



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
FPO AP 96349-0001

CNFJ/CNRJINST 7220.IY
N93
25 Feb 2025

COMNAVFORJAPAN/COMNAVREGJAPAN INSTRUCTION 7220.IY

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: POLICY CONCERNING PAYMENT OF TEMPORARY LODGING ALLOWANCE

Ref: (a) DoD 7000.14-R, Financial Management Regulations (FMR)
(b) USFJ Instruction 65-101 of 1 October 2003
(c) COMNAVFORJAPAN/COMNAVREGINST 11101.12S
(d) CNIC M-11103.1, Navy Housing Referral Services of 20 Aug 2018
(e) OSD AT&L Memorandum of 16 Apr 2014

Encl: (1) Sample of Arrival and Non-Concurrent TLA extension request with endorsements
(2) Sample of Departure TLA extension request with endorsements
(3) Sample of Concurrent TLA and OHA request with endorsements
(4) Installation Program Director TLA Extension Request Checklist
(5) Special Circumstance TLA Checklist

1. Purpose. To establish policy and procedure for the administration of Temporary Lodging Allowance (TLA) for Service Members and their dependents per references (a) through (e), and utilizing enclosures (1) through (5). The Office of the Secretary of Defense has mandated that enterprise Military Housing (eMH) is the authoritative data source for housing assets in Department of Defense (DoD) real property databases per reference (e).

2. Scope and Applicability. All Service Members and their dependents permanently assigned to an installation under Commander, Navy Region Japan (CNRJ) to include ships, units and forward deployed staffs.

3. Cancellation. CNFJ/CNRJINST 7220.1X CH-1

4. Action. Installation Commanding Officers (ICO) will ensure the TLA program is managed per reference (a) through (e).

a. Determine and validate the length of time needed for Service Members and/or dependents to receive TLA payments.

b. Ensure TLA reimbursements are limited to only those facilities that operate as hotel/transient-like accommodations per reference (a).

c. Ensure housing personnel are thoroughly familiar with TLA entitlement requirements and limitations.

d. Establish procedures to obtain, submit, and complete required documentation to include government forms and necessary statements, receipts, etc., from service providers.

e. Maintain accurate and detailed records of TLA application/approval and related actions of the housing and disbursing offices.

f. Maintain arrival/departure TLA statistics to include average days on TLA and total costs per references (d) and (e).

g. Review TLA program annually to ensure compliance with governing directives, efficiency of administration and quality of service to eligible members.

h. Facilitate TLA claims process in conjunction with the servicing Transaction Support Center (TSC).

i. Ensure all TLA transactions (appointments, viewing logs, certifications, etc.,) are logged in eMH as per reference (e).

5. Background. The intended purpose of TLA is to partially pay members for more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging under the following conditions: Upon initial arrival in Outside the Continental United States (OCONUS) Permanent Duty Station (PDS), seeking/awaiting assignment to government quarters or private sector housing, immediately preceding a Permanent Change of Station (PCS) departure from OCONUS after housing has been vacated, immediately after vacating government quarters or other permanent living accommodations to execute PCS, and when members must vacate permanent quarters for reasons beyond their control, either permanently or temporarily.

a. The unique environment overseas requires attendance at an Area Orientation Brief/Inter-Cultural Relations (AOB/ICR) seminar and therefore makes it impracticable and creates an undue burden on the families to view rental units within the first 10 days of arrival. However, members are still required to check in with the Housing Service Center (HSC) within the first three (3) working days after arrival. ICOs have the authority to delay assignment for a sufficient period to allow families to attend the requisite classes and secure a driver's license.

b. Local HSC will assist with reviewing housing options such as government quarters, Rental Partnership Properties, and community housing. Upon completion of AOB/ICR, those authorized to live in the community must demonstrate to their local HSC they are actively seeking community housing by submitting documentation the member viewed at least 5 rental units every ten (10) days in order for their TLA to continue.

6. Policy

a. TLA will be processed in ten (10) day increments during the first sixty (60) days for reimbursement purposes.

b. The Housing Installation Program Director (IPD) has been delegated the authority to approve payment of arrival and departure TLA up to 60 days and 10 days, respectively. ICO has been delegated the authority to disapprove TLA payment of the aforementioned periods. Approval authority for all other TLA requests and/or periods has been delegated to the Regional Housing Program Director (N93) and must include requesting member's ICO endorsement and recommendation. Disapproval authority remains under CNRJ, per reference (b). Members may be paid Cost Of Living Allowance (COLA), Basic Allowance for Housing (BAH), and/or Overseas Housing Allowance (OHA), if applicable, when paid TLA, per reference (a). In these cases, an exception to policy may be required.

c. All submissions will be addressed to the respective Installation Housing Director. Requests exceeding the initial 60 days of arrival or 10 days of departure, to include Non-concurrent TLA will be addressed to CNRJ. Additionally, all members assigned to tenant commands will include their respective Commanding Officers in the routing process, see enclosures (1) through (2). Members may request an extension of TLA entitlements as follows:

(1) Submit enclosure (1) for all requests for extensions beyond the initial sixty (60) days of arrival. Requests will be submitted for each increment of 15 or fewer days. As per reference (a), the extension period will only be approved for any of the following reasons beyond the Service member and/or dependent's control:

(a) Household Goods have not arrived and temporary loaner furniture is unavailable;

(b) Service requirements cause a delay in the availability of, or assignment to, Government quarters;

(c) Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make Government quarters, or private-sector housing temporarily, or permanently, uninhabitable or unavailable;

(d) A landlord withdraws the private-sector housing from the market;

(e) The member is unable to secure private-sector housing that the housing officer considers suitable to the Service member's needs, in an acceptable location and comparable to and within the price range of housing that other Service members in the area are currently using. The lease cost for housing can exceed the OHA ceiling;

(f) Either the Service Member or dependent is hospitalized or the Service Member's duties require them to be away from the PDS (or home port, if attached to a ship) limiting opportunities to arrange for permanent government quarters or private-sector housing.

(2) The Service Member is responsible for providing complete justification and data in support of their TLA extension requests, via the appropriate enclosure.

d. IPD endorsements will verify the date the member applied for government or community referral housing, a move-in date and verify that personnel has aggressively sought off-base housing. The IPD's endorsement will also provide a brief summary of events substantiating their recommendation for final disposition, to include submission of enclosure (4).

e. Tenant Commanding Officer/Officer in Charge's endorsements of TLA extension requests will verify the information contained in the request and will submit a recommendation of approval or disapproval based on the authorized extension reasons outlined in reference (a).

f. Concurrent TLA and OHA may be authorized, up to three (3) days, for members who reside in off base referral properties only for purposes of preparing for the final inspection. Requests for Concurrent TLA and OHA during departure of PDS must be submitted to CNFJ/CNRJ (N93) by the member via member's chain of command and Housing IDP per enclosure (3) and must be made in advance, no later than 10 business days prior to expected date of vacating residence. The additional days of concurrent TLA shall be counted toward the total departure TLA, not to exceed 10 days. Concurrent TLA and OHA for members residing in government provided quarters is not authorized.

g. Allowance Under Special Conditions

(1) Members who are forced to vacate their permanent living quarters for reasons beyond their control (fire, flood, etc.) and who temporarily utilize hotel-like accommodations and public restaurants while they are seeking new permanent quarters or completion of repairs to leased quarters are entitled to TLA when it is determined by ICO that the displacement was in fact for reasons beyond the control of the member. TLA is payable in 10-day increments. Requests of this nature must be fully documented and submitted to ICO via the individual's Commanding Officer and the Area Housing Officer, who will verify the facts contained in the request.

(2) For members who are directed by the Public Works Department (PWD) or the Housing Office to vacate government quarters for renovations, fumigation, asbestos removal, etc., payment of TLA will be contingent on the following:

(a) PWD/Housing Officer has identified the permanent housing as being affected and under repair.

(b) PWD/Housing Officer has determined the inclusive dates required for temporary lodging.

(c) Commanding Officer/Officer-in-Charge endorsement is positive and fully support member's request.

(3) Service members whose primary residence is uninhabitable, without water, or electricity at their primary residence must complete and submit enclosure (5) to Housing Service Center for validation.

(4) Every two (2) days, Service members must verify that the status of their residence remains temporarily or permanently uninhabitable or that their water or electricity remains unavailable.

(5) Service member will note the status of said habitability on a Special Circumstances TLA checklist form listed in enclosure (5) and submit this form to Navy Housing Service Center every ten (10) days.

(6) Every 15 days, the Service member's command will send a command representative with the effected service member and verify the status of the Service member's residence. The command representative will validate status on the service members housing conditions on the Special Circumstances TLA checklist form.

(7) At any time if the Service member's home becomes habitable and their utilities return to an operable state/status, the Service member must do the following actions:

(a) Inform Navy Housing to cancel any future TLA payments;

(b) Cancel any remaining temporary lodging reservations;

(c) Checkout of their respective temporary lodging; and

(d) Return home.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, (CNRJ N3) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in

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effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. C. FACUNDO
Deputy and Chief of Staff

Releasability and distribution:

Electronic only via CNIC SharePoint Region Japan website <https://flankspeed.sharepoint-mil.us/sites/CNICGlobalHub/directives/Directives/Forms/CNRJRegion.aspx>

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DD Mmm YY

From: IS3 (SW/AW) John J. Doe, USN
To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)
Via: (1) Commanding Officer, (tenant commands only)
(2) Installation Commanding Officer

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY
LODGING ALLOWANCE

Ref: (a) CNFJ/CNRJINST 7220.1Y

1. Per reference (a), request for Temporary Lodging Allowance (TLA) extension beyond 10 days. The following information is forwarded as my justification for the entitlement:

- a. Name, Grade, Rate, DoD ID, and Command.
- b. Date of marriage.
- c. Effective date of orders (date of arrival minus travel time).
- d. Travel Status of family members (concurrent/non-concurrent).
- e. Number of personnel concerned (include member and all family members).
- f. Member's report date.
- g. Family members' date of arrival.
- h. Number of days requested and date extension is to commence.
- i. Date applied for government and private rental housing.
- j. Description of TLA accommodation (number of bedrooms and cooking Facilities available or not available).
- k. Efforts to obtain private rental housing.
- l. Specific justification code as listed in reference (a).
- m. Detailed description of unique circumstances outside of member's and/or dependent's control leading up to additional TLA.
- n. Number of days paid TLA to date.

Enclosure (1)

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- o. Date expected to move into government or private housing.
2. Point of contact at my command is Name, Phone Number, e-mail Address.

(Signature)
J. J. DOE

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FIRST ENDORSEMENT on IS3(SW/AW) John J. Doe, USN ltr of DD MMM YY

From: Commanding Officer/Officer-in-Charge (Unit Name (tenant commands only)

To: Commander, U.S. Naval Forces Japan/Navy Region Japan

Via: Installation Commanding Officer

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE

1. Forwarded, recommending approval/disapproval.
2. Commanding Officer/Officer-in-Charge justification and certification of unusual circumstances.

(Signature)
COMMANDING OFFICER

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SECOND ENDORSEMENT on IS3(SW/AW) John J. Doe, USN ltr of DD Mmm YY

From: Installation Commanding Officer

To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE

1. Forwarded, recommending approval/disapproval.
2. ICO justification and certification of unusual circumstance.

(Signature)
INSTALLATION COMMANDING OFFICER

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DD Mmm YY

From: IS3(SW/AW) John J. Doe, USN, DOD ID
To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)
Via: (1) Commanding Officer, (tenant commands only)
(2) Installation Commanding Officer

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING
ALLOWANCE

Ref: (a) CNFJ/CNRJINST 7220.1Y

1. Per reference (a), requests for Temporary Lodging Allowance (TLA) extension beyond 10 days, the following information is forwarded as my justification for the entitlement:

- a. Name/Grade/Rate, DoD ID, Unit.
 - b. Number of personnel concerned.
 - c. Date vacated quarters.
 - d. Date of household goods shipped.
 - e. Date of confirmed flight date
 - f. Justification for extension of departure TLA beyond 10 days (fulling explain the circumstances)
2. Point of contact at my command is name, Phone Number, E-mail Address.

(Signature)
J. J. Doe

Enclosure (2)

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FIRST ENDORSEMENT on IS3(SW/AW) John J. Doe, USN, ltr of DD Mmm YY

From: Commanding Officer, (tenant commands only)

To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING
ALLOWANCE

1. Forward, recommending approval/disapproval.

(Signature)
Commanding Officer

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SECOND ENDORSEMENT of IS3(SW/AW) John J. Doe, USN, ltr of DD Mmm YY

From: Installation Commanding Officer

To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING
ALLOWANCE

1. Forward, recommending approval/disapproval.

(Signature)
INSTALLATION COMMANDING OFFICER

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DD Mmm YY

From: IS3(SW/AW) John J. Doe, USN, DOD ID
To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)
Via: (1) Commanding Officer, (tenant commands only)
(2) Installation Housing Director

Subj: REQUEST FOR CONCURRENT OVERSEAS HOUSING ALLOWANCE AND
DEPARTURE TEMPORARY LODGING ALLOWANCE

Ref: (a) CNFJ/CNRJINST 7220.1Y

1. Per reference (a), requests for concurrent Overseas Housing Allowance (OHA) and Departure Temporary Lodging Allowance (TLA) entitlements, the following information is forwarded as my justification for the entitlement:

- a. Name/Grade/Rate, DoD ID, Unit.
- b. Number of personnel concerned.
- c. Date vacated quarters.
- d. Number of days requested, up to 3 (three) max.
- e. Justification for requesting concurrent entitlements.

2. Point of contact at my command is name, Phone Number, E-mail Address.

(Signature)
J. J. DOE

Enclosure (3)

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Dd Mmm YY

FIRST ENDORSEMENT on IS3(SW/AW)John J. Doe, USN ltr of DD Mmm YY

From: Commanding Officer, (tenant commands only)
To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)
Via: Installation Housing Program Director

Subj: REQUEST FOR CONCURRENT OVERSEAS HOUSING ALLOWANCE AND
DEPARTURE TEMPORARY LODGING ALLOWANCE

1. Forward, recommending approval/disapproval.

(Signature)
COMMANDING OFFICER

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Dd Mmm YY

SECOND ENDORSEMENT on IS3(SW/AW) John J. Doe, USN ltr of DD Mmm YY

From: Installation Housing Program Director

To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)

Subj: REQUEST FOR CONCURRENT OVERSEAS HOUSING ALLOWANCE AND
DEPARTURE TEMPORARY LODGING ALLOWANCE

1. Forward, recommending approval/disapproval.

(Signature)
Installation Housing Program Director

From: Installation Housing Director
To: Commander, U.S. Naval Forces Japan/Navy Region Japan (N93)
Subj: IPD TLA EXTENSION REQUEST CHECKLIST
Ref: (a) CNFJ/CNRJINST 7220.1Y

1. Per reference (a), requests for TLA entitlements, extensions beyond the initial 60-day arrival and 10-day departure TLA.
 - a. Member's Name/Grade/Rate/UNIT:
 - b. All lodging receipts included: ☐ Yes ☐ No If, "no" why?
 - c. Summary of IPDs approval/disapproval justification:
 - d. Copy of orders (stamped) included? ☐ Yes ☐ No If, "no" why?
 - e. Sponsor's report date as stated on orders:
 - f. Verification of dependent's arrival date of:
 - g. Copy of eMH viewing logs. ☐ Yes ☐ No If, "no" why?
 - h. Summary/Timeline of events
 - i. Move-in date (if applicable):
2. I confirm that all information above has been verified. ☐ Yes ☒ No If, "no" why?

Installation Housing Program Director

SPECIAL CIRCUMSTANCE TLA CHECKLIST			
NAME	RANK	DODID#	DATE
DATE RESIDENCE VACATED	ADDRESS	PROJECTION FOR RETURN TO QUARTERS () WITH IN 30 DAYS OF VACATED () BEYOND 30 DAYS	
DATE DEPENDENTS VACATED	NUMBER OF DEPS	DATE ALTERNATIVE LODGING OCCUPIED	
SC-TLA COMMENCEMENT DATE		NUMBER OF 10 DAY EXTENSIONS	
		()1 ()2 ()3 ()4 ()5 ()6 ()7 ()8/ ()9 ()10 ()11 ()12	
To maintain continued eligibility for SC-TLA, effort must be made to verify habitability of your primary residence. (1) Failure to register with the Housing Authority, (2) failure to verify habitability and status every two days, or (3) to ensure Command Representative verify your primary residence status every 15 days will result in termination of SC-TLA. If it becomes necessary to request an extension of SC-TLA, the completeness and accuracy of this form will be added in supporting your claim.			
Status of Primary Residence			
	WATER	ELECTRICITY	HABITABILITY
DATE:	YES NO	YES NO	YES NO
DATE:	YES NO	YES NO	YES NO
DATE:	YES NO	YES NO	YES NO
DATE:	YES NO	YES NO	YES NO
DATE:	YES NO	YES NO	YES NO
SIGNATURE OF MEMBER		DATE	
SIGNATURE OF COMMAND REPRESENTATIVE (DAY 15)		DATE	
IT IS CERTIFIED THAT THE ABOVE NAMED MEMBER COMPLIED WITH FINANCIAL MANAGEMENT REGULATIONS AND CNFJ/CNRJINST 7200.IY IN VERIFYING HABITABILITY AND STATUS OF YOUR PRIMARY RESIDENCE.			
SIGNATURE OF HOUSING AUTHORITY OR DESIGNATED REPRESENTATIVE		DATE	