

## Temporary Lodging Allowance Policy Overview

Until you have moved in to a home, you will be in temporary lodging. For military members this is known as TLA, and for civilians it is known as Temporary Quarters Subsistence Allowance (TQSA). The HSC will process military service member TLA claims, and Civilian TQSA is handled by the member's Human Resources Office. As we only deal with service member TLA we will only focus on military service members.

The upfront costs of temporary lodging can be daunting in many cases exceed thousands of dollars. However, rest assured that these expenses may all be reimbursed as long as compliance with the TLA instruction is met. In short, a TLA claim is submitted to recoup the cost of lodging, meals and incidentals. Military personnel are allowed a maximum of 60 days of TLA. TLA claims must be submitted in 10-day increments with exception to the final claim (first claim is submitted 10 days after arrival), along with a copy of the TLA claim and original hotel bill with each day itemized. The claims for the first 30 days in TLA may simply be submitted by you to the HSC for processing. After 30 days, your claims must also be routed through your Chain of Command. For service members approved to live on the economy, a showing form must also accompany TLA claims until a home has been selected. A showing form is used to document the list of homes that you have viewed within the 10-day period for which you are claiming lodging reimbursement. A minimum of **two** showing tours must be completed every **ten** days. A showing tour consists of viewing at least 5 homes. Housing tours may be conducted by the service member's spouse to meet this requirement. Regardless, your command should be flexible with work requirements until housing is secured. Once a home has been selected, the showing form no longer needs to accompany TLA claims.

Claims may be processed at either the HSC, Assignments/Facilities Housing Office, or the Gaeta Housing Office. They may be dropped off in-person or sent via e-mail to:

**M-NA-NSAHSGADMIN-GD@EU.NAVY.MIL**

Please ensure documents sent to the email address are scanned copies and legible.

### **TLA Extensions:**

Extensions beyond 60 days are rarely approved. All extensions must be approved by the Commanding Officer, Naval Support Activity Naples, after endorsement by your Commanding Officer/Officer-in-Charge, and the NSA Naples Housing Director. The HSC will forward requests to NAVSUPACT Naples Admin, and will return to the service member as soon as possible.

Extensions are not authorized for the personal convenience such as:

- Delay of signing a lease for your personal convenience for reasons to include arrival:
  - Of Privately Owned Vehicle (POV) or Household Goods (HHG)
  - awaiting family arrival,
  - or other personal conveniences.

**Emergency TLA:**

Regardless of best-laid plans, emergencies happen. Emergency TLA is used for circumstances beyond the member's control such as fire, flood, earthquake, riot, civil unrest, or extraordinary events that make the residence uninhabitable, or if remaining in the residence is deemed inadvisable by the NAVSUPACT Naples CO. Additionally, if the residence become temporarily uninhabitable for other reasons such as lack of utilities for more than 24 hours.

**TLA Allowance is Subject to Termination:**

- If you, or your sponsored spouse, cannot complete a minimum of two tours with the within each 10-day period. Work requirements are not justification for being unable to complete tour requirements.
- If you refuse the offer of government quarters.

If you have any additional questions, please do not hesitate to call, email, or come into the office.

## Allowances Overview

Note: Be sure to check your LES every month to ensure you are getting the correct allowances.

### **Overseas Housing Allowance**

Overseas Housing Allowance (OHA) is paid to military members who live in privately leased housing on the economy at their overseas duty station in place of BAH. Residents of on- base, government-leased, housing do not draw ORA. The purpose of OHA is to pay for housing costs including rent, utilities, and recurring maintenance expenses. OHA consists of two parts, the rent portion, and the Utility and Recurring Maintenance portion.

The rent portion of OHA is computed based on your rent up to the maximum allowed for your pay grade. However, you may rent a home above your OHA cap, but you pay the difference out of your base pay. If your rent is less than your maximum allowed OHA, then your allowance will lower to match your rent. The actual amount of OHA you receive fluctuates with the dollar/Euro exchange rate. The utility portion of OHA is added to the rental allowance to help defer the utilities and recurring maintenance costs. You receive the entire amount of utilities regardless of your actual utility costs. The utilities portion of your ORA is adjusted based on an annual ORA Survey.

The HSC can give you details about applying for OHA. Information on current ORA rates can be found at

<https://www.defensetravel.dod.mil/site/ohaCalc.cfm>

### **Advance OHA**

This entitlement is to pay your first month's rent and deposit. The HSC will provide you with the appropriate request form during your Pre-Contract signing. Your request will need to be signed by your Commanding Officer/Officer in Charge. PSD requires a minimum of 3 working days to process advance OHA requests.

### **MIHA**

Move in Housing Allowance (MIHA) is a one-time payment to help you pay for items such as extra cabinets, wardrobes, utility deposits (except Internet & Cable TV), electrical transformers and adapters, etc. It is not paid to occupants of on-base housing. MIHA rates also fluctuate according to the Euro.

## **COLA**

Cost of Living Allowance (COLA) is paid to all service members regardless of whether you live in government or private housing or whether on accompanied or unaccompanied orders. The amount of COLA that you receive depends on your rank, length of service, and number of family members. It is paid when the cost of living in your area is higher than in the U.S. COLA helps to pay for things you buy on the economy that are more expensive than comparable items in the United States.

The COLA index is a percentage that represents the difference between the cost of a "market basket" of goods and services in your area versus the US. For example, a COLA index of 110 means that prices in your area is 10 percent higher than in CONUS. This does not translate into a 10 percent increase in your paycheck however; because the COLA is calculated on your average spendable income-total income minus such expenses as housing, utilities, taxes, and savings.

**Important Note:** Many of these allowances fluctuate as the dollar-Euro exchange rate fluctuates, therefore your paychecks will vary quite often. You should carefully check your leave and earnings statements to make certain an error hasn't occurred. You are advised to keep a notebook and enter every expenditure you make for your home, which is covered by your OHA and URM. That way, when it is time for the annual allowance surveys, you have accurate figures.