



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON DC 20300-0300**

DAPE-PRC

29 May 2009

**MEMORANDUM FOR Family Morale Welfare and Recreation Command (FMWRC):**  
**ATTN: Army Lodging Success (ALS), 4700 King Street, Alexandria, VA 22312**

**SUBJECT: Allowance Guidance for Contingency Temporary Change of Station (TCS)/Temporary Duty (TDY) Assignments in Excess of 180 days**

1. We are approaching two years since the Army first issued guidance in the subject policy area, and we are still making refinements to the procedures we use to support this policy to make it more efficient and workable for all. The four situations described below and what allowances Soldiers are due in these situations are intended to provide ALS representatives guidance to handle most cases particularly cases in the CONUS. Granted, unique situations will continue to surface which will require Deputy Chief of Staff G-1 involvement; however, in most instances I am confident this guidance will enable ALS representatives to handle most cases quickly and efficiently. This guidance is consistent with guidance already published in All Army Activities Message (ALARACT) 053-2008 issued in March 2008.

a. When a Soldier is assigned to a duty location where contract lodging is immediately available, ALS must put them into contract lodging as soon as possible. In this instance, the Soldier will be paid 100% meals and incidental per diem only and zero lodging per diem since lodging is provided at no cost to the Soldier. The statement of non-availability (SNA) will state, "100% meals and incidental per diem authorized with zero lodging per diem" for the applicable time period. Until we put the Soldier into contract lodging, the Soldier will draw 100% lodging, meals and incidental per diem authorized (lodging reimbursement limited to actual lodging expense paid). The SNA will state, "100% lodging, meals and incidental per diem authorized (lodging reimbursement limited to actual lodging expense paid)", for the applicable time period.

b. When a Soldier is assigned to a duty location where contract lodging is immediately available but for some reason the Soldier declines contract lodging, ALS will issue a SNA that authorizes 100% meals and incidental per diem only and zero lodging per diem since lodging is provided at no cost to the Soldier. In other words, we pay the Soldier like he/she is in contract lodging. The SNA will state, "100% meals and incidental per diem authorized with zero lodging per diem" for the applicable time period.

c. When a Soldier is assigned to a duty location where contract lodging is not immediately available, ALS will issue up to three 30 day incremental SNAs for 100% per diem out a maximum of 90 days. The SNA will state, "100% lodging, meals and incidental per diem authorized (lodging reimbursement limited to actual lodging expense paid)", for the applicable 30 day period. At the 90 day point, if contract lodging is still unavailable, ALS

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will issue an SNA for 55% per diem for the remainder of the tour. The SNA will state, "55% lodging, meals and incidental per diem authorized" for the applicable time period. If contract lodging becomes available at some point during the 90 days, ALS will issue a SNA for 100% meals and incidental per diem effective the date the Soldiers moves into contract lodging. The SNA will state, "100% meals and incidental per diem authorized with zero lodging per diem" for the applicable time period.

d. When a Soldier is assigned to a duty location where few Soldiers are assigned, ALS will immediately issue a SNA for 55% per diem for the length of the tour. ALS may consult with the action officers at paragraph 3 to make an assessment when this action would be appropriate. The SNA will state, "55% lodging, meals and incidental per diem authorized" for the applicable time period.

2. Soldiers assigned to a duty location in a TCS/TDY status that bring their family to the duty location are responsible for housing their family, and the Army will provide no financial assistance to offset the costs of this endeavor. If the family remains at the duty location for 30 consecutive days or longer, the Soldiers' pay and allowances will be reduced.

3. My staff POC for this action is LTC Gallman, DSN 222-6819, commercial, (703) 692-6819, vincent.gallman@us.army.mil.



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