents opt to utilize a camper/RV during the eligible TLA period, lodging expenses may be authorized. When cooking facilities are present within the camper/RV, only partial per diem will be authorized.

2.4. A valid itemized receipt to substantiate the TLA claim will be required.

3. Upon Arrival.

3.1. Authorized SVMs on an inbound PCS assignment may be authorized up to an initial 30 nights of TLA.

3.1.1. After the initial authorized 30-day period of TLA has been exhausted, TLA-extensions may be authorized to cover lodging expenses only.

3.1.2. Extension requests must be IAW [paragraph 1.1.4](#) and [paragraph 9](#) of this publication.

3.2. SVMs will occupy privatized housing (PH) or permanent private-sector housing within the community as soon as possible upon arrival. The TLA authority may determine that TLA is no longer justified/necessary for the following reasons:

3.2.1. There are no excess lodging costs to the SVM.

3.2.2. The SVM failed to accept adequate quarters or housing.

3.2.3. The SVM stopped aggressive house hunting for permanent housing.

3.2.4. Additional TLA will not be authorized or approved when a SVM is not expected to incur any excess costs or suffer undue financial hardship.

3.2.5. Purchasing a home does not constitute a requirement or authorization for TLA.

3.3. Eligibility:

3.3.1. Unaccompanied Air Force personnel in the rank of E-4 or higher with three years of service (YOS), or Army personnel in the rank of E-6 or higher who receive Basic Allowance for Housing (BAH), may be authorized TLA.

3.3.2. Inbound unaccompanied Air Force E-4s within 30 days of reaching three YOS may be authorized TLA, provided they are also released from unaccompanied personnel housing (UPH) by the UPH Superintendent.

3.3.3. All other unaccompanied personnel must reside in UPH upon arrival to JBER, when available.

3.3.4. Except for certification confirming military necessity as defined in the DOD FMR Volume 7a, TLA is not payable if the SVM is away from the PDS vicinity.

3.3.5. Non-receipt of Household Goods (HHG) does not constitute authorization for continuation of TLA. JBER offers 90-day loaner furnishings through the Furnishings Management Section (FMS). An exception may be granted if no furnishings are available.

3.3.6. TLA stops the day before the member occupies PH or permanent private sector housing within the community (Date of Occupancy). The date may be adjusted to account for days when HHGs or loaner furnishings cannot be delivered. In any case, TLA automatically terminates the day HHGs or loaner furniture is delivered.

4. Upon Departure.

4.1. Accompanied and unaccompanied SVMs not residing in UPH and who are authorized BAH may be entitled up to an initial 10 nights of TLA in conjunction with an outbound PCS, a separation, or a retirement.

4.2. TLA is authorized to start two nights before the SVM vacates their PH or private-sector housing within the community.

4.2.1. For Air Force SVMs, the date departed last duty station is the actual date the member departs the last permanent duty station (not the local area) or can be up to two duty days after out-processing from the military personnel section (MPS), whichever is earlier. Duty days are considered to be Monday through Friday.

4.2.2. For Army, the SVMs DA Form 31, *Request and Authority for Leave*, must be used with PCS reassignments, even if the SVM will depart from the losing unit on the same day they report to the gaining unit. The DA Form 31 will cover SVM's date of departure from losing unit to reporting date in orders, even if early report is authorized. The "TO" date on the DA Form 31 must be the same day as the reporting date in the PCS orders. Permission to report early does not change the reporting date.

5. Service Member (SVM) Married to Service Member (SVM).

5.1. Each SVM married to another SVM may draw TLA.

5.1.1. Neither SVM is a "dependent" for TLA purposes.

5.1.2. TLA claims must be submitted and filed at split TLA rate.

5.1.3. A SVM married to another SVM with dependents may only claim dependents if identified on the SVM's orders.

5.1.4. An SVM who marries another SVM during their tour with both SVMs occupying single quarters, PH, or permanent private-sector housing within the community are not authorized TLA while establishing a joint residence. These SVMs may be allowed TLA on termination of housing for PCS departure.

6. While on Temporary Duty (TDY), After a Deployment, Extended TDY, or Participating in Field Exercises.

6.1. Command-sponsored dependents of SVMs on TDY or participating in field exercise are authorized continuation of TLA for the duration of the TDY or field exercise. SVMs should submit TLA-Extension requests early enough for the request to be approved or disapproved prior to departure.

6.2. SVMs drawing TLA who receive orders to deploy may continue to draw TLA. The SVM must, however, have written certification stating that retaining temporary lodging is based on necessity, not on personal convenience.

6.3. SVMs without dependents and unaccompanied SVMs who vacate permanent housing because of a deployment, TDY or temporary additional duty (TAD) assignment of 90 days or more are authorized to TLA while seeking permanent housing after the deployment, TDY or TAD. This applies whether or not the SVM serves any or all of the deployment, TDY or TAD. This TLA should be handled in the same manner as outgoing TLA-extension.

6.3.1. Termination of Government quarters or private-sector housing cannot have occurred more than 30 calendar days before the scheduled departure date of the TDY/deployment.

6.3.2. The approving authority for the initial 10 days is the MHO.

6.3.3. Periods of 10 nights or more should be processed as a TLA-extension IAW [paragraph 9](#) of this publication.

7. Special or Emergency Conditions. The MHO chief declares permanent quarters uninhabitable because of fire, severe weather, riot, civil unrest, earthquake, or similar conditions beyond the SVMs control. Periods of 10 nights or more should be processed as a TLA-extension IAW [paragraph 9](#) of this publication.

8. Documentation.

8.1. SVMs need the following documents to substantiate TLA claims prepared by the MHO in preparation for processing by the finance or disbursing officer:

8.1.1. MHO TLA Memorandum through Enterprise Military Housing (EMH). A listing of agency information can be found in [Attachment 2](#).

8.1.2. Receipts, invoices, or statements for lodging used during the claim period.

8.1.3. Non-Availability Letter (NAL) from the Air Force Inns (only if residing off installation).

8.1.4. Complete set of PCS orders, including amendments, for initial claims and extensions.

8.1.5. Completed Joint Base Elmendorf-Richardson (JBE) Form 1, *Temporary Lodging Allowance Questionnaire*.

8.1.5.1. The purpose of this form is to provide information to the JBER MHO to legally receive TLA.

8.1.5.2. Completion of this form is self-explanatory.

8.1.6. A signed landlord/property manager document verifying the date housing was occupied/vacated.

8.1.6.1. For property owners, a closing or signed release of property document is required.

8.1.6.2. For SVMs residing in PH, an assignment/termination document is required.

8.1.7. Completed DD Form 1299, *Application for Shipment and Storage of Personal Property*.

8.1.8. Completed JBE Form 2, *Temporary Lodging Allowance (TLA) Housing Search Worksheet*.

8.1.8.1. The purpose of this form is to determine eligibility for, to start, adjust or finalize TLA.

8.1.8.2. Completion of this form is self-explanatory.

8.1.9. Completed DA 31 Form (Army only).

9. Extension.

9.1. Any extension of TLA beyond the initial authorized 30-night (inbound) or 10-night (outbound) must be in line with the requirements and situations defined in DOD FMR Volume 7a and this publication.

9.1.1. After the initial authorized period of TLA has been exhausted, TLA-extensions may be authorized to cover lodging expenses only.

9.1.2. The amount of BAH and per diem for the requested TLA-extension period received will be factored into the TLA calculation and utilized to cover lodging expenses.

9.2. TLA-extension requests must be submitted in writing and endorsed by the SVMs commander prior to submittal to the MHO for further coordination.

9.3. It is the SVMs responsibility to ensure all supporting documentation is provided to the MHO upon the initial submittal of the TLA-Extension request.

9.4. TLA extensions may be approved for any of the following reasons beyond the SVMs or dependents control:

9.4.1. Service requirements or local conditions, that cause a delay in the availability of or assignment to housing.

9.4.2. Acts of nature, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated PH or private-sector housing within the community temporarily or permanently uninhabitable or unavailable.

9.4.3. A landlord withdraws private-sector housing from the market.

9.4.4. The SVM is unable to secure private-sector housing that the MHO considers suitable to the SVM needs, in an acceptable location, and comparable to and within the price range of housing that other SVMs in the area are currently using.

9.4.5. Either the SVM or dependent is hospitalized or the SVM duties require them to be away from the PDS limiting opportunities to arrange for permanent PH or private sector housing within the community.

DAVID J. WILSON, Colonel, USAF
Commander

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

10 USC §9013, *Secretary of the Air Force*

10 USC §2381, *Military Family Housing Management Account*

DoD 7000.14-R, Financial Management Regulation Volume 7a, *Military Pay Policy – Active Duty and Reserve Pay*, April 2023

DoDM 4165.63, *DoD Housing Management*, 28 October 2010

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 32-6000, *Housing Management*, 18 March 2020

SORN NM11101-1, *Family and Unaccompanied Housing Program*, (05 September 2018, 83 FR 45112); (corrected 20 September 2018, 83 FR 47614)

Prescribed Forms

JBElmendorf-Richardson Form 1, *Temporary Lodging Allowance Questionnaire*

JBElmendorf-Richardson Form 2, *Temporary Lodging Allowance (TLA) Housing Search Worksheet*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

DA Form 31, *Request and Authority for Leave*

DD Form 1299, *Application for Shipment and/or Storage of Personal Property*

Abbreviations and Acronyms

AFI—Air Force Instruction

BAH—Basic Allowance for Housing

CES—Civil Engineer Squadron

DAF—Department of the Air Force

DoD—Department of Defense

DoDM—Department of Defense Manual

EMH—Enterprise Military Housing

FMR—Financial Management Regulation

FMS—Furnishings Management Section

HHG—Household Goods

IAW—In Accordance With

JBElmendorf—Richardson—Joint Base Elmendorf Richardson (short title for publications and forms)

JBER—Joint Base Elmendorf-Richardson

MFR—Memorandum for Record

MHO—Military Housing Office

MPS—Military Personnel Section

NAL—Non-Availability Letter

OCONUS—Outside the Continental United States

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PDS—Permanent Duty Station

PH—Privatized Housing

SVM—Service Member

TAD—Temporary Additional Duty

TDY—Temporary Duty

TLA—Temporary Lodging Allowance

UPH—Unaccompanied Housing

YOS—Years of Service

Terms

Aggressive House Hunting—Defined as conducting a minimum of one home viewing per day until the SVM enters into an agreement for housing. Documentation must be presented to the MHO every 15 days.

Command-Sponsored Dependents—Are defined as the SVMs dependents who are residing with the SVM at an OCONUS location at which an “accompanied-by-dependents tour” is authorized.

Cooking Facilities—A stove, work area (counter or table), refrigerator, sink, water, table and chairs, and cooking and eating utensils.

Date of Occupancy—Defined as the date the member takes possession of the key to their home and has access to the home for the purpose of taking up residence.

Installation Commander—Defined as the highest level of command over a military organization and over U.S. Military SVMs stationed in the commander’s geographic area of responsibility.

PDS Vicinity—Defined as not farther northeast than the city of Palmer on Alaska Highway 1, not farther north than the city of Wasilla on Alaska Highway 3, and not farther south than the city of Whittier on Highway 1.

Suitable or Adequate Housing—Defined as being structurally sound and does not pose a safety or health hazard. As having an average total monthly cost that does not exceed the maximum allowable housing cost criteria, hot/potable water, a shower or bath, at least one flushing toilet, and electrical service.

Temporary Lodging—Nonpermanent quarters (transient billets, temporary lodging establishments, and quarters of relatives, friends, coworkers, and associates). Temporary accommodations would be used when SVMs are as follows: Seeking permanent quarters, waiting transportation to depart, forced to vacate permanent housing because of an emergency. Permanent quarters are not considered temporary even if they are unsuitable or inadequate.

Vacate—Defined as the day a member leaves their home with no intention of returning.

Attachment 2

AGENCY OFFICE INFORMATION

Table A2.1. Agency Office Information.

JBER Agency	Address	DSN Phone Number
Housing		
JBER-Elmendorf	6346 Arctic Warrior Drive	317-552-4439
JBER-Richardson	600 Richardson Drive, Room 106	317-384-3907
Lodging		
	7153 Fighter Drive	317-552-2454
Transportation		
JBER-Elmendorf	8517 20 th South Street, Room 247	317-552-7202
JBER-Richardson	600 Richardson Drive, Room 145	317-384-1831
Finance		
JBER-Elmendorf	USAF Comptroller Services Portal: go.usa.gov/xGTd4	317-552-9940
JBER-Richardson	600 Richardson Drive, Room 146	317-384-1172