



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 04J25-01
ALEXANDRIA, VA 22350-9000

September 30, 2022

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 11-22(R), "Extended TLE Due to a Housing Shortage."

1. Purpose: In support of the Secretary of Defense's initiative on "Taking Care of Our Service Members and Families," this item introduces a new circumstance under which a temporary lodging expense (TLE) extension may be granted, outlines substantiating data framework, and modifies the eligibility process. Previously, under 37 U.S.C. § 474a, a Service member's period of TLE at a location could be extended when that location is in an area covered by a Presidential declaration under the Stafford Act, or a military housing area (MHA) experiencing a sudden increase in Service members assigned to the location.
2. This revision was approved by the Chair, Per Diem, Travel, and Transportation, Allowance Committee.
3. These changes are scheduled to appear in the Joint Travel Regulations, dated October 1, 2022.
4. This revision is effective on October 1, 2022.

HADDIX.DONNA
X .K.1049336639
Digitally signed by
HADDIX.DONNA.K.1049336639
Date: 2022.09.30 19:24:34 -04'00'
Donna K. Haddix

Donna K. Haddix
Acting Chief, Policy and Regulations Division

Attachment:
Joint Travel Regulations Revisions

cc:
Defense Travel Management Office
U.S. Coast Guard Pay and Personnel Center

Joint Travel Regulations Revisions

050601. TLE for Service Members

A. Eligibility. A Service member on a PCS living in temporary lodging in the vicinity of the old or new PCS location, home of record, initial technical school, or a designated place may be eligible for a TLE allowance for lodging and meal expenses. The lodgings occupied must be a temporary residence, not a permanent one. [Table 5-12](#) lists eligibility criteria for TLE and some of the situations when a Service member would be ineligible.

Table 5-12. Eligibility for TLE		
1	Authorized	<ul style="list-style-type: none"> a. Before leaving the old PDS or designated place, and upon arrival at the new PDS, designated place, or first PDS. b. Before leaving technical school or a Service member's home of record if the Service member is reporting to the first PDS. c. While house hunting after completing PCS travel to the new PDS in the CONUS. d. When the Service member's PCS order is canceled or revoked after occupying temporary lodging. e. After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging. f. After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available. g. For a new dependent who was added to the family before the effective date of the next PCS assignment. TLE can also be authorized in the vicinity of the place where the person became a dependent. h. For a move to the Service member's first PDS upon entering active-duty service.
2	Not Authorized	<ul style="list-style-type: none"> a. When leaving active duty. b. For a house-hunting trip before the Service member moves to the new PDS. c. For any individual that became a dependent after the PCS order's effective date. d. For any dependent who returned from OCONUS before issuance of a PCS order. e. For any dependent relocating for personal safety. f. When ordered to an ITDY location. g. For a Service member in the Selected Reserve authorized limited PCS allowances between his or her primary residence and duty location. h. At any location OCONUS.

B. Allowances

1. A Service member may be authorized TLE for any day that per diem is not paid during authorized travel time between PDSs. For example, if a Service member has 8 days elapsed time (which includes proceed, delay and travel) between the PDSs, but the allowable travel time is 7 days, then the Service member may be paid one day of TLE. Additional TLE days may be authorized for days spent:

- a. Near the old PDS before or after the Service member checked out of the activity at the old PDS,
- b. At a designated place ([Appendix A](#)) en route, or
- c. Near the new PDS before or after the Service member checked into the activity at the new PDS.

2. A Service member may be authorized TLE for either 5 or 10 days, depending on whether

Joint Travel Regulations Revisions

the new PDS location is in the CONUS. The days may be split between multiple authorized locations and at the Service member's or dependent's discretion. [Table 5-13](#) specifies the number of days a Service member is authorized based on location.

Table 5-13. Authorized TLE Locations and Time Limits		
	If a Service member is...	Then TLE is authorized for 5 days...
1	moving to a PDS OCONUS from a prior PDS in the CONUS,	at the following locations if within the CONUS: a. Prior PDS. b. Designated place.
2	reporting to the first PDS OCONUS from a home of record or the initial technical school,	at the following locations if within the CONUS: a. Home of record. b. Initial technical school. c. Designated place.
	If a Service member is...	Then TLE is authorized for 10 days...
3	reporting to a PDS in the CONUS,	at the following locations if within the CONUS: a. Prior or new PDS. b. Designated place.
4	reporting to the first PDS in the CONUS from the home of record or initial technical school,	at the following locations if within the CONUS: a. Home of record. b. Initial technical school. c. Designated place. d. First PDS.
See PDT computation example 17 .		

3. TLE may be temporarily increased for up to 60 days for a PCS move to a new PDS in the CONUS if the location was jointly approved by the Secretaries Concerned because the new PDS in the CONUS is in a Presidentially declared disaster area, ~~or~~ is experiencing a sudden increase in the number of Service members assigned there, or is experiencing a housing shortage that prevents Service members from obtaining adequate permanent Government-owned, Government-controlled, privatized, or private-sector rental housing. The Secretaries set the dates when the additional days for TLE are effective. To request an expedited TLE extension due to ~~the a~~ housing shortage, see the [Expedited TLE Extension Approval Process](#) [Location Authorization Process for TLE Extension Due to a Housing Shortage](#). For locations with approved TLE extensions, see [Locations with Approved TLE Extensions](#).

* * * *

050604. TLE in a Location with an Approved TLE Extension

A. Eligibility. In a Location with Approved TLE Extensions, a Service member may be eligible for additional days of TLE allowance. A Service member receiving TLE shall aggressively seek permanent Government-owned, Government-controlled, privatized, or private-sector rental housing. Extended TLE may only be authorized for the number of days needed to prevent undue financial hardship to the Service member. An official, identified by the installation commander or Public Health Service liaison, may authorize extended TLE in 10-day increments (up to a maximum 60 total TLE days) upon determining that the Service member remains eligible.

1. To be eligible for extended TLE, a Service member must:

a. Register with an official, identified by the installation commander or Public Health Service liaison, upon arrival;

Joint Travel Regulations Revisions

b. Provide a statement to the official indicating his or her expected first and last day of extended TLE;

c. Inform the official, in writing, of his or her ongoing efforts to obtain permanent Government-owned, Government-controlled, privatized, or private-sector rental housing every 10 or fewer days; and

d. Retain and submit all lodging expense receipts to support TLE payment.

2. An official, identified by the installation commander or Public Health Service liaison, at the local installation must terminate a Service member's extended TLE if:

a. The Service member does not aggressively seek permanent Government-owned, Government-controlled, privatized, or private-sector rental housing;

b. The Service member does not accept adequate permanent Government-owned, Government-controlled, privatized, or private-sector rental housing;

c. The conditions under which the location was approved for a TLE extension no longer apply;

d. The Service member intends to purchase or build a house for personal convenience; or

e. The Service member fails to meet any other eligibility requirement in par. 050604-A1.

B. Allowances.

1. Lodging & M&IE. See JTR, par. 050601-B. During a TLE extension a Service member with no dependents may receive 100% of the daily lodging rate. See Table 5-17 for all other percentage rates applicable to a Service member with dependents. See also PDT computation example 17.

* * * *

APPENDIX A: DEFINITIONS AND ACRONYMS

This Appendix contains definitions and acronyms used in the Joint Travel Regulations (JTR).

* * * *

HOUSE HUNTING TRIP is a civilian employee's round trip travel between the old and new PDSs to seek a permanent residence.

HOUSING SHORTAGE is a lack of Government-owned, Government-controlled, privatized, or private-sector rental housing at a location in the CONUS that prevents a Service member, his or her dependent, or both from obtaining adequate permanent housing within a reasonable period of time.

INACTIVE DUTY TRAINING is a Reserve Component member's authorized training or special additional duty performed while not on active duty, during prescribed training or maintenance activities of the units to which the member is assigned. Inactive duty training does not include work or study for a correspondence course of a Uniformed Service.

September 30, 2022

Joint Travel Regulations Revisions

A. When performed by a National Guard member, inactive duty training includes the duties above and also includes unit training assemblies, and training or other duty the Service member is required to perform.

B. For pay purposes, inactive duty training must cover a specific assignment and have a prescribed time limit.

Expedited TLE Extensions Approval Process **Location Authorization Process**
for TLE Extensions Due to a Housing Shortage

Expedited Approval Process

- ~~1. Each Service's Military Advisory Panel (MAP) representative will work with the local installations experiencing the housing shortage.~~
- ~~2. The local housing offices will document the housing shortage, and the local installation commander will certify the data.~~
- ~~3. Each Service requesting an increase in TLE days will coordinate with the other Services that have members stationed in that Military Housing Area (MHA).~~
- ~~4. The Services affected by the housing shortage will submit a TLE extension request through the Military Advisory Panel (MAP) member to the PDTATAC staff. The extension request will include an estimate of the number of Service members affected and the costing data.~~
- ~~5. As the data is received, the PDTATAC staff will prepare a MAP item for preliminary approval by the MAP members for Services affected.~~
- ~~6. If the MAP approves the item, the PDTATAC staff will prepare a Principal's Packet and send it to the Principals of the Services affected, and to the Comptroller for coordination. Once the Principals have provided their approval, the PDTATAC staff will submit the package to the PDTATAC Chair for approval.~~

1. Background. There may be areas within the Continental United States (CONUS) where Government-owned, Government-controlled, privatized housing and private-sector rental housing are in short supply. In these areas members may have difficulty locating adequate permanent housing within 10 days after arriving at a new duty station.

2. PDTATAC Authorization Process. A local command may initiate an action, via their Service's Military Advisory Panel (MAP) representative, to authorize extended temporary lodging expense (TLE) allowance at a location in the CONUS that is experiencing a housing shortage.

- a. Housing Shortage Criteria. To establish that a location in the CONUS is experiencing a housing shortage, the initiating local command must document that:

- i. the percentage of Government-owned, Government-controlled and privatized housing units in the affected area that are occupied is equal to or greater than 98%; and
 - ii. the percentage of rental properties in the affected area that are vacant is equal to or less than 3%.
 - b. Documentation Requirements. The initiating local command shall report the Government and privatized housing occupancy rate and rental vacancy rate through use of a reasonably reliable Government or commercial dataset reflecting the affected military housing area (MHA) or zip codes. The data must reflect Government and privatized housing occupancy and rental vacancy over at least the last complete quarter of the calendar year. Each local installation commander or Public Health Service liaison in the affected area must certify that the data are true and accurate, to the best of his or her knowledge.
 - c. Documentation Requirement Waiver. The PDTATAC may waive either the Government and privatized housing occupancy rate or rental vacancy rate documentation requirement if the initiating local command adequately demonstrates that, due to extenuating circumstances, either requirement is unrelated to housing availability in the affected area. For example, the Government and privatized housing occupancy rate may be unrelated to housing availability if Government-owned, Government-controlled or privatized housing in the affected area are unoccupied due to ongoing renovations.
 - d. Affected Area. The initiating Service must determine which MHA or zip codes represent an area experiencing a housing shortage. If the area is not part of an established MHA, the affected area may be defined as the local commuting area, as determined by the Service.
 - e. Coordination. The PDTATAC may only authorize extended TLE at a location in the CONUS after coordinating with each Service with Service members stationed in the affected area.
 - f. Cost and Personnel Impacted. Each DoD MAP representative for a Service impacted by the housing shortage must provide an estimate of the TLE extension cost and personnel impacted, in accordance with established PDTATAC procedures.
3. Expiration. A TLE extension due to a housing shortage shall expire no later than 1 year after the effective date. The initiating local command must document and certify the continued existence of a housing shortage in the affected area within each 90-day period after the effective date. Failure to recertify the continued existence of a housing shortage will result in an early termination of the extension at the end of that 90-day period. The initiating local command must seek early termination of an

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

authorized TLE extension due to a housing shortage when housing supply in the affected area improves and the extension is no longer required.

Temporary Lodging Expense (TLE) Extension Due to a Housing Shortage Request Form

Please fill out this form, using the following guidelines, to include when sending the TLE Extension Request Due to a Housing Shortage to PDTATAC. Please provide the names and contact information for each of the Services within the Military Housing Area (MHA), and all supporting documentation for how the Service estimated the number of properties available, cost, personnel impacted and housing shortage criteria.

1. ~~_____ MHA Number and Name~~

2. ~~_____ Services in the MHA, Number of Service Members Expected, and Estimated~~

~~Cost:~~

~~By Service, the estimated number of Service members expected to perform a Permanent Change of Station during the requested period, and an estimated total for the cost of extending TLE to those Service members.~~

3. ~~_____ Total Number of Government Quarters:~~

~~List the number of Government quarters under the control of area installation commanders at all installations within the MHA.~~

4. ~~_____ Number of Available Government Quarters:~~

~~List the number of Government quarters that are available out of the total in number 3 above.~~

5. ~~_____ Total Number of Privatized Housing Units:~~

~~List the total number of privatized housing units at all installations within the MHA.~~

6. ~~_____ Number of Available Privatized Housing Units:~~

~~List the number of privatized housing units that are vacant and available out of the total in number 6 above.~~

7. ~~_____ Number of Properties Available for Move In within 2, 4, and 6 Weeks:~~

~~List the total number of properties (including both Government quarters and privatized housing) that are available for Service members to use within 2, 4, and 6 weeks, respectively.~~

8. ~~_____ Number of Non-Government Residential Properties Available at Each BAH~~

~~Anchor Point:~~

~~List the number of non-Government residential (i.e., private) properties that are available at each BAH anchor point, excluding privatized housing. For Service members without dependents, the anchor points are E1 through E4: 1-bedroom apartment, O1: 2-bedroom apartment, O1E: 2-bedroom townhouse/duplex, O3E: 3-bedroom townhouse/duplex, O6: 3-bedroom single family detached house. For Service members with dependents, the anchor points are E5: 2-bedroom townhouse/duplex, E6: 3-bedroom townhouse/duplex, W3: 3-bedroom single family detached house, O5: 4-bedroom single family detached house.~~

9. ~~_____ Number of Additional TLE Days Requested:~~

~~List the number of additional days of TLE that are being requested for the MHA. This number must be less than or equal to 50.~~

10. ~~_____ Effective and End Dates of Extension Request~~

11. ~~_____ Installation Commander's Signature:~~

~~The installation commander requesting an increase in TLE must certify that the data is correct by electronically signing the document.~~

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

The authority for TLE extensions is found in 37 U.S.C. §474a, which permits an extension of TLE for up to 60 days in Military Housing Areas in locations where the President has declared a major disaster area under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §5170). See the JTR, section 0506 for more information on TLE.

<u>TLE Extension Due to a Housing Shortage Request Form</u>	
<u>1. City, State</u>	
<u>2. MHA Number or Zip Code(s)</u>	
<u>3. Initiating Service</u>	
<u>4. Proposed Effective Date</u>	
<u>5. Proposed Expiration Date</u>	
<u>6. Number of Additional TLE Days Authorized per Service Member (up to a maximum of 50 additional TLE days)</u>	
<u>Government and Privatized Housing Occupancy Rate</u>	
<u>7. Total Number of Government Quarters Units</u>	
<u>8. Number of Occupied Government Quarters Units</u>	
<u>9. Total Number of Privatized Housing Units</u>	
<u>10. Number of Occupied Privatized Housing Units</u>	
<u>11. Government and Privatized Housing Occupancy Rate (Field #8 + Field #10 / Field #7 + Field #9)</u>	
<u>Rental Vacancy Rate</u>	
<i><u>Attach a copy of the survey report or other document substantiating the rental vacancy rate.</u></i>	
<u>12. Rental Vacancy Rate</u>	
<u>13. Margin of Error</u>	
<u>14. Time Period (ex. 2021 Q4)</u>	
<u>15. Survey Name (ex. Current Population Survey)</u>	
<u>16. Surveying Organization (ex. U.S. Census Bureau)</u>	
<u>17. Additional Information</u>	

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

<u>Service Impact</u>					
<i>Sponsoring MAP member must coordinate with other Service's MAP members before submission to obtain complete Service impact data.</i>					
	<u>Number of Service Members Impacted</u>	<u>Cost</u>		<u>Number of Service Members Impacted</u>	<u>Cost</u>
<u>USA</u>			<u>USMC</u>		
<u>USAF</u>			<u>USCG</u>		<u>N/A</u>
<u>USSE</u>			<u>USPHS</u>		<u>N/A</u>
<u>USN</u>			<u>NOAA</u>		<u>N/A</u>
<u>Installation Commander or Public Health Service Liaison Certification</u>					
<u>Name and Title</u>					
<u>Installation Name</u>					
<u>Signature</u>					

<u>TLE Housing Data</u>						
1. MHA Number and Name						
		Number	Cost		Number	Cost
2. Services in the MHA, Number of Service Members Expected, and Estimated Cost	USA:			USN:		
	USAF:			USMC:		
	USSE:			USCG:		
	PHS:			NOAA:		
3. Total Number of Government Quarters						
4. Number of Available Government Quarters						
5. Total Number of Privatized Housing Units						
6. Number of Available Privatized Housing Units						
		2 Weeks:				

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

7. Number of Properties Available for Move-in within 2, 4, and 6 Weeks	4 Weeks:	
	6 Weeks:	
8. Number of Non-Government Residential Properties Available at Each BAH Anchor Point	Anchor Point	
		Number
	1-bedroom apartment	
	2-bedroom apartment	
	2-bedroom townhouse/duplex	
	3-bedroom townhouse/duplex	
	3-bedroom single family detached house	
	4-bedroom single family detached house	
9. Number of Additional TLE Days Requested		
10. Effective and End Dates of Extension Request		
11. Installation Commander's Signature and Date		



**HEADQUARTERS
DEFENSE HUMAN RESOURCES ACTIVITY
4800 MARK CENTER DRIVE, SUITE 06J25-01
ALEXANDRIA, VA 22350-4000**

MEMORANDUM FOR DIRECTOR, DEFENSE TRAVEL MANAGEMENT OFFICE

SUBJECT: Military Advisory Panel Item 11-22(R), "Extended TLE Due to a Housing Shortage."

I hereby approve Military Advisory Panel Item 11-22(R) for publication in the Joint Travel Regulations. Please take action to update the Joint Travel Regulations as appropriate.

BOOTH.WILLIA M.H.1067024229
Digitally signed by BOOTH.WILLIAM.H.1067024229
Date: 2022.09.30 16:54:21 -0400

William H. Booth
Director, Defense Human Resources Activity
Chair, Per Diem, Travel, and Transportation
Allowance Committee