

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 65-101



1 OCTOBER 2003

Financial Management

TEMPORARY LODGING ALLOWANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ J026 (MAJ Muschalek)
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This USFJ Instruction (USFJI) applies to all military personnel assigned, attached or stationed within the country of Japan.

SUMMARY OF CHANGES: Updated to new format; clarifies guidance on TLA authorized during loss of utilities; establishes TLA equity between the Services within a locality.

1. PURPOSE. To establish policy and procedures, and delegate responsibilities for the judicious administration of Temporary Lodging Allowance (TLA) in Japan.

2. POLICY.

2.1. The entitlement to TLA is IAW the Joint Federal Travel Regulations, Volume 1 (JFTR) (ref 6.1).

2.2. Equity and consistency of treatment among the different Services is the principal concern of this instruction. All members at one locality are to be treated the same for arrival and departure TLA lengths, procedures, and policies.

2.3 TLA authorized during utility loss is to be paid when the following conditions are met:

2.3.1. The utility loss affecting the member's quarters is greater than 24 hours, and,

2.3.2. The utility loss, to include the length of loss, is validated in writing by the government housing office, local economy rental office, or the on-base facilities engineers, and,

2.3.3. Restaurant meals are acquired by the service member because meals cannot be prepared in the quarters.

2.3.4. During the Tropical Cyclones Conditions of Readiness (TCCOR) process, members directed not to leave quarters by the commanding officer and who therefore cannot procure restaurant meals, are not authorized TLA. Once the TCCOR restrictions on travel from quarters are lifted by the commanding officer, TLA is to be paid if the conditions in paragraph 2.3 are met. The 24 hour requirement starts when the commanding officer lifts the restrictions on travel.

2.4. Commander, USFJ, may grant exemption to the procedures prescribed herein. No delegations are authorized at this time.

3. PROCEDURES.

3.1. Rates payable, computation procedures and examples are contained in the JFTR . Variations from these procedures are not authorized.

3.2. Implementing directives produced by designated service commanders will be forwarded to HQ, USFJ, Attn: J026 for review and approved by HQ, USFJ prior to being implemented.

4. RESPONSIBILITIES.

4.1. Designated service commanders within Japan are responsible for administering the COMUSJAPAN's TLA policy. These commanders may approve, when circumstances require, additional periods of TLA that meet needs and are IAW the JFTR. Service commanders may deny TLA payment to any member who has not complied with applicable requirements in this instruction or in approved designated service commander instructions.

4.2. 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.

4.3. Service members must aggressively seek permanent quarters and register with, and report back to, the designated housing officer at least every 10 days on the progress in obtaining permanent housing.

5. DEFINITIONS.

5.1. Utility in this instruction is electricity and/or water.

5.2. Quarters as used in this instruction are any government quarters on-base (either family or Unaccompanied Personnel Housing/UPH) or local economy quarters off-base. Personnel residing in barracks or dormitories and having a Government meal card are to be provided meals by the local commander upon loss of utilities.

6. REFERENCES.

- 6.1. Joint Federal Travel Regulations, Volume 1, Chapter 9, Part C
- 6.2. DODD 5154.29, DOD Pay and Allowances Policy and Procedures, 9 Mar 93
- 6.3. USFJI 65-102, Comptroller Financial Regulations, 31 July 03

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