TLA & Single Service Members

Single Service members in the grade of E-6 and above are authorized TLA upon arrival. Single Service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks.

TLA & Household Goods Delivery Off-Post for Rentals & Home Purchases

Service members securing an off-post rental and are awaiting delivery of household goods (HHG), are authorized to remain on TLA through the day prior to delivery of household goods and must stay in lodging in order to receive TLA entitlements. SM MUST VACATE HOTEL BY CHECKOUT TIME ON DAY OF HHG' S DELIVERY. Service members purchasing a home, the closing date will determine when TLA ends if it is within 60 days of arrival but NTE 60 days. A SM whose initial 60 days has expired must make living arrangements at his/her own expense. Service members residing in on-post housing are authorized loaner furniture upon assignment and are not authorized to remain on TLA until HHG delivery.

Important Phone Numbers & Office Locations

HSO North 655-3079/3076/3080

UPH 655-7390

Island Palm Comm North 275-3700

Bldg 950—215 Duck Road, Schofield (off Lyman Road)

HSO South 438-6198/438-3820

Island Palm Comm South 275-3800

Bldg 1004, 111 7th St, Ft Shafter

Where do I go to process my TLA?

Married and single Service members with command sponsored dependents will process TLA through their prospective Housing Services Office.

- Service members assigned to Schofield Barracks, Wheeler Army Airfield and Helemano will process TLA with HSO North.
- Service members assigned to TAMC, Camp Smith, Fort Shafter, Pearl Harbor and Hickam Air Force Base will process TLA with HSO South.

Married and single Service members that bring their non-command sponsored dependents with them, will receive TLA at the single rate until the command sponsorship is approved. Service members who acquire dependents after arrival, are not authorized TLA.

Married Service members in the grade of E-5 and below, without their families here pending command sponsorship, may reside in the barracks for up to 45 days. Requests for additional time requires an Exception to Policy through the Unaccompanied Personnel Housing (UPH) Manager. Service members may go on the on post housing waiting list prior to arrival of command sponsored dependents.

All single Service members in the grade of E-6 and above without dependents and geographical bachelors that WILL NOT be bringing their families, will process through their prospective HSO office.

TLA for Meals Only can only be issued if a Service member is staying with friends or relatives. A memorandum from the individual providing lodging must include their name, address, phone number and signature. Memo must include name of SM and all family members, dates SM and family resided with individual, and state the SM is not using their kitchen facilities. TLA for meals only cannot be issued if SM is occupying their on/off post rental. Loaner dishes are available through Army Community Service **(655-4227).**

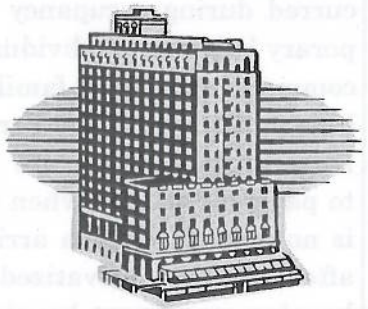
Website for Off Post Housing Listings

www.ahrn.com

Website for On Post Housing

www.islandpalmcommunities.com

A GUIDE FOR TEMPORARY LODGING ALLOWANCE (TLA) FOR ARMY PERSONNEL IN HAWAII



March 2012

TLA References

- Joint Travel Regulation—Chapter 9, Part C, TLA
  01 December 2011
- Army Regulation 420-1, Army Facilities Management
  28 March 2009
- Policy Memorandum, USAG-HI-29, Temporary Lodging Allowance (TLA),
  01 December 2010

Purpose of TLA

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station (PDS) are entitled to payment of TLA when housing is not available upon arrival and after clearing privatized family housing or off-post housing prior to departure.

Documents Required to Process TLA

Incoming TLA—NTE 60 days

TLA ends the day before adequate housing is available for occupancy.

Incoming TLA is only authorized for up to 60 days and will be issued in 10 day increments upon arrival date (date signed into the installation on DA Form 31). SM who acquire dependents after arrival are not authorized TLA. Service member's MUST stay in a TLA approved hotel to get reimbursed TLA. **Vacation rentals, MWR Recreational cabins and Bed & Breakfast are NOT authorized. Finance requires an itemized receipt for each day for proper reimbursement (no online receipts i.e., Orbitz, Hotels.com etc).**

Required Documents - Incoming TLA

- Service member's PCS orders—family members must be listed on orders & be command sponsored to receive TLA.
- Leave Form (DA form 31)—Service member must be signed into installation prior to receiving TLA.
- Family member's flight itinerary, boarding pass or luggage tags with name, stating when arrived in Hawaii.

Departure TLA

- Off-post Housing—Up to 10 days prior to signing out on leave. HHGs must be picked up prior to start of TLA.
- Privatized Family Housing & SEQ/BOQ—Up to 10 days prior to signing out on leave. HHGs must be picked up prior to start of TLA.

Required Documents - Departure TLA

- Service member's PCS, ETS or Retirement Orders-family must be listed on orders to receive TLA. No TLA for SM or Family Members will be authorized if Service member is on leave status.
- Signed leave Form (DA Form 31) with control number. SM start leave date should be the same as flight date.
- Flight Itinerary
- Application for Shipment and/or Storage of Personal Property (DD Form 1299) for off post housing.
  or
- Termination letter for privatized on post housing.

TLA Approved Hotels

SM assigned to Oahu North requesting incoming or departure TLA must check in with the designated transient lodging— the Inn @ Schofield—prior to making any lodging arrangements. If there is no availability, you will be issued a Room Status Certificate (RSC). There is no designated transient lodging facility for SM's assigned to Oahu South. SM must reside in a TLA approved hotel to receive TLA entitlements. A list of TLA approved hotels is available at the Housing Services Office (HSO). If there are no TLA approved hotels available, an Exception to Policy (ETP) must be submitted to the Housing Services Office for approval.

TLA—Dual Military SM

Dual military Service members in the grade of E-6 and above, arriving with or without their dual military spouse are authorized TLA. Service members in the grade of E-5 and below, arriving without their dual military spouse and without dependents are not authorized TLA and must reside in the barracks.

Dual military service members who arrive together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless the service member has command sponsored dependents listed on their orders.

TLA—Geographical Bachelors

Geographical bachelors in the grade of E-6 and above are authorized TLA. Geographical bachelors in the grades of E-5 and below may reside in the barracks for 45 days with a written request from their First Sergeant to the Unaccompanied Personnel Housing (UPH) Manager.