



COMMANDER, U.S. PACIFIC COMMAND  
(USPACOM)  
CAMP H.M. SMITH, HAWAII 96861-4028

USPACOMINST 0614.5  
J13  
8 Apr 09

USPACOM INSTRUCTION 0614.5

Subj: TEMPORARY LODGING ALLOWANCE (TLA) IN HAWAII

Ref: (a) Joint Federal Travel Regulations, Chapter 9, Part C

1. Purpose. To assign responsibility for support, control and administration of Temporary Lodging Allowance (TLA) for military Service members in Hawaii.

2. Cancellation. USCINCPACINST 7430.1B, Temporary Lodging Allowance (TLA) In Hawaii.

3. Applicability. This instruction applies to Headquarters U.S. Pacific Command (USPACOM), Pacific Air Forces (PACAF), U.S. Pacific Fleet (PACFLT), U.S. Army Pacific (USARPAC), U.S. Marine Corps Forces Pacific (MARFORPAC), Special Operations Command Pacific (SOCPAC), Standing Joint Force Headquarters (SJFHQ), Joint Interagency Task Force West (JIATF-West), Joint Intelligence Operations Center (JIOC), Joint POW/MIA Accounting Command (JPAC), Asia Pacific Center for Security Studies (APCSS), and Center of Excellence (COE).

4. Background. Reference (a) authorizes TLA to partially offset more than normal expenses related to occupancy of temporary lodging to include meals. Service members usually receive TLA:

a. Upon initial arrival at (reporting to) permanent duty station (PDS) in Hawaii, pending assignment of Government quarters or while completing arrangements for other private sector housing, including Government privatized housing, when Government quarters are not available.

b. Immediately after vacating Government quarters or other permanent living accommodations to execute Permanent Change of Station (PCS).

c. When members must vacate permanent quarters for reasons beyond their control, either permanently or temporarily.

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5. Policies.

a. Service component commanders will comply with reference (a) and this instruction.

b. It is incumbent upon all command levels to reduce TLA costs, when possible, through effective program management.

c. Senior Service commanders or designated representatives administer the TLA program, including approving initial entitlements, denying payments, and recouping erroneous payments. Only senior Service or designated installation commanders may authorize TLA extensions beyond initial authorization period.

d. TLA will be terminated under rules specific to each Service or when military, public/private venture, or economy housing is available; whichever event occurs first.

6. Action.

a. The Services will notify personnel assigned to duty in Hawaii, prior to their arrival, of the local housing situation and the existence/requirements of TLA entitlements.

b. Senior Service commanders will issue directives, as required, to ensure the TLA Program is managed in accordance with reference (a) and this instruction. At a minimum, commanders will:

(1) Determine/validate the need for member and/or dependents to receive TLA payments.

(2) Ensure Temporary Lodging reimbursements are limited to only those facilities that are either listed on the Community Homefinding Relocation and Referral Services (CHRRS) TLA-approved listing, or are properly registered by the State of Hawaii to operate as Hotel/Transient Accommodations.

(3) Ensure the member is thoroughly familiar with TLA entitlement requirements and limitations.

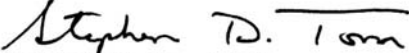
(4) Establish procedures to obtain, complete and submit required documentation, including government forms and necessary statements, receipts, etc., from service providers.

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(5) Maintain accurate and detailed records of TLA application/approval and related actions of the housing and disbursing offices.

(6) Maintain arrival/departure TLA statistics, including average days on TLA and total costs.

(7) Review TLA Program annually to ensure compliance with governing directives, efficiency of administration and quality of service to military members.

  
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Chief of Staff

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