

TEMPORARY LODGING ALLOWANCE PROVISIONS

SECTION A: ARRIVAL TLA

1. Arrival TLA is authorized upon a member's initial reporting for duty to an OCONUS PDS pending assignment to Government quarters or pending purchasing or leasing a housing unit in the civilian community. Initial TLA is limited to a maximum of 30 days, payable at an increment of 10 days.

a. Member and/or dependents must pursue TLA accommodations with adequate cooking facilities whenever possible.

b. Member and/or dependents must report to the Transportation Office on the first working day following the day of reporting to the OCONUS PDS for counseling.

c. Member must report to the Area Housing Office (AHO) to establish occupancy date in either Government or leased housing. If Government or leased housing is not available, the member must immediately initiate a search for permanent housing in the civilian community.

d. Member must aggressively seek permanent quarters and submit the Record of Housing Search (Section C of TLA Claim form) every 10 days to the Transportation Officer for review.

e. Members and/or dependents staying with families or friends may not be reimbursed for lodging expenses, and reduced Meals and Incidental Expenses (M&IE) will apply.

f. Member and/or dependents planning on purchasing or constructing a home must remain on the Government owned or leased housing waiting list and aggressively seeks temporary civilian housing such as furnished apartments.

g. **TLA is not payable in advance.** It shall be submitted at the end of each 10-day period. Member is responsible for submitting complete TLA package to the Transportation Officer for processing. **Missing information may cause the TLA payment to be delayed.**

2. Adequate Housing Search.

a. During the first 10 days, member must look at 5 suitable units and 10 suitable units for any subsequent

TLA days. Each housing unit was available for rental (not already rented).

b. Each of the 10 units was suitable based upon the member's family composition size.

c. Member must not list units whose landlord does not allow pets. Remember that refusal of a landlord to allow pets, is not sufficient reason for not accepting a rental housing unit.

d. Member should consider only those units within reasonable commuting distance (1 hour commuting distance from residence to duty station). Units outside the commuting area may be considered if you are willing to travel a long distance of time.

3. Inadequate Search.

a. "Bad" or "High Crime" area without justification (such as Police Report) provided in support of this perception.

b. Distance to school or lack of public transportation is cited, but justification is not provided.

c. *Non arrival of household goods is not a valid reason for failure to look for suitable housing or signing a lease. *Aloha Kits are available for both Government and economy housing.

d. Absence of the service member due to hospitalization, TAD, shipboard deployments, or other reason acceptable to the member's CO will excuse the member's failure to demonstrate a housing search for any period. However, the member's spouse should be encouraged to continue the search.

4. Termination of Arrival TLA.

a. At 2400 on the day prior to the delivery of HHGs provided delivery is in reasonable time to allow sufficient provisions for occupancy.

b. At the expiration of 30 days of entitlements unless waiver has been granted.

c. The day the member voluntarily removes his or her name from the housing waiting list.

d. The day prior a member signs a lease for civilian or government housing.

5. Arrival TLA Required Documentation. All claims for Arrival TLA reimbursement must include the following:

- ◆ **ISC Honolulu Forms TLA-001A & TLA-001B**
- ◆ **Copy of original PCS orders with any reporting endorsement**
- ◆ **Original paid, itemized hotel receipts that shows the daily room rate**
- ◆ **Copy of Housing Status or copy of Lease**

SECTION B: DEPARTURE TLA

1. ISC Honolulu Transportation will authorize departing TLA using ISC Honolulu's Housing Checkout and Temporary Lodging Allowance Authorization, Form HSG-004. Members residing in Government Owned quarters may be authorized "up to" 3 days of TLA & "up to" 5-days of TLA for members residing on the economy. "Up to" means that an individual may be authorized "0" days of TLA to a max of 5 days.

a. Entitlement to departure TLA will begin no earlier than five days prior to scheduled date of departure for personnel residing in non-government quarters and three days for personnel residing in government quarters. ISC Honolulu Transportation Office will consider exceptions to this rule on a case by case basis and will require compelling justification for approval.

b. ISC Honolulu Transportation Office will work closely with the housing offices to schedule vacation of government quarters as closely as possible to the member's assigned departure date. Since contract cleaning of quarters is mandatory in Hawaii and the availability of aloha kits, government quarters normally should not be surrendered until the day prior to departure.

c. Member's residing in DOD-Owned Family Housing will follow the host service requirements for vacating housing. A vacate letter from the host service must be attached to your TLA package.

d. Personnel residing in Bachelors Quarters (BEQ/BOQ) will normally received no TLA since quarters are available through the time of departure.

e. Personnel must meet the following conditions to qualify for departure TLA:

(1) The member must have shipped his/her HHGs under PCS orders.

(2) The member and/or command sponsored dependents must physically vacate the permanent living accommodations.

(3) The member and/or command sponsored dependents must have scheduled a departure date from Hawaii.

f. Departure TLA must be taken in the vicinity of the PDS only. The day of departure is not a payable TLA day.

2. Departing TLA Documents. All claims for departure TLA reimbursement must include the following:

- ◆ **ISC Honolulu Forms TLA-001A & TLA-001B**
- ◆ **Copy of original PCS Orders**
- ◆ **Copy of Housing Status or copy of Lease**
- ◆ **Original paid itemized receipt that shows the daily room rate**

SECTION C: TLA EXTENSION

1. Request for TLA extension must be in writing, addressed to the Transportation Officer and endorsed by the member's Commanding Officer (CO). The command endorsement shall specifically address the following:

a. A verification of the facts stated in the individual's request;

b. A recommendation concerning the request which includes the basis for the recommendation;

c. And if applicable, a certification that the member's failure to conduct a housing search during the period concerned was due to an authorized absence.

d. Command representatives are invited to discuss request in advance with the Transportation Office.

2. **For Arrival TLA** – Extensions in excess of 30 days are requested when the Individual received TLA commencing on the date of arrival In Hawaii, has been in TLA status for the initial 30-day period, and requires an additional TLA. The extension must be approved in advance and is required to be submitted to the Transportation Officer in writing, and endorsed by the member's CO. If you:

a. Have been informed by the LHO that expected assignment to quarters be delayed due to the quarters not being ready for occupancy.

b. Signed a rental agreement for off-base housing and subsequently been informed by the landlord that the unit will not be available until a later date.

c. Have been unable to locate suitable off-base housing for the entire 30-day period due to illness, TAD or deployment or because the individual feels no suitable unit is available.

3. **For Departure TLA** – Request for extensions receive careful and strict review. This is an allowance and can not be granted for reasons of personal convenience.

a. Request for extension owing to hospitalization and convalescence will normally be granted provided a military physician's certification is provided. Certification must clearly state the inclusive dates of hospitalization.

b. If the LHO or landlord requires early vacating of quarters, the member must submit the written notice to vacate.

c. Extension based on the exigency of the service must include a command explanation of the circumstances, which cause a requirement for additional TLA.

d. Extension based on flight time must have a written certification from American Express Travel, that an earlier flight was not possible owing to circumstances beyond member's control.

e. Extensions based on HHGs pickup date must have a written certification from the Transportation Officer that earlier pick up was not possible due to circumstances beyond member's control.

SECTION D: PAYMENT INFORMATION

1. The government CITIBANK card is the recommended method to pay for TLA. If you are not a government CITIBANK cardholder, you may use your own personal credit card or cash.

2. A Power Of Attorney is required for your spouse to process TLA transactions.

I certify that I have read the above information and that I understand all of its contents.

(Member's Signature and Date)

PERCENTAGE OF THE PER DIEM AUTHORIZED FOR TLA

- _____ Member or 1 dependent = 65%
- _____ Member + 1 dependent or 2 dependents = 100%
- _____ Each add'l dependent over 12yrs add = 35%
- _____ Each add'l dependent under 12yrs add = 25%

Total Percentage of the Per Diem Authorized: _____

*Place a number(1,2,3...) on each line that applies to you, to indicate how many people fit under each percentage.