

# TEMPORARY LODGING ALLOWANCE INFORMATION GUIDE

On behalf of Installation Personnel Administration Center (IPAC) at Marine Corps Base Hawaii (MCBH), we wanted to provide our military families assigned to MCBH awaiting to reside in privatizing military housing with Hunt Military Communities (HMC) a simple Temporary Lodging Allowance (TLA) DOs and DON'Ts Information Guide. If you are unable to have your questions answered by this guide, please contact IPAC:

- Telephone: (808) 257-2198 or (808) 257-1582
- Email: [MCBH.TLA.FMB@USMC.MIL](mailto:MCBH.TLA.FMB@USMC.MIL)
- In Person: IPAC Bldg. 1043, 1<sup>ST</sup> Deck

We have attached a sample Arrival TLA Statement of Understanding for Service Members with Dependents and a sample Arrival TLA Statement of Understanding for Service Members with no Dependents for your review prior to arriving to MCBH. As a reminder, HMC and MCBH Government Family Housing will not determine Service Member's TLA eligibility. Any questions or concerns about TLA eligibility is determined by IPAC at Bldg 1043 1<sup>ST</sup> Deck.

What is the purpose of Temporary Lodging Allowance (TLA)?

- Reimburses member for more than normal expenses incurred while in temporary lodging upon reporting in for duty with their new command
- Reimburses expenses for meals obtained as a direct result of using temporary lodging outside contiguous United States (OCONUS) that do not have facilities for preparing and consuming meals

What documents are required to start TLA?

- Original Orders
- Basic Orders
- Travel Voucher, DD Form 1351-2 (Finance Office)
- PPV Quarters Form (HMC Housing Office 2<sup>nd</sup> Floor)
- TLA Certifications (Government Housing Office 1<sup>st</sup> Floor)
- Dependent's Flight Itinerary (if applicable)
- Reporting Endorsement from the Service Member's S-1

For Service Members with Dependents:

- TLA is administered in 10 day increments and can be authorized up to 30 days
- Service Members and/or Dependents are required to report to MCBH Government Family Housing within 72 hours of the Service Member's reporting endorsement
  - MCBH Government Family Housing is located at 1571 Lawrence Road, First Floor, Kailua, HI 96734
- If offered multiple homes by the privatized organization, TLA eligibility will stop based on the occupancy date of the first available home that meets the family's requirements IAW BO 7220.1.
- If the Service Member and/or Dependents are not referred/offered privatized military family housing, Service Member and/or Dependents will be required to do an aggressive house search
- Before a lease agreement can be signed or an offer is made on a home purchase, the Service Member and/or Dependents must be seen by MCBH Government Family Housing counselor
  - Service Members must check in with MCBH Government Family Housing BEFORE signing a lease off base even if the Service Member does not desire to live on base. **This may affect your TLA eligibility**
- Loaner furniture is available for on base or off base housing pending Household Goods (HHGs) delivery. Please contact below for eligibility and scheduling if applicable

- Off Base Loaner Furniture: (808) 257-2676
- On Base Loaner Furniture: (808) 839-8720
- Dual Military Service Members, who arrive together, are both authorized TLA
  - TLA will be paid at the single rate for each Service Member, unless one of the Service Members are claiming family members

For Service Members without Dependents:

- TLA is administered in 10 day increments and can be authorized up to 30 days
- Service Member is required to do an Aggressive Housing Search
- TLA will be terminated on the day the house is available or on the 30th day
- TLA stops the day prior to the move in date
- Loaner furniture is available for on base housing pending Household Goods (HHGs) delivery. Please contact below for eligibility and scheduling if applicable
  - On Base Loaner Furniture: (808) 839-8720

TLA Payment Scenarios

- Not Payable
  - When adequate housing is offered and DECLINED
  - Failure to conduct an appropriate aggressive housing search
  - When delivery of household goods are delayed for personal reasons
  - When in TLA status and a Service Member takes leave outside of vicinity of PDS and no family members remain to seek permanent housing and/or conduct an aggressive housing search
- Non-Reimbursable Hotel Expenses
  - Late Checkouts
  - Parking/ Valet Parking
  - Tips
  - Room Service
  - Pet Fees

Departure TLA is limited to 5 days prior to the day of detachment. Service Members and Dependents must review paragraphs 3.b.3, 3.c.2 and 3.g. of the base order 7220.1.

TLA Information References

- DoD Financial Management Regulations (DoD/FMR) CHAPTER 68
- MCBHO 7220.1 TEMPORARY LODGING ALLOWANCE (TLA) IN HAWAII
- MARFORPAC/MCIPACO 7220.1 TLA IN HAWAII
- USPACOMINST 0614.5 TLA IN HAWAII

# ARRIVAL TLA

## STATEMENT OF UNDERSTANDING

IPAC BLDG 1043, 1<sup>ST</sup> DECK (808) 257-1582 or (808) 257-2198  
[MCBH.TLA.FMB@USMC.MIL](mailto:MCBH.TLA.FMB@USMC.MIL) (MARRIED)

\_\_\_\_\_ I understand TLA is administered in 10 day increments and can be authorized up to 30 days. If more than 30 days are needed, an extension must be submitted.

- I understand any extension request that I submit in which a financial hardship is cited, I must specify the financial hardship and cite my BAH allowance.

\_\_\_\_\_ I understand that I am required to report to Housing within 72 hour of my reporting endorsement.

\_\_\_\_\_ I hereby acknowledge that I have been informed that if I'm offered multiple homes, my TLA will stop based on the occupancy date of the first available home that meet my requirements IAW BO 7220.1. If I am not referred/offered PPV quarters, I will be required to do an aggressive house search. If I have not been seen by a housing counselor, I will not sign a lease agreement or make an offer to purchase.

- Reflected on the Housing Search, short statements such as **too expensive, too small, too far, and no pets** are not acceptable.
- Each reason must be explained in detail to state why that particular residence was unsuitable after visited. Resources such as online websites, example [www.homes.mil](http://www.homes.mil), as well local newspapers can assist with the search. Insufficient Housing Searches are grounds for immediate termination of TLA.
- A minimum of 5 addresses physically looked at, is required for the member's first 10 days increment, and 10 additional addresses for every 10 days increments thereafter.

\_\_\_\_\_ I understand that while I am in TLA status, I am still receiving BAH and COLA.

\_\_\_\_\_ The use of online booking sites (Expedia, hotel.com, etc.) are not authorized as fees incurred with these transactions are not reimbursable. MCCS cottages and cabanas, and use of Airbnb, VRBO are not authorized lodging and will not be reimbursed.

\_\_\_\_\_ Authorized TLA lodging accommodations are MCCS Inns of the Corps (Families), MCCS Klipper Villas (Families), 5 Palms (Unaccompanied Personnel Housing for Single Marines), off base hotels and other armed services (Temporary Lodging facilities on Oahu), on the Approved TLA hotel list. I understand that although these are approved, my designated place to inquire about temporary lodging is the Inns of Corps located on MCB Hawaii. I will obtain a certificate of non- availability (CNA). If lodging is unavailable, I will attempt to make a reservation in another government temporary lodging facility near my PDS or at a TLA approved hotel off base.

\_\_\_\_\_ I understand that my max lodging is \$\_\_\_\_\_.

\_\_\_\_\_ I understand that departure TLA is limited to 5 days prior to the day of detachment. Specifically I understand that I must review paragraphs 3.b.3, 3.c.2 and 3.g. of the base order 7220.1.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

TLA Clerk/ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ARRIVAL TLA

## STATEMENT OF UNDERSTANDING

IPAC BLDG 1043, 1ST DECK (808) 257-1582 or (808) 257-2198  
[MCBH.TLA.FMB@USMC.MIL](mailto:MCBH.TLA.FMB@USMC.MIL) (SINGLE WITH NO DEPENDENTS)

\_\_\_\_\_ I understand TLA is administered in 10 day increments and can be authorized up to 30 days. If more than 30 days are needed, an extension must be submitted.

- I understand any extension request that I submit in which a financial hardship is cited, I must specify the financial hardship and cite my BAH allowance.

\_\_\_\_\_ I will be required to do an Aggressive Housing Search. TLA will be terminated on the day that your house is available or on your 30th day.

- Reflected on the Housing Search, short statements such as **too expensive, too small, too far, and no pets** are not acceptable.
- Each reason must be explained in detail to state why that particular residence was unsuitable after visited. Resources such as online websites, example [www.homes.mil](http://www.homes.mil), as well local newspapers can assist with the search. Insufficient Housing Searches are grounds for immediate termination of TLA.

\_\_\_\_\_ I understand TLA stops the day prior to the move in date.

\_\_\_\_\_ I understand that while I am in TLA status, I am still receiving BAH and COLA.

\_\_\_\_\_ The use of online booking sites (Expedia, hotel.com, etc.) are not authorized as fees incurred with these transactions are not reimbursable. MCCS cottages, cabanas, Airbnb, and use of Vacation rentals are not authorized lodging and will not be reimbursed.

\_\_\_\_\_ Authorized TLA lodging accommodations are MCCS Inns of the Corps (Families), MCCS Klipper Villas (Families), 5 Palms (Unaccompanied Personnel Housing for Single Marines), off base hotels and other armed services (Temporary Lodging facilities on Oahu), on the Approved TLA hotel list. I understand that although these are approved, my designated place to inquire about temporary lodging is the Five Palms located on MCB Hawaii. I will obtain a certificate of non-availability (CNA). If lodging is unavailable, I will attempt to make a reservation in another government temporary lodging facility near my PDS or at a TLA approved hotel off base.

\_\_\_\_\_ I understand as a single and unaccompanied Marine, my max lodging is \$\_\_\_\_\_.

\_\_\_\_\_ I understand that departure TLA is limited to 5 days prior to the day of detachment. Specifically I understand that I must review paragraphs 3.b.3, 3.c.2 and 3.g. of the base order 7220.1.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

TLA Clerk/ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_