



NSA Naples Housing Service Center
Fact Sheet: Emergency Temporary Lodging
Allowance Application Process



This factsheet provides guidance on applying for Emergency Temporary Lodging Allowance (eTLA) during unforeseen emergencies such as fire, severe weather, extended power outage etc.

For U.S. Military Service Members

In situations where your permanent housing becomes uninhabitable due to an emergency as explained above, you may be eligible for eTLA. NSA Naples CO has the authority to approve initial eTLA requests for up to 10 days.

How to Apply for eTLA:

Step 1: Contact the Housing Service Center (HSC): On-base housing +39-081-811-4930 and off-base housing +39-081-811-4466 or email Naples_Housing@us.navy.mil. They will assess the situation and provide the necessary forms.

Step 2: The HSC will guide you in submitting the request for CO approval.

Step 3: If an extension is needed beyond the initial period, the HSC will help route the request to the Region Commander (REGCOM).

NOTE: Expenses for meals are covered under the standard Meals & Incidental Expenses (M&IE) entitlement associated with an approved eTLA.

For Government Civilian Employees

The TLA policies mentioned above apply **only** to military personnel. Civilian employees are covered by different regulations, such as the Extraordinary Quarters Allowance (EQA).

What to Do in an Emergency:

- EQA may be authorized when it is determined that an employee must vacate their residence by direction of government agency or it is deemed that their safety is at risk
- Requests must be made to the Office of Civilian Human Resources (OCHR), then to the Secretariat for approval
- Contact OCHR front desk during duty hours (0800-1600): COMM: +39-081-568-5409 or DSN: 314-626-5409
- Forms & other documentation required to support the request: Employees should gather supporting documentation from an Italian authority and / or landlord indicating the property is inhabitable
- If a tenant leaves their residence without an order or indisputable evidence of structural/safety risk, the tenant is assuming the financial risk.

U.S. Contractors

Contact your individual companies to determine what their policy and procedures are for you to request and process lodging expenses for reimbursement.