



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

18 Aug 22

MEMORANDUM FOR 18 CEG/CC

FROM: 18 WG/CC

SUBJECT: Temporary Lodging Allowance (TLA) for Kadena Air Base

1. This memorandum determines standard TLA timeframes for Airmen arriving and departing Okinawa Housing as determined by local need and within the limitations of the DoD 7000.17-R Financial Management Regulation, Volume 7A, Chapter 68. The 718th Civil Engineer Squadron, Housing Flight (718 CES/CEH) is authorized to approve TLA for Air Force members assigned to Okinawa. All other branches of service and civilians should contact their servicing financial office for guidance.

a. AUTHORITY AND APPLICABILITY

(1) IAW USFJI 65-101 para 4.2 (Atch 1): Designated service commanders determine if it is necessary for members and/or their dependents to occupy temporary lodging upon arrival and/or departure for permanent change of station (PCS). This responsibility may be delegated to a specific housing officer who advises the member regarding housing.

(2) IAW DoD 7000.14-R, para 680401 (Atch 2): TLA is intended to partially pay a service member for higher than normal expenses incurred by a service member or dependent while occupying temporary lodging OCONUS. OCONUS TLA is available when it is necessary for a service member or dependent to occupy temporary lodging upon arrival at, or immediately before leaving, a permanent duty station (PDS) OCONUS. TLA is not intended, and must not be used, for the personal enrichment of a service member.

(3) IAW DoD 7000.14-R, para 680402 (Atch 2): The TLA Authority must issue written TLA guidance for the country or area under his or her responsibility. Effective guidance and management at all levels should minimize TLA costs by preventing the need for TLA, shortening the authorized period and reducing the amount payable.

b. TLA ENTITLEMENTS FOR ALL AIR FORCE MEMBERS ASSIGNED TO OKINAWA

(1) Inbound TLA Entitlement(s)

(a) Service member(s) and their dependents will be entitled to twenty days. TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the intended purpose. Members with personal preferences such as style, location, pet(s), type, age or design of home is not considered an acceptable reason to turn down a home; therefore failure to comply may result in termination of TLA on the first date government furnishings or personal household goods can be delivered.

(b) Members accepting Military Family Housing (MFH) while on TLA status will have TLA entitlements extended until the day prior to occupying MFH. Extension approvals beyond twenty days for those service members, which are seeking off-base housing, will be authorized when documented

extenuating circumstances or hardships exist, and the service member has made every effort to obtain off-base housing within twenty days of arrival. The Housing Office can authorize fifteen day TLA extensions up to sixty days total. TLA extensions beyond sixty days may be approved only under exceptional circumstances. Requests for extended TLA should be addressed to 718 CES/CEH and endorsed by the member's commander. Service member(s) are required to sign a TLA Statement of Understanding provided by 718 CES/CEH.

(2) Outbound TLA Entitlement(s)

(a) Service members clearing MFH (on base) and Community Housing (off base) are authorized up to ten days per household (regardless if MIL-MIL) from their departure date.

(b) TLA beyond ten days for service members living in Government Quarters must be approved by 718 CES/CEH and may only be approved under exceptional circumstances.

(c) The Housing Office is authorized to allocate up to fourteen days TLA for members living in Unaccompanied Housing (UH) in order to ensure mission readiness. UH Airmen will out process UH facilities no later than four days from their departure date.

2. For additional information, please contact the 718th Civil Engineer Squadron, Housing Flight at DSN (315) 634-1346.

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