DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 7210.1 CH-1
N1
19 AUG 2004

NAVSUPPACT NAPLES INSTRUCTION 7210.1 CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE (TLA) WITHIN THE NAPLES AREA

Encl: (2) TLA Agreement
(5) TLA Depature Claim Sheet

1. Purpose. To transmit change 1 to the basic instruction.

2. Action

a. Remove enclosure (2) to the basic instruction and replace it with enclosure (2) of this transmittal.

b. Remove enclosure (5) to the basic instruction and replace it with enclosure (5) of this transmittal.

D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
List I through IV

DEPARTMENT OF THE NAVY
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PSC 817, BOX 1
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NAVSUPPACT NAPLES INST 7210.1
N1 13 APR 2004

NAVSUPPACT NAPLES INSTRUCTION 7210.1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE (TLA) WITHIN THE NAPLES AREA

Ref: (a) Joint Federal Travel Regulations (JFTR) Vol.1, Chapter 9
(b) COMUSNAVEURINST 7210.2G
(c) OPNAVINST 11101.13J

Encl: (1) Sample Designation Letter for TLA Coordinator
(2) TLA Agreement
(3) TLA Arrival Claim Sheet
(4) TLA Extension Request
(5) TLA Departure Claim Sheet
(6) Alternate TLF Request
(7) TLA Request Due to Emergency or Unusual Circumstances

1. Purpose. To prescribe procedures for the administration of TLA for the Naples area per references (a) and (b). This is a new instruction and should be reviewed in its entirety.

2. Background. Reference (a) designates NAVSUPPACT Naples as the TLA Extension Approval Authority for the Naples area. TLA is authorized to partially reimburse a service member for the lodging and expense of meals incurred as a direct result of use of temporary lodging, upon arrival or departure, of a permanent duty station located outside the continental United States. TLA can additionally be authorized in emergency situations.

3. Action

a. Commanding Officers will:

(1) Make every effort to reduce TLA costs. All feasible methods will be used to avoid the necessity for payment of the allowance and to shorten the period of entitlement.

(2) Allow the member ample time away from work to locate permanent housing. Service members will not be considered totally available for duty until permanent housing has been located.

(3) Ensure that member's duties are scheduled so as to allow member to meet all onboard requirements for authorization of TLA. After initial 12 days onboard, member must take at least two housing tours in every ten day period until housing is secured.

(4) Designate a command TLA Coordinator and an Alternate TLA Coordinator in writing, using the format provided in enclosure (1). Copies of designation letters will be sent to NAVSUPPACT Naples Administration Department and the Housing Office TLA Coordinator.

(5) Ensure service member reports to the Housing Welcome Center within two working days after arrival to register in the TLA database, sign the TLA agreement (enclosure (2)), and apply for housing.

(6) Ensure that member's chain of command reviews member's progress in finding a home and provides assistance as available to expedite the search process. As determined by the Housing Office, those members who have not at least scheduled a contract appointment after 30 days in the TLA hotel may be prescribed interim housing allowance in lieu of TLA while housing search continues.

(7) Ensure member's Department Head signs recommendation for 30 day TLA claim and counsels member on responsibility to locate a home as soon as possible.

(8) Sign recommendation for 45 day TLA claim and counsel member on responsibility to locate a home as soon as possible.

(9) Process and forward all requests for arrival TLA extensions to NAVSUPPACT Naples, via the housing office, before the commencement date of the TLA extension period.

b. Command TLA Coordinators will:

(1) Provide contact telephone number and fax number to local Housing Office TLA Coordinator.

(2) Counsel members who are approaching 30 days in a TLA status without having scheduled a contract appointment.

(3) Verify claims filed after 30 days in the TLA hotel are signed by member's Department Head and that claims filed after 45 days in the TLA hotel are signed by the Commanding Officer.

(4) Ensure arriving and departing service members are fully briefed on TLA requirements and understand that in most cases extensions will not be approved.

(5) Ensure command sponsors support the requirement to have their sponsoree check into housing within two working days of arrival.

(6) Provide feedback as requested to the local Housing Office TLA Coordinator and NAVSUPPACT Naples TLA Coordinator on the TLA process, housing search process, and other issues concerning the economical, efficient administration of the TLA program.

c. Service members will:

(1) Within two working days of arrival, report to the Housing Office for instructions regarding responsibilities and TLA entitlement. Single enlisted members and those enlisted members selecting an "all others" tour must report to the Bachelor Housing to verify the availability of government enlisted quarters.

(2) Upon arrival, aggressively seek permanent housing by taking at least two Housing Office-sponsored housing tours within each ten day period in the TLA hotel. Member's Commanding Officer will be notified if member fails to take the required number of tours and member's TLA will be terminated within ten days of notification unless requirement is met. Member's spouse's housing tours will count toward fulfillment of this requirement.

(3) Comply with all requirements contained in the TLA Agreement.

(4) Submit enclosure (3) to command PASS Liaison Representative for reimbursement of TLA expenses. Claim must be signed by the Housing Office and the Command TLA Coordinator. Claims must be in ten-day increments, with the exception of the final claim. Claim must be accompanied by the original hotel bill.

(5) Schedule occupancy date of permanent quarters not later than five working days after signature of housing contract, unless this requirement is waived by Housing.

d. Housing Office will:

(1) Brief member on the specifics of TLA procedures and ensure a signed copy of a TLA Agreement is maintained in member's housing file.

(2) Notify service member of the availability of Government Housing.

(3) Ensure service member is shown suitable private rental housing if government quarters are not desired.

(4) Notify Commanding Officers of termination of TLA if service member has refused the second offer for government quarters or private rental housing, if it has been determined as adequate permanent housing for the needs of the member.

(5) Maintain database to track member's fulfillment of requirement to take at least two tours within each ten-day period after the initial twelve days. If member fails to fulfill requirement:

(a) Generate letter (enclosure 5)) on first workday after the 10th day in TLA hotel and fax to member's command as notification of intent to terminate TLA.

(b) Disapprove TLA claims for any dates that are after ten days of notification letter if member has not taken at least two housing tours.

(c) Inform NAVSUPPACT Naples that member's TLA has been terminated.

(6) Provide weekly reports to each command with a member in the TLA hotel that list name, paygrade, date TLA began, move-in date (if applicable), and total days in TLA.

(7) Utilize interim Overseas Housing Allowance vice TLA when appropriate.

e. Personnel Support Detachment Naples will:

(1) Provide an accurate area Gains list monthly to Housing Office.

(2) Compute entitlement to TLA and provide TLA funds.

(3) Brief members on TLA entitlement during check-in and upon receipt of PCS orders.

f. Sponsors will:

(1) Ensure member checks in with Housing within two working days of arrival.

(2) Provide member with all assistance necessary to expedite member's location of a home.

g. NAVSUPPACT Naples TLA Administrator will:

(1) Provide oversight for the administration of TLA per references (a) and (b).

(2) Periodically request copies for review of weekly TLA reports and liaison with Housing Office TLA Coordinators when problems or trends are identified.

5. Extension of TLA Upon Arrival. Arrival TLA will be extended only in rare cases with strong command endorsement and for the following reasons:

a. Non-arrival of Household Goods <u>and</u> non-availability of loaner furniture.

b. Delay in availability/assignment to government quarters due to no fault of the member. If government quarters cannot be confirmed for occupancy within 60 days from arrival, private accommodations should be secured.

c. Acts of God, fire, flood, earthquake, riot, civil unrest, or other events that make available or anticipated housing uninhabitable.

d. Withdrawal of housing from the market by the landlord.

e. Hospitalization of member or dependents or the nature of the member's assigned duties require them to be away from the permanent duty station, resulting in curtailment of opportunities to arrange for permanent living accommodations.

f. Housing that meets the following criteria is unavailable:

(1) Has enough bedrooms to meet family size and composition per reference (c).

(2) Is within commuting distance (less than 25 miles).

(3) Has an average total monthly cost that does not exceed the maximum allowable housing allowance.

(4) Is structurally sound and does not pose a safety or health hazard.

(5) Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system.

6. Departure TLA

a. Departure TLA is authorized for three days for vacating government housing when contract cleaning is provided.

b. Departure TLA is authorized for six days for vacating civilian housing.

c. Claims should be submitted to the Personnel Support Detachment on the first day of occupancy of temporary lodging.

7. Extension of Departure TLA. Departure TLA may be extended for the following reasons:

a. Delayed departure. If the TLA period has already commenced and the actual departure date is delayed through no fault of the member or dependents, TLA may be authorized in increments of 10 or fewer days for the entire period that temporary lodging must be used.

b. Early Termination of Permanent Housing. When, for reasons beyond control of the member or dependents, permanent housing must be relinquished for reasons such as the following:

(1) The transportation officer determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments.

(2) Expiration of lease occurs after a member has the PCS orders.

(3) Housing is withdrawn from the market by the landlord.

(4) Acts of God, fire, flood, riot, civil unrest, or other events make occupancy of permanent housing unadvisable.

(5) The member is required by lease to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, or adjudication of damage claims.

(6) Housing authorities require the member to vacate permanent residential housing for the government's convenience to permit its readying for, or assignment to, another member.

(7) Similar reasons at the discretion of the TLA extension authority.

8. TLA Entitlement

a. Service members are entitled to TLA as prescribed in references (a) and (b), and this instruction.

b. The Navy Lodge at Gricignano Support Site is the designated Temporary Lodging Facility for incoming and outgoing personnel on Permanent Change of Station orders. Use of any hotel other than the authorized Navy Lodge may jeopardize the service member's entitlement to TLA.

c. The use of an alternate Temporary Lodging Facility (TLF) without prior written consent from NAVSUPPACT Naples TLA Administrator is prohibited. Enclosure (6) will be utilized for

requesting Alternate TLF accommodations. Approval of an alternate TLF is rare and typically approved only when the Navy Lodge is unavailable.

9. Emergency TLA. Emergency TLA requests will be processed for the following reasons if the circumstances are deemed beyond the control of the member:

a. Acts of God, fire, earthquake, riot, or civil unrest make the residence uninhabitable or if remaining in the residence is deemed unadvisable by the Commanding Officer, NAVSUPPACT Naples.

b. Withdrawal of housing from the market by the landlord.

c. If the residence becomes temporarily uninhabitable for other reasons, such as lack of two utilities (water and electricity, electricity and gas, etc.) for more than 24 hours, which would cause undue hardship on the member or family members. Situations in which one or more utilities are lacking for less than 48 hours will be considered on a case-by-case basis by the Housing Office.

d. Emergency TLA requests will be submitted using enclosure (7). NAVSUPPACT Naples Command Duty Officer will approve emergency TLA request during non-working hours after receiving recommendations from the Housing Officer.

D. J. FREDERICK

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists III and IV

7210
Ser
(date)

From: Commanding Officer,
To: (Member)

Subj: DESIGNATION AS COMMAND TEMPORARY LODGING ALLOWANCE (TLA) COORDINATOR

Ref: (a) Joint Federal Travel Regulations, Volume I, Chapter 9
(b) NAVSUPPACT NAPLES INST 7210.1

1. You are hereby designated as the TLA Coordinator for this command. You are directed to carry out your duties as outlined in references (a) and (b).

2. All feasible methods will be used to avoid the necessity for payment of TLA and to shorten the period of entitlement.

3. This designation remains in effect until your detachment, unless otherwise revoked.

(CO Signature)

Copy to:
NAVSUPPACT Naples IT

Temporary Lodging Allowance (TLA) Agreement

The Housing Welcome Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a responsible manner. This means that, upon your arrival, you must **aggressively** seek housing. To help you understand more about TA, the following information is provided.

You are allowed a maximum of 30 days of TLA as long as you complete a minimum of **two** showing tours each 10 days. After the 30 day period you will be required to have approval from your Chain of Command indicating why you were unable to locate housing within the 30 day period.

TLA Entitlement is Subject to Termination:

- If you have not completed a minimum of two tours with Housing Showing Service during each 10 day period until housing has been secured. Your spouse may complete the tours if desired. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e., arrival of POV or HHG, awaiting family arrival).
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly or if you request delayed delivery of HHG for personal convenience.
- If you go on TAD/TDY/Leave out of the vicinity of your PCS, unless your command-sponsored family members remain during your absence.
- If after 30 days, you continue to find economy homes unsuitable for your requirements.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing.
- Upon the move-in date to government or economy quarters.
- If you refuse the offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy.

Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with a temporary and/or short-term lease.

TLA Entitlement Extensions:

- All extensions based on units undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area will **NOT be approved.**
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPPACT Naples.
- Extensions beyond 30 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted 10 days in advance of expiration of TLA.
- Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted to the Housing Director in advance.

I have read and understand the above information and have received a copy

Name (Please Print)	Date Arrived	Signature	Date

NAVSUPPACT NAPLES Form 7210/2

TLA ARRIVAL CLAIM

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Accompanied/Unaccompanied (circle)

Marital Status (Circle): Single Married Military-Military Couple Divorced w/Dependents

Dependent Names/Ages of Children

_____ _____
_____ _____
_____ _____

TLF INFORMATION

Name: Kitchen Facilities: Yes/No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
Signature/Rank/Date

HOUSING OFFICE

TLA is/is not approved from _____ through _____

Total Number of days in TLA at end of this TLA period: _____

Expected Date of Occupancy: _____ Contract Appt. Date: _____

Remarks: _____

_____

Housing Representative Signature	Date	Phone Ext.

COMMAND ENDORSEMENT

Member has aggressively sought housing and has been counseled on the importance of locating accommodations expeditiously. Housing tours were conducted this period on the following dates: _____ _____ _____

Command TLA Coordinator Signature	**Name/Rank**	**Date**	**Phone Ext.**

30 Day Endorsement:

Department Head Signature	**Name/Rank**	**Date**	**Phone Ext.**

45 Day Endorsement:

Commanding Officer Signature	**Name/Rank**	**Date**	**Phone Ext.**

NAVSUPPACT NAPLES Form 7210/3

TLA EXTENSION REQUEST

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Number of Family Members:
Arrival TLA Date of Arrival:	Confirmed Move-In Date:
Departure TLA Date of Departure:	

I request extension of TLA for the period _____ to _____. This is my _____ request for an extension. I request this extension for the following reasons: _____

_____

_____

_____

_____
Signature of Member

TLF INFORMATION

Name:	Check-in Date:

HOUSING OFFICE

( ) Forwarded, recommending approval. Member has been interviewed and reason for request as stated by the member have been verified correct. Temporary government-owned/operated accommodations will not be available during the period covered by this request.

( ) Forwarded, recommending disapproval. Remarks: _____

_____

_____

_____
Housing Representative Signature

COMMAND ENDORSEMENT

I have personally verified this request against the criteria of NAVSUPPACT NAPLES INST 7210.1.

Recommend ( ) Approval ( ) Disapproval

Commanding Officer	**Name/Rank**	**Date**	**Phone Ext.**

NAVSUPPACT NAPLES Form 7210/4

TLA DEPARTURE CLAIM

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Phone Number:
Command:	UIC:
Dependent Names/Ages of Children _____ _____ _____	_____ _____ _____

Member's Departure Date:_____ Family Members' Departure Date:_____

TLA Entitlement Dates:_____ to _____. Requests for more than 3 days for members departing government quarters or six days if departing economy housing requires a TLA extension request routed through Housing and member's Commanding Officer.

TLF INFORMATION

Name:	Kitchen Facilities: Yes/No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____

Signature/Rank/Date

HOUSING OFFICE

TLA is/is not recommended from _____ through _____

Housing Termination Date: _____

Remarks:_____

Housing Representative Signature	**Date**	**Phone Ext.**

BEQ OFFICE (Unaccompanied E4 and below only)

Transient Government quarters are/are not available.

BEQ Representative Signature	Name/Rank	Date	Phone Ext.

NOTE: THERE IS NO ENTITLEMENT TO TLA IF TRANSIENT QUARTERS ARE AVAILABLE

COMMAND ENDORSEMENT

Temporary Lodging Allowance is authorized for the number of days shown and is necessary to offset the expense incurred by the required use of temporary lodging facilities.

Command TLA Coordinator Signature	**Name/Rank**	**Date**	**Phone Ext.**

13 APR 2004

ALTERNATE TEMPORARY LODGING FACILITY (TLF) REQUEST

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Phone Number:
Command:	UIC:
Justification:	

ALTERNATE TLF INFORMATION

Name:	Phone Number:	Location:
Begin Date:	End Date:	Total Days:

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____

Signature/Rank/Date

COMMAND ENDORSEMENT

Forwarded, recommending approval/disapproval.

Comments: _____

Commanding Officer	**Name/Rank**	**Date**	**Phone Ext.**

NAVSUPPACT Naples TLA Coordinator

Your request for use of Alternate TLF listed in this document is hereby approved/disapproved.

Comments: _____

Signature	**Name/Rank**	**Date**	**Phone Ext.**

NOTE: USE OF ALTERNATE TLF WILL ORDINARILY NOT BE AUTHORIZED UNLESS NAVY LODGE IS NOT AVAILABLE.

NAVSUPPACT Naples Form 7210/6

EMERGENCY TLA REQUEST

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Accompanied/Unaccompanied (circle)
Marital Status (Circle): Single Married Military-Military Couple Divorced w/Dependents	

Dependent Names/Ages of Children

_____ _____
_____ _____
_____ _____

Remarks: _____

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
Signature/Rank/Date

HOUSING OFFICE

Emergency TLA is/is not recommended for period _____ to _____

Remarks: _____

Housing Representative Signature	Name/Rank	Date	Phone Ext.
(CDO MAY SIGN IF CONDUCTED VIA PHONCON)			

NAVSUPPACT NAPLES DETERMINATION

Emergency TLA is/is not approved for period _____ to _____

Remarks: _____

TLA Coordinator Signature	Name/Rank	Date	Phone Ext.

NAVSUPPACT NAPLES Form 7210/7