



**PER DIEM, TRAVEL, AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 05E22
ALEXANDRIA, VA 22350-9000

October 25, 2023

MEMORANDUM FOR: MILITARY ADVISORY PANEL

SUBJECT: UTD for MAP 91-23(I), "Clarification of TLE Recertification and Extension Requirements"

1. Purpose: This item updates and clarifies documentation requirements for Local Authorization Process for TLE Extensions Due to a Housing Shortage.
2. This revision is forwarded for information purposes. No coordination is required.
3. PDTATAC Staff initiated this revision.
4. This revision is effective when published on the DTMO website under JTR Supplements.
5. Action Officer: Ashley Aguilar (ashley.aguilar5.civ@mail.mil).

WOODS.CHRISTO
PHER.M.10352280
x27
o

Digitally signed by
WOODS.CHRISTOPHER.M.1035
228027
Date: 2023.10.25 10:55:50 -04'00'

Christopher M. Woods
Chief, Policy and Regulations Branch

Attachment:

Location Authorization Process for TLE Extensions Due to a Housing Shortage

cc:

Defense Travel Management Office

Location Authorization Process for Requests and Recertification of TLE Extensions Due to a Housing Shortage

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 14 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%.
 - iii. The total number of inbound members compared to the current number of rental vacancies regardless of vacancy percentage. Additionally, information regarding manning turnover should be provided as well to identify the true representation of the housing shortage, e.g., 75 projected inbound and 40 projected outbound.
 - b. Documentation Requirements. The initiating local command must provide the following information:
 - i. A detailed memorandum describing the data collection method and how the rental vacancy was determined.
 - ii. A report on the rental vacancy rate as an average of the rental vacancy rates reported for zip codes that form the MHA. Submissions may include:
 1. The most recent version of Census Bureau's American Community Survey (ACS) table DP04. DP04 can be accessed via Data.Census.Gov (<https://data.census.gov/table?q=DP04>).
 2. Data that is manually gathered from the local area. If this method is selected, then the raw data set must be provided in the submission.

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

- iii. A report on the Government and privatized housing occupancy rate through use of data maintained by the local installation's housing office.
 - iv. Each document provided in the submission must relate to how the rental vacancy rate was determined; ancillary documentation must not be provided.
 - v. The 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. Affected Area. The initiating Service must determine which MHA or zip codes represent an area experiencing a housing shortage. The total MHA must be reviewed for rental vacancies. Census tract exclusions for BAH data collection are not exempted from the vacancy calculation as members may choose to reside in these areas. 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.
- d. 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.
- e. 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. All TLE requests must use the following formula for each impacted Service:
- Amount of Personnel Impacted x Additional TLE days x \$290 = Estimated TLE Costs.*
3. Recertification. A local command must initiate recertification action, via their Service's Military Advisory Panel (MAP) representative, to continue authorization of approved extended temporary lodging expense (TLE) allowance at a location in the CONUS that is experiencing a housing shortage.
- a. Coordination. 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.
 - b. Documentation. The documentation requirements for recertification are the same as the initial request in paragraph 2. All documentation submitted for recertification must be current and have up to date signatures on all recertification forms.
4. 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 seek early termination of an authorized TLE extension due to a housing shortage when housing supply in the affected area improves and the extension is no longer required.

