

DEPARTURE TLA/TQSA

(Temporary Lodging Allowance for Military Temporary Quarters Subsistence Allowance for Civilians)

Regulations: The regulations governing TLA are DoD FMR 7000.14-R, Vol 7A, Ch. 68 and USAFE-USAF 65-104, *Providing Temporary Lodging Allowance in USEUCOM*. These publications define your allowance. Refer to **Packet 1, Section 3** for HHQ and Wing policy. 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.

Departure TLA: The purpose of departure TLA is to allow you to prepare the house for the final inspection and return it to the landlord in the same condition you received the house. The TLA departure period for military should not exceed the last 10 days before the day the member departs the permanent duty station in compliance with a PCS order. OHA continues until lease is terminated – up to 10 days for military and 30 days LQA for civilians. You should make lease termination arrangements that maximizes the stay in leased housing. The Furnishing Management Section (**Packet 5, Section 4**) is here to assist you in the area of temporary loaner furnishings after your household goods are gone (just like the support provided upon your arrival).

Departure TLA Claim: Your departure TLA claim must be submitted at your losing installation (Aviano AB). Instructions on page **2**.

Military TLA Timeline: To determine the ten TLA days authorized, count backwards from your departure date (departure day doesn't count). Departure TLA days must be consecutive, i.e. leave in between TLA is not authorized.

Mil to Mil TLA: Military married to military members are not allowed cumulative days of TLA (not 20 days). Military married to military members are required to claim their own TLA which allows one member to receive reimbursement for lodging and meals and the other member will receive meals only. Departure TLA days must be consecutive, i.e. leave in between TLA is not authorized.

Civilian Employees TQSA: You are authorized TQSA for up to 30 days for temporary quarters (including meals). Please contact Civilian Personnel Office for TQSA processing at DSN 632-7291. Your departure TQSA claim must be submitted to Aviano CPO. You can pay your TLF bill in advance to assist in processing your TQSA prior to your departure.

Short Term Lease Contract: A Short Term Lease Contract is not an option upon departure.

Departure TLA Extension: Authority to approve/disapprove departure TLA extension rests with 31 FW/CC. TLA extensions may be approved if you are delayed for one of the following reasons as it is beyond your control (not your fault or the fault of your dependents):

- Duty-related demands delayed port call
- Illness prevents you or one of your dependents from traveling. In this situation, a doctor's certification is required

TLA is not intended and must not be used for personal enrichment or for other than the purpose intended. Sample extension memo is page **4** of this Section that must be accompanied with the Timeline Memo at page **5**.

Disapproved TLA Extension: Departure TLA extensions will be disapproved if delay was due to:

- Personal inconvenience to you or dependent is never a determining factor
- You vacated the quarters early for personal reasons
- You delayed your port call or airline reservations for personal reasons

How to file a Departure TLA Claim: Please provide the Housing Office with copies of the following items:

- One copy of the lodging PAID RECEIPT. If residing with a friend you can only claim "MEALS ONLY", meal receipts are NOT required
 - One copy of PCS orders/amendments
- If staying off base, copy of 31FSS/SVML's Contract Lodging Authorization Sheet

Non Eligibility for TLA: TLA extensions are not authorized if you delay your port call or airline reservations or if you vacate quarters early for personal reasons. TLA is not authorized if you are on leave out of the country where stationed, on permissive TDY, or if hospitalized, unless command-sponsored dependents remain in the vicinity of the PDS.

<LETTERHEAD>

<DATE>

MEMORANDUM FOR 31 CES/CEIH

FROM: <Your name>

SUBJECT: Additional Departure TLA Request due to Circumstances beyond my Control

1. Request authorization for Departure TLA extension for __ days (from ____ to _____). I was unable to leave on scheduled date of departure due to circumstances beyond my control.

2. <Describe in detail circumstances beyond your control. Examples included unexpected withdrawal of your PCS orders; duty-related demands delayed port call; illness prevented you or one of your dependents from traveling. In this situation, a doctor's certification is required. Include any other documents you feel necessary to support your request>

3. Following dates are provided as additional justification for my extension request.

Date of assignment notification	
Date landlord was notified of intent to vacate house	
Date of assignment cancellation (if applicable)	
Date of pre-inspection with the landlord	
Date moved into TLF or off base if no availability on base	
Date HHGs were picked up	
Date house was cleaned	
Date the Housing Office was notified of your departure	
Date of final inspection (Lease Termination) with the landlord	
Original scheduled date of departure	
Date(s) of extension request	
Date extension request was provided to Housing Office	
Date of projected departure	

4. Please contact me with any questions or concerns at _____.

<your signature block>

__ Atch_
<as applicable>

1st Ind., (squadron commander)

Concur.

<Commander's signature block>