

# **UNDERSTANDING TLA/TQSA**

## **(Temporary Lodging Allowance for military Temporary Quarters Subsistence Allowance for civilians)**

**Regulations:** Regulations governing TLA are DoD FMR 7000.14-R, Vol 7A, Ch. 68, Army in Europe (AE) 37-4, USAFE-USAF AF Instruction 65-104. Moving is a stressful event and the misunderstandings of this allowance simply adds to that stress. The regulations governing TQSA are in DoDI 1400.25, Civilian Personnel, Volume 1250 and DSSR, Department of State Standardized Regulation, Section 031.1; TQSA rules are in DSSR Section 120.

**Overview:** When you arrive at Aviano Air Base, you will be living in temporary quarters until you occupy permanent housing. To help you offset the cost for living in temporary accommodations, military personnel will be reimbursed by receiving TLA and civilian personnel will be reimbursed by receiving TQSA.

**Eligibility:** You must be assigned to Aviano on official travel orders to be authorized TLA. You are authorized to use the Government Travel Card (GTC) to pay for TLA/TQSA. If you stay with a friend, you may only claim meals, not accommodation expenses. Please contact the Military Pay Office (DSN 632-7409) to find out your authorized TLA amount.

**TLA vs TDY:** TLA is not authorized during TDY/Leave/Emergency leave status unless you have authorized dependents staying in the temporary accommodations. Maintaining temporary accommodations and claiming TLA while you are TDY due to personal convenience is not authorized.

**SPECIAL NOTE for Dormitory Occupants:** If you are assigned to a dormitory you are not authorized TLA unless you are waiting for dormitory bed space to become available. Please discuss your situation with the dormitory management staff.

**Civilian Employees:** If eligible for Living Quarters Allowance (LQA), you are authorized TQSA for up to 90 days for temporary quarters (including meals and laundry/dry-cleaning expenses). Please contact Civilian Personnel Office for TQSA processing at DSN 632-7291. You need to extend your Lodging reservations every 30 days. Don't do this on the 30<sup>th</sup> day as you will be getting a "checkout" notice on that day, plan in advance.

**Military Members:** USAFE guidance requires military members to aggressively search for and secure quarters in the initial 60 days. After the initial 60 days, you must have TLA extensions approved. Any search taking over 60 days, requires Wing Commander Approval. Additional TLA will be granted only if adequate housing is unavailable (which is highly unlikely) or for reasons beyond the member's control, i.e. illness, mission, etc. For TLA extensions, it is imperative that you document your search on the Quarter's Visited form (see **Packet 2, Section 1**) and have adequate justifications (refer to DoD Community Housing Acceptability Criteria **Packet 2, Section 1**).

If a service member chooses to initiate a rental contract for a home that is not readily available, TLA may be terminated if the Housing Manager determines a sufficient number of adequate homes are available for immediate occupancy. In addition, if service member's efforts appear deficient he/she be reminded of their responsibilities in aggressively searching for and securing quarters. Unexcused failure to comply with the diligent search requirement could result in TLA termination.

**How to file a TLA Claim/Extension:** Refer to **Packet 2, Section 2** since this is not a "Getting Started" action item.

**Assistance:** If you have not secured community housing at the end of the second TLA increment (20 days), you **must** get assistance from a Housing Counselor.

**Short Term Lease Contract Option:** This is a unique option available in the event you decide to wait for a particular unit to become available outside of your 60-day TLA period or you cannot justify a TLA extension. You will be advised to initiate a "short term lease". DO NOT wait until day 59 to start this process, you need to timely work this option with a housing counselor to ensure a smooth transition is maintained. This short-term lease option allows you to continue the search for housing that meets your personal preference or awaiting other permanent housing options, i.e. waiting for a house to become available. With this option, your Overseas Housing Allowance (OHA) at the rental amount or your OHA cap, whichever is lower, plus your utility allowance will start to offset the short-term lease cost. Reimbursement of meals is not authorized while receiving OHA. You should not incur any out-of-pocket expenses. Shop around for best price. Refer to **Packet 3, Section 5** for more detailed information.