

Temporary Lodging Expense (TLE) Extension Request Form

Please fill out this form, using the following guidelines, to include when sending the TLE Extension Request 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.

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.

TLE Housing Data						
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:		
	USSF:			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						
7. Number of Properties Available for Move-in within 2, 4, and 6 Weeks			2 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						