DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 7210.1B CH-2
N93
3 DEC 2014

NAVSUPPACT NAPLES INSTRUCTION 7210.1B CHANGE TRANSMITTAL 2

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE WITHIN THE NAPLES AREA

Encl: (1) Revised enclosure (3)

1. Purpose. To update enclosure (3) of the basic instruction.

2. Action. Remove enclosure (3) of the basic instruction and insert enclosure (1) of this change transmittal.

D. W. CARPENTER

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

TLA ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM MEMBER INFORMATION

MEMBER INFORMATION

Name:	SSN:	Rank/Paygrade:
Command:	UIC:	Date Reported:
Phone Number:	Accompanied / Unaccompanied (circle)	
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents		

Dependent Names/Ages of Children

_____ _____
_____ _____
_____ _____
_____ _____

TLA / TLF INFORMATION

Hotel Name: Kitchen Facilities: Yes / No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
Signature/Rank/Date

*** Certificate of Non-Availability from Navy Lodge is required for alternate Lodging**

HOUSING OFFICE

TLA is / is not recommended from _____ through _____

Total Number of days in TLA at end of this TLA period: _____

Expected Date of Occupancy: _____ Contract Appointment Date: _____

Remarks: _____

_____

_____

Housing tours were conducted this period on the following dates with each tour consisting of viewing at least five residences:

_____ _____

Housing Representative (Print Name)	Signature	Date	Phone Extension

MEMBER'S DEPARTMENT HEAD

Department Head Signature (over 30 days)	Rank / Name	Date	Phone Extension

COMMAND ENDORSEMENT

Command TLA Coordinator Signature (over 30 days)	Rank / Name	Date	Phone Extension

Commanding Officer Signature (45 - 60 day endorsement)	Rank / Name	Date	Phone Extension

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 7210.1B CH-1
N93
23 JAN 2014

NAVSUPPACT NAPLES INSTRUCTION 7210.1B CHANGE TRANSMITTAL 1

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE WITHIN THE NAPLES AREA

Encl: (1) Revised enclosure (4)

1. Purpose. To update and clarify the TLA instruction.

2. Action. Make the following pen and ink changes: Replace enclosure (4) with enclosure (1) of this change transmittal.

C. S. GRAY

NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

TLA EXTENSION REQUEST MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Number of Family Members:
Arrival TLA Date of Arrival:	Confirmed Move-In Date:
Departure TLA Date of Departure:	Confirmed Move-Out Date:

I request extension of TLA for the period _____ to _____. This is my _____ request for an extension. I request this extension for the following reasons:

_____

_____

_____
Signature of Member

TLF INFORMATION

Name:	Check-in Date:

HOUSING OFFICE

( ) Forwarded, recommending approval. Member has been interviewed and reasons for request as stated by the member have been verified correct. Temporary government-owned/operated accommodations will not be available during the period covered by this request.
( ) Forwarded, recommending disapproval. Remarks:

_____

_____

_____

Print Name of Housing Representative	Signature	Date
_____	_____	_____

COMMAND ENDORSEMENT

I have personally verified this request against the criteria of NAVSUPPACT NAPLES INST 7210.1B.

Recommend ( ) Approval ( ) Disapproval

Commanding Officer	Rank / Name	Date	Phone Extension
_____	_____	_____	_____

TEMPORARY LODGING ALLOWANCE (TLA) EXTENSION REQUEST

Your request for extension of TLA beyond the 60 / 6-day limit for the dates _____ to _____ is approved / disapproved.

CO, NAVSUPPACT NAPLES Signature	Rank / Name	Date	Phone Extension
_____	_____	_____	_____

NAVSUPPACT Naples Form 7210/4 (Rev 1-14)

DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 7210.1B
N1
- 8 MAY 2013

NAVSUPPACT NAPLES INSTRUCTION 7210.1B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE WITHIN THE NAPLES AREA

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) CNE-C6F Instruction 7210.2I
(c) DoD Instruction 1015.11 of 6 October 2006

Encl: (1) Sample Designation Letter for TLA Coordinator
(2) Temporary Lodging Allowance Agreement
(3) TLA Arrival/Alternate Temporary Lodging Claim
(4) TLA Extension Request
(5) TLA Departure/Alternate Temporary Lodging Claim
(6) Emergency TLA Request

1. Purpose. To establish policy and procedures for the administration of Temporary Lodging Allowance (TLA) in Naples, which applies to all military personnel, including ships, units, and forward deployed staffs that are permanently assigned in Naples, Italy per references (a) and (b). This is a revised instruction and should be reviewed in its entirety.

2. Cancellation. NAVSUPPACT NAPLES INST 7210.1A.

3. Background

a. TLA is authorized for the purpose of partially reimbursing a member for more than normal expenses incurred at hotel-like accommodations and public restaurants upon initial arrival, immediately preceding departure from a permanent duty station, or under special conditions. Reference (a) contains the basic policy and regulations for the administration of TLA. Reference (b) designates Commanding Officer (CO), NAVSUPPACT Naples as the TLA Extension Approval Authority for the Naples area.

b. The management of TLA must be accomplished with care and with a design toward economical administration. Mere personal inconvenience to servicemember and/or their family members for any reason will not be used as an influencing factor in the determination of acceptable items to be covered under TLA or as justification for extension of the TLA entitlement.

c. TLA accrual begins the day the member reports to the new permanent duty station. Paid TLA begins when member and family report to the new duty station and government quarters are not available. Single and married servicemembers reporting to a new duty station prior to family member's arrivals are entitled to TLA when government quarters are not available with the exception of E-4 and below. Single servicemembers and married servicemembers are entitled to the use of an alternate Temporary Lodging Facility (TLF) when government quarters are not available and a Certificate of Non-Availability (CNA) is issued.

4. Action

a. Tenant CO/OICs will:

(1) Designate a command TLA Coordinator and an Alternate TLA Coordinator in writing, using the format provided in enclosure (1). Copies of designation letters will be sent to NAVSUPPACT Naples Administration Department and Personnel Support Detachment, Naples.

(2) Ensure personnel report to the Housing Service Center located at the Housing Office **within three working days after arrival** to register in the TLA database, sign the TLA agreement (enclosure (2)), and apply for housing. Personnel desiring to reside in the Gaeta, Latina and Rome area shall check-in with the housing office in Gaeta.

(3) Make every effort to reduce TLA costs. All feasible methods will be used to avoid the necessity for payment of the allowance and to shorten the period of entitlement.

(4) Allow personnel ample time away from work to locate permanent housing. Personnel should not be considered available for duty until, housing pre-contract has been signed.

(5) Ensure that a servicemember's duties are scheduled to allow the member to meet all onboard requirements for authorization of TLA. After their initial 12 days onboard, personnel must take at least two housing tours every ten days until housing is secured. A single showing tour is defined as viewing at least five properties.

(6) Ensure that the member's chain of command reviews the member's progress in finding a home and provides assistance as available to expedite the search process. Servicemembers who have not either placed a property on contract hold, signed a letter of intent or scheduled a pre-contract appointment after 30 days of drawing TLA may be required to sign a short term lease in lieu of TLA while their housing search continues. This requirement will be based on the Housing Director's recommendation to the CO, NAVSUPPACT Naples.

(7) Ensure member's Department Head signs the recommendation for 30-44 days TLA claim and counsel the member on their responsibility to locate a home as soon as possible.

(8) The CO/OIC is required to sign a recommendation on TLA claims for 45-60 days. By direction authority is not authorized for this signature.

(9) **Process and forward all requests for arrival TLA extensions 60 days or more to NAVSUPPACT Naples, via the Housing Office, ten days before the commencement date of the TLA extension period.**

b. Command TLA Coordinators will:

(1) Provide contact telephone number, email address, and fax number to the Administrative Officer, NAVSUPPACT Naples' who has been designated as the Installation TLA Coordinator.

(2) Ensure command sponsors support the requirement to have their sponsoree check into housing office within three working days of arrival.

(3) Counsel servicemembers who are approaching 30 days in TLA without having scheduled a contract appointment.

(4) Verify claims filed after 30 days in TLA are signed by member's department head and that claims filed after 45 days in the TLA hotel are signed by their CO/OIC.

(5) Ensure arriving and departing servicemembers are fully briefed on TLA requirements and understand that only in very rare cases will extensions be approved.

(6) Provide feedback as requested to the local Housing Office TLA Coordinator and NAVSUPPACT Naples' TLA Coordinator on the TLA process, housing search process, and other issues concerning the economical, efficient administration of the TLA program.

c. Personnel will:

(1) Within three working days of arrival, report to the housing office for the next housing brief and instructions regarding responsibilities and TLA entitlement. Single Sailors E4 and below and enlisted servicemember selecting an unaccompanied tour must report to the bachelor housing office to verify the availability of Bachelor Enlisted Quarters (BEQ).

(2) Aggressively seek permanent housing by taking at least two Housing Office-sponsored housing tours within each ten day period in TLA. The Housing office will notify the member's CO if a member fails to take the required number of tours. In addition, the member's TLA will be terminated within ten days of notification unless the requirement is met. The member's spouse housing tours will count toward fulfillment of this requirement. A housing tour consists of viewing a minimum of five properties.

(3) Submit enclosure (3) to Personnel Support Detachment (PSD) via the command's Command Pass Coordinators (CPC) for reimbursement of TLA expenses. The claim must be signed by the Command TLA Coordinator and the Housing Office. **Claims must be in ten day increments, with the exception of the final claim.** TLA claims must be accompanied by the original hotel bill with each day itemized. If using alternative temporary lodging, a Certificate of Non-Availability (CNA) from the Navy Lodge must accompany enclosure (3).

(4) Schedule occupancy date of permanent quarters no later than five working days after the signature of a housing contract, unless this requirement is waived by the Housing Office.

d. Housing Office will:

(1) Brief member on the specifics of TLA procedures and ensure a signed copy of enclosure (2) is maintained in member's housing file.

(2) Notify personnel of the availability of government housing.

(3) Ensure personnel are shown suitable private rental housing if government quarters are not available.

(4) Notify the service member's CO/OIC of termination of TLA if servicemember has refused the first offer for government quarters or private rental housing, if it has been determined as adequate permanent housing for the needs of the member.

(5) Maintain database to track member's fulfillment of requirement to take at least two tours within each ten day period after the initial 12 days. If member fails to fulfill requirement:

(a) Generate letter on first workday after the tenth day in TLA hotel and e-mail to member's command and NAVSUPPACT Admin as notification of intent to terminate TLA.

(b) Disapprove TLA claims for any dates that are after ten days of notification letter if member has not taken at least two housing tours.

(c) Inform NAVSUPPACT Naples and PSD that member's TLA has been terminated.

(6) Provide weekly reports to each command with a member in a TLA hotel that list name, paygrade, date TLA began, move-in date (if applicable), and total days in TLA.

(7) Utilize short-term lease vice TLA when appropriate.

e. Personnel Support Detachment Naples will:

(1) Provide an accurate prospective gains list monthly to Housing Office and NAVSUPPACT Naples Admin.

(2) Compute entitlement to TLA and liquidate TLA claims.

(3) Brief servicemember on TLA entitlement during check-in and upon receipt of PCS orders.

f. Sponsors will:

(1) Contact Navy Lodge for lodging as soon as sponsoree is assigned.

(2) Ensure member checks in with the housing office within three working days of arrival.

(3) Provide member with all assistance necessary to expedite member's location of a home.

g. NAVSUPPACT Naples TLA Administrator will:

(1) Provide oversight for the administration of TLA per reference (a).

(2) Periodically request copies for review of weekly TLA reports and liaison with Housing Office TLA Coordinators when problems or trends are identified.

h. Navy Lodge will maintain a listing of hotels and hotel-like accommodations, which they consider to be suitable for occupancy. Provide the listing to all newly arriving and departing personnel to assist them in locating temporary accommodations of their choice within the metropolitan area of the permanent duty station. Provide a copy of all certificate of non-availability issued to NAVSUPPACT Naples Administrative Office within two days of issue.

5. Extended TLA Entitlement. Requests for extended entitlement of arrival TLA for periods beyond 60 days must be requested by the individual and addressed to CO, NAVSUPPACT, Naples, Italy via the member's CO/OIC and the area housing office utilizing enclosure (4). The request will be routed at least ten days prior to the requested commitment date. Arrival TLA will be extended only in rare cases:

a. Non-arrival of HHG and non-availability of loaner furniture.

b. Delay in availability/assignment to government quarters due to no-fault of the member. If government quarters cannot be confirmed for occupancy within 60 days from arrival, private accommodations should be secured.

c. Reasons beyond their control; i.e., fire, flood, earthquake, riot, civil unrest, or other extraordinary events that make available or anticipated housing uninhabitable.

d. Withdrawal of housing from the market by the landlord and short term lease is not available.

e. Hospitalization of member or dependents or the nature of the member's assigned duties require them to be away from the permanent duty station, resulting in curtailment of opportunities to arrange for permanent living accommodations. Commands should not send members TAD until the member has vacated TLA for permanent housing.

f. Housing that does not meet the following criteria:

(1) Enough bedrooms to meet family size and composition.

(2) Is within commuting distance (less than 25 miles).

(3) Has an average total monthly cost that does not exceed the maximum allowable housing allowance.

(4) Is structurally sound and does not pose a safety or health hazard.

(5) Has hot and cold potable water, a shower or bath, at least one flushing toilet, electrical service, and a heating system.

6. Departure TLA.

a. Departure TLA is authorized up to six days for vacating government or civilian housing utilizing enclosure (5). **Departure TLA beyond six days must be approved in advance by the housing office.**

b. Claims should be submitted to PSD on the first day of occupancy of temporary lodging.

c. Sailors residing in BEQ are authorized one day of departure TLA.

7. Extension of Departure TLA. Departure TLA may be extended for the following reasons:

a. Delayed departure. If the TLA period has already commenced and the actual departure date is delayed at no fault of the member or dependents, departure TLA may be authorized in excess of ten days.

b. Early Termination of Permanent Housing. When, for reasons beyond control of the member or dependents, permanent housing must be relinquished for reasons such as the following:

(1) The Personal Property office determines it is necessary to ship house hold goods (HHG), after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments.

(2) Expiration of lease occurs after a member has PCS orders.

(3) Housing contract is withdrawn from the market by the landlord.

(4) Reasons beyond their control; i.e., fire, flood, riot, civil unrest, or other extraordinary events make occupancy of permanent housing unadvisable.

(5) The member is required by lease to vacate housing in advance of expiration of lease to permit inspection, finalization of utility bills and deposits, redecoration, or adjudication of damage claims.

(6) Housing authorities require the member to vacate permanent residential housing for the government's convenience to permit its readying for, or assignment to, another member.

(7) Similar reasons at discretion of the NSA TLA Coordinator.

8. TLA Entitlement

a. Servicemembers are entitled to TLA as prescribed in reference (a) and this instruction.

b. Per reference (c), The Navy Lodge at Gricignano Support Site is the primary designated Temporary Lodging Facility for incoming and outgoing personnel on Permanent Change of Station orders. If the Navy Lodge is not available at the time of call, Navy Lodge will provide a CNA in order for the member to obtain commercial lodging. If the member has a preference to stay at the Navy Lodge, the staff will put the member on the 'wait list' account. Upon the member's arrival, the member would need to stop by Navy Lodge to receive a hard copy CNA to provide to PSD to process the TLA claims. Navy Gateway Inn Suites (NGIS) at Capodichino is available to attempt to accommodate or receive guests if the Navy Lodge is booked or unavailable, CNA from the Navy Lodge is required. NGIS is the primary temporary lodging for TDY/TAD personnel. Use of any lodging without a CNA from the Support Site Navy Lodge will nullify the service member's entitlement of TLA. Personnel assigned to Gaeta, Latina or Rome may elect to stay in a hotel in the vicinity of their duty station.

9. Emergency TLA. Enclosure (6) will be processed for the following reasons if the circumstances are deemed beyond the control of the member:

a. Reasons beyond their control; i.e., fire, earthquake, riot, or civil unrest make the residence uninhabitable or if remaining in the residence is deemed unadvisable by the Commanding Officer, NAVSUPPACT Naples.

b. Withdrawal of housing contract from the market by the landlord.

c. If the residence becomes temporarily uninhabitable for other reasons, such as lack of two utilities (water and electricity, electricity and gas, etc.) for more than 24 hours, this would cause undue hardship on the member or family members. Situations in which one or more utilities are lacking for less than 48 hours will be considered on a case-by-case basis by the Housing Office.

d. Emergency TLA requests will be submitted using enclosure (6)

10. NAVSUPPACT Naples Command Duty Officer will approve emergency TLA request during non-working hours after receiving recommendations from the Housing Officer.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/ AdministrativeServices/Instruction/index.htm

SAMPLE DESIGNATION LETTER FOR TLA COORDINATOR

7210
N Code
date

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
To: Rate Name, USN, XXX-XX-1234

Subj: DESIGNATION AS COMMAND TEMPORARY LODGING ALLOWANCE COORDINATOR

Ref: (a) Joint Federal Travel Regulations, Volume I, Chapter 9
(b) NAVSUPPACT NAPLES INST 7210.1B

1. You are hereby designated as the Temporary Lodging Allowance (TLA) Coordinator for U.S. Naval Support Activity, Naples, Italy. You are directed to familiarize yourself with references (a) and (b) and all applicable instructions in the performance of your duties and responsibilities.

2. All feasible methods will be used to avoid the necessity for payment of TLA and to shorten the period of entitlement.

3. This designation will remain in effect until your detachment unless otherwise revoked in writing.

4. You are required to provide all pertinent contact information to NAVSUPPACT Naples Admin and Personnel Support Department, Naples.

(CO's SIGNATURE)

Copy to:
NAVSUPPACT (N1)
PSD Naples (N14)

Enclosure (1)

TEMPORARY LODGING ALLOWANCE (TLA) AGREEMENT

The Housing Welcome Center will assist you in obtaining suitable living quarters, either in government quarters or in the local community. Until you have secured a home, you are responsible for using your TLA in a responsible manner. This means that, upon your arrival, you must **aggressively** seek housing. To help you understand more about TLA, the following information is provided. You are allowed a maximum of 60 days of TLA as long as you complete a minimum of **two** showing tours each ten days. A single showing tour consists of viewing at least five residences. After the 30 day period, you will be required to have approval from your chain of command indicating why you were unable to locate housing within the 30 day period.

TLA Entitlement is Subject to Termination:

- If you have not completed a minimum of two showing tours with housing showing service during each ten day period until housing has been secured. Your spouse may complete the tours if desired. Work requirements are not justification for being unable to complete tour requirements.
- If you delay signing a lease for your personal convenience (i.e., arrival of POV or HHG, awaiting family arrival).
- If you fail to make arrangements for delivery of HHG and/or loaner furniture promptly or if you request delayed delivery of HHG for personal convenience.
- If you go on TAD/TDY/Leave out of the vicinity of your PCS, unless your command-sponsored family members remain during your absence.
- If after 30 days, you continue to find economy homes unsuitable for your requirements.
- If you have not scheduled a contract date within 30 days of arrival without command approval providing justification for not locating housing.
- Upon the move-in date to government or economy quarters.
- If you refuse the offer of government quarters, TLA will terminate on the date that government quarters were expected to be available for occupancy. Upon termination of TLA, if you have not located permanent housing, arrangements will be made for you to relocate with a temporary and/or short-term lease.

TLA Entitlement Extensions:

- All extensions based on units undergoing construction, awaiting major/minor repair, awaiting current residents to vacate, or limiting your search to a specific location/area will **NOT be approved.**
- Regardless of military branch, all extensions must be approved by the Commanding Officer, NAVSUPPACT Naples.
- Extensions beyond 60 days must be submitted with an endorsement from your Commanding Officer indicating specific reasons for justification and must be submitted ten days in advance of expiration of TLA.
- **Extensions beyond 60 days are rarely approved. They must be endorsed by your Commanding Officer and submitted to the Housing Director at least ten days in advance.**

I have read and understand the above information and have received a copy

_____	_____	_____	
Name (Please Print)	Date Arrived	Signature	Date

- 8 MAY 2013

TLA ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM MEMBER INFORMATION

MEMBER INFORMATION

Name:	SSN:	Paygrade:
Command:	UIC:	Date Reported:
Phone Number:	Accompanied / Unaccompanied (circle)	
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents		
Dependent Names/Ages of Children		
_____	_____	
_____	_____	
_____	_____	

TLA / TLF INFORMATION

Name: Kitchen Facilities: Yes / No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
Signature/Rank/Date

*** Certificate of Non-Availability from Navy Lodge is required for alternate Lodging**

HOUSING OFFICE

TLA is/is not recommended from _____ through _____

Total Number of days in TLA at end of this TLA period: _____

Expected Date of Occupancy: _____ Contract Appointment Date: _____

Remarks: _____

_____

_____	_____	_____
Housing Representative Signature	Date	Phone Extension

COMMAND ENDORSEMENT

Member has aggressively sought housing and have been counseled on the importance of locating accommodations expeditiously. Housing tours were conducted this period on the following dates with each tour consisting of viewing at least five residences:

_____ _____ _____

_____	_____	_____	_____
Command TLA Coordinator Signature	Rank / Name	Date	Phone Extension

30 - 44 Day Endorsement:

_____	_____	_____	_____
Department Head Signature	Rank / Name	Date	Phone Extension

45 - 60 Day Endorsement:

_____	_____	_____	_____
Commanding Officer Signature	Rank / Name	Date	Phone Extension

TLA EXTENSION REQUEST MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Number of Family Members:
Arrival TLA Date of Arrival:	Confirmed Move-In Date:
Departure TLA Date of Arrival:	

I request extension of TLA for the period _____ to _____. This is my _____ request for an extension. I request this extension for the following reasons: _____

_____

_____

_____
Signature of Member

TLF INFORMATION

Name:	Check-in Date:

HOUSING OFFICE

( ) Forwarded, recommending approval. Member has been interviewed and reasons for request as stated by the member have been verified correct. Temporary government-owned/operated accommodations will not be available during the period covered by this request.

( ) Forwarded, recommending disapproval. Remarks: _____

_____

_____

_____ _____
Housing Representative Signature Date

COMMAND ENDORSEMENT

I have personally verified this request against the criteria of NAVSUPPACT NAPLES INST 7210.1.

Recommend ( ) Approval ( ) Disapproval

_____	_____	_____	_____
Commanding Officer	Rank / Name	Date	Phone Extension

TEMPORARY LODGING ALLOWANCE (TLA) EXTENSION REQUEST

Your request for extension of TLA beyond the 60-day limit for the dates _____ to _____ is approved/disapproved.

_____	_____	_____	_____
CO, NAVSUPPACT NAPLES Signature	Rank / Name	Date	Phone Extension

NAVSUPPACT Naples Form 7210/4 (Rev 5-13)

TLA DEPARTURE/ALTERNATE CLAIM MEMBER INFORMATION

Name:	SSN:
Paygrade:	Phone Number:
Command:	UIC:

Dependent Names/Ages of Children

_____ _____

_____

_____

_____

_____

Member's Departure Date: _____ Family Members' Departure Date: _____

TLA Entitlement Dates: _____ to _____. Requests for more than six days for members departing government quarters or if departing economy housing requires a TLA extension request routed through Housing and member's Commanding Officer.

TLF INFORMATION

Name:	Kitchen Facilities: Yes / No

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE:

_____

Signature/Rank/Date

*** Certificate of Non-Availability from Navy Lodge is required for alternate Lodging ***

HOUSING OFFICE

TLA is/is not recommended from _____ through _____

Housing Termination Date: _____

Remarks:

_____

_____

_____ _____ _____ _____

Housing Representative Signature Date Phone Extension

BEQ OFFICE (Unaccompanied E3 and below only)

Transient Government Quarters are/are not available.

_____ _____ _____

BEQ Representative Signature Date Phone Extension

NAVSUPPACT Naples Form 7210/5 (Rev 5-13)

EMERGENCY TLA REQUEST MEMBER INFORMATION

Name:	SSN:
Paygrade:	Date Reported:
Command:	UIC:
Phone Number:	Accompanied/Unaccompanied (circle)
Marital Status (Circle): Single Married Military-Military Couple Single w/Dependents	

Dependent Names/Ages of Children

_____ _____

_____ _____

_____ _____

Remarks: _____

_____

_____

MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____
Signature/Rank/Date

*** Certification of Non-Availability from the Navy Lodge is required for alternate Lodging ***

HOUSING OFFICE

Emergency TLA is/is not recommended for period _____ to _____

Remarks: _____

_____

_____ _____ _____
Housing Representative Signature Date Phone Extension
(CDO MAY SIGN IF CONDUCTED VIA PHONCON)

NAVSUPPACT NAPLES DETERMINATION

Emergency TLA is/is not approved for period _____ to _____

Remarks: _____

_____

_____ _____ _____
TLA Coordinator Signature Date Phone Extension

NAVSUPPACT Naples Form 7210/6 (Rev 5-13)