

**MARINE CORPS AIR STATION IWAKUNI, JAPAN  
FACILITIES DEPARTMENT  
MILITARY HOUSING DIVISION**

**MEMORANDUM FOR THE RECORD**

**Subj: ACKNOWLEDGEMENT OF TEMPORARY LODGING ALLOWANCE  
ENTITLEMENT CONDITIONS**

Ref: (a) III MEF/MCIPAC-MCBBO 7220.1B

**1. I hereby acknowledge that I have been advised of and will read the below conditions with regard to the entitlement to Temporary Lodging Allowance (TLA). I understand that it is my responsibility to reduce the amount of TLA required by completing all the directions listed in the reference and that I must submit for a TLA extension as soon as I am aware of a need for one.**

a. TLA. To "partially" reimburse a member for more than normal expenses stemming from the use of temporary lodging in conjunction with a permanent change of station move to/from an outside Continental United States location, including Alaska and Hawaii. TLA is an earned allowance payable only when the member meets the criteria established by the reference and its references. TLA is paid in 10 day increments.

b. **When Payable.** TLA is an earned entitlement used to partially reimburse temporary lodging expenses, payable only when I meet the criteria established by the reference.

(1) Upon reporting to the Permanent Duty Station (PDS) while awaiting assignment of government family quarters or while locating local economy housing.

(2) Whether paid TLA or not, the member has a responsibility to search for permanent government quarters or local economy housing for his/her family upon the member's arrival at the PDS.

c. **When Not Payable.** TLA will not be paid if at any time *my* situation can be described by one of the following categories:

(1) No Real Need. If at any time I cannot provide appropriate substantiating documents proving there was a need for me and/or my family **members to reside in a temporary lodging facility.**

(2) Diligence. If at any time I cannot provide appropriate substantiating documents proving the delay of establishing/terminating a household was not under my control.

(3) Personal Preference. If at any time I decline a suitable housing **offer because I dislike the appearance, size, location, acceptance of pets or any other item based on personal preference.**

(4) Failure to Notify. When the member or member's family members fail to notify the Family Housing office, (within two (2) working days) of locating available housing.

(5) When the member fails to conduct a housing search in accordance with the reference.

(6) When the member establishes a move-in date later than the date the residence was available for occupancy.

(7) When a member fails to register with the Family Housing office within two working days of arrival. TLA is not authorized for days prior to registering with housing office if the member fails to report and register in a timely manner.

d. **Extensions of TLA.** TLA entitlement beyond the established maximum number of days can be requested in writing via the chain of command. TLA extensions will be evaluated on a case-by-case basis. Facts and supporting documentation must substantiate extensions are for reasons beyond the member's control and cannot be for personal convenience. All extension requests must be submitted prior to exceeding the TLA maximum period. The maximum period can be determined by referencing area specific maximum TLA entitlements in paragraph a. Approval of an extension request is not guaranteed; therefore, Service Members must submit timely requests which will enable them to make prudent plans to minimize the financial impact if their request is disapproved.

e. **Extensions are not authorized when:**

- (1) Member accepts local economy housing that does not have a current housing inspection.
- (2) Awaiting the completion of local economy housing to be constructed.
- (3) Previous TLA claims have not been submitted in a timely manner.
- (4) Housing searches have been focused on housing which does not meet the member's size requirement. For example, looking for a unit with more bedrooms than authorized by regulations.
- (5) Failure to make arrangements for delivery or pickup of household goods (HHG)/loaner furniture to meet assignment date or when the member has requested a delayed delivery or pickup of HHG/loaner furniture for personal convenience.
- (6) Any other failure on the member's part to comply with the provisions of this Order.

2. **My Responsibilities.** I understand and acknowledge the above and that I must do the following:

- a. Register with the Family Housing office within two (2) working days upon **arrival**.
- b. If on-base quarters are not available, aggressively seek housing on the local economy with assistance from the Family Housing office by physically visiting housing agencies/dwellings. Reasons for denying housing, such as "**too small, too far, too old, or too expensive**", **must be explained in detail; see "Unacceptable Reasons for Refusing Housing.**
- c. Submit TLA reimbursement requests within three (3) working days after each 10-day period.

3. ***I hereby acknowledge that I have been advised of and read the above conditions with regard to the entitlement to Temporary Lodging Allowance (TLA). I understand that it is my responsibility to reduce the amount of TLA required by completing all the directions listed in the reference and that I must submit for a TLA extension as soon as I am aware of a need for one.***

**Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_