



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034-0003

REPLY TO  
ATTENTION OF

IMBM-ZA

20. AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 3-4, Temporary Lodging Allowances (TLA) for Incoming Soldiers

1. References.

- a. AR 420-1, Army Facilities Management, 12 February 2008.
- b. AE Regulation 37-4, Providing Temporary Lodging Allowances in USEUCOM, 7 May 2010.
- c. Joint Federal Travel Regulation, Chapter 10, 1 April 2010.

2. Purpose. The purpose of TLA for incoming Soldiers is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings.

3. Applicability. Individuals with command sponsored Family Members in USAG Baumholder are entitled to payment of TLA when housing is not available upon arrival.

4. Policy.

- a. The Chief, Housing Division, is responsible for the overall management of the TLA program.
- b. Exceptions to this policy must be submitted through the Chief, Housing Division, to the Garrison Commander, USAG Baumholder, for approval. The Soldier is responsible to understand these entitlements and obtain any necessary approval for exception to policy prior to making any financial obligation.

5. Procedures.

- a. Newly arriving Soldiers must report to the Housing Division within 2 working days after arrival. TLA may be authorized for up to 60 days. However, Soldiers authorized to live off post must aggressively seek housing and accept adequate quarters or TLA will be stopped. TLA will be processed in 10-day increments until the Soldier is adequately housed.
- b. On request, the Soldier will submit a list of private rentals visited during each 10-day period to the Housing Office. The list should include reasons for non acceptance and must be

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certified by the housing officer. The list will be used to justify continuation of TLA for the next 10-day period. The following are *not* grounds for non acceptance of quarters:

- (1) Too far from duty station and/or community activities (if within a one hour commuting distance from the installation).
  - (2) Lack of transportation (public or private).
  - (3) Furniture will not fit into the dwelling.
  - (4) More bedrooms requested than required/authorized IAW AR 420-1.
  - (5) Price is too high, unless it exceeds OHA entitlements.
  - (6) Spouse/family does not like dwelling or its location.
  - (7) Stairs in lieu of elevator (this may be waived if registered in the Exceptional Family Member Program and the requirement is stated in the EFMP packet).
  - (8) Not near enough to medical facilities (this may be waived if registered in the Exceptional Family Member Program and the requirement is stated in the EFMP packet).
  - (9) Requirements by military unit of assignment.
- c. TLA requests beyond 60 days require an exception to policy through the Garrison Commander for approval by the USAREUR ODCS, G-1.
6. The point of contact for this action is the Housing Office, 485-6136.



MICHAEL D. SULLIVAN  
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