

## **Location Authorization Process for 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%.
  - 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

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