



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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IN REPLY REFER TO  
BaseO 7220.1  
MP&A  
14 Jan 16

BASE ORDER 7220.1

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution List

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING ALLOWANCE WITHIN  
HAWAII

Ref: (a) Joint Travel Regulations (JTR), Chapter 9, Part C  
(b) USPACOMINST 0614.5 Temporary Lodging Allowance in Hawaii  
(c) III MEF/MCIPACO 7220.1, TLA and Family Housing Policy for Marine  
Commands Assigned to III MEF and MCIPAC  
(d) MCO P1050.3J, Regulations for Leave, Liberty, and Admin Absence

Encl: (1) Temporary Lodging Allowance Certificate  
(2) TLA Record of Housing Search MCB Hawaii  
(3) Sample Format Request for Extension/Exception to Policy

1. Situation. Per the references, Temporary Lodging Allowance (TLA) is authorized to partially reimburse a Marine for certain additional expenses incurred during occupancy of temporary lodging, including meals. This Order provides policy and procedures for the administration of the TLA program to ensure timely and accurate payment of TLA while minimizing excess costs.

2. Mission. Provide amplifying guidance regarding TLA in Hawaii.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. Assign responsibility for support, control, and administration of the TLA Program for eligible Marines, while making reasonable efforts to minimize the effective cost associated with the execution of the program. This order provides amplifying guidelines and information which must be adhered to regarding the TLA program.

(2) Concept of Operations

(a) The enclosures are to be used as appropriate in the administration and payment of TLA. Unit commanders, administrators, and disbursers will establish procedures that are consistent with the references and the guidance contained in this Order.

(b) The Director, Manpower, Personnel & Administration (MP&A) is delegated TLA Approval Authority in order to (IOT) administer the TLA program. The TLA Approval Authority will determine whether it is necessary for the Marine and/or family member(s) to occupy temporary lodging when they first arrive or immediately before they depart Hawaii or other dispersed locations.

(3) Coordinating Instructions

(a) Unit commanders; Directors of the Family Housing Department, Unaccompanied Personnel Housing (UPH) Office, the Installation Personnel Administration Center (IPAC); Manager of the Inns of the Corps; Officers in Charge of the Distribution Management Office (DMO) and the Disbursing Office will implement the requirements of this Order in accordance with the procedures established within their respective area of responsibility.

(b) This Order should be reviewed in its entirety to ensure provisions are completely understood and incorporated at all levels of TLA administration.

b. General Information

(1) Purpose of TLA. TLA is provided to partially reimburse service members for certain additional expenses stemming from the use of temporary lodging in conjunction with a Permanent Change of Station (PCS) or separation move to/from an outside Continental United States location, including Alaska and Hawaii. TLA may also be authorized when temporarily vacating housing due to government requirements or other special circumstances.

(2) Misuse of TLA

(a) TLA is not intended and will not be used for the personal enrichment of Marines by providing TLA for other than the purpose intended. TLA is not an automatic entitlement and is only payable when the Marine meets the criteria established by this Order and the references. Failure to adhere to the policy and procedures established in this Order or the references may result in denial of TLA payment or early termination of TLA entitlement.

(b) False Claims. The TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims for TLA are the same as any other claim against the government. Attempts to fraudulently extend the TLA period will result in the immediate suspension of the TLA entitlement and the claim will be referred to the Marine's Commanding Officer for investigation.

(3) TLA Limitations. The management of TLA must be accomplished with care and a design toward economical administration. All entities involved in TLA will make continuous efforts to minimize TLA costs through effective guidance and management attention. All reasonable methods should be used to preclude the need for TLA, shorten the authorization period, reduce the amount payable, and maximize the use of government quarters. Mere personal inconvenience to a Marine and/or his/her family member(s) for any reason will not be used as justification for an extension of the TLA entitlement, an exception to the TLA policy, or as an influencing factor in the determination of acceptable items to be covered under TLA. As such, certain expense categories are not reimbursable with TLA, to include but not limited to the following:

(a) Transportation between TLA accommodations and place of duty.

(b) Babysitting expenses.

(c) Entertainment, including but not limited to, television, movie rentals, internet, theater, tour or sports tickets, etc.

(d) Alcoholic beverages and/or bar bills.

(e) Laundry/dry cleaning expenses.

(f) Boarding/care of pets: see Chapter 5 of reference (a).

(g) Fees incurred as a result of using third party bookings (e.g. Hotwire, Expedia, Hotels.com, etc.)

(h) Claims for reimbursement for TLA accommodations rented as a part of a "package deal" which includes automobile rental or other items, must include itemized receipts that separate the costs for all parts of the "package."

(4) TLA Accrual. TLA accrual begins the day a Marine reports to the new Permanent Duty Station (PDS). Paid TLA begins when a Marine and/or family report to the new duty station and Public-Private Venture (PPV) privatized housing is not available. Single Marines in the grades of E-6 and above, and married Marines reporting to a new duty station prior to their family member's arrival are entitled to TLA when government housing is not available.

(5) Eligible Transient Quarters. The Inns of the Corps at MCB Hawaii is the only designated transient quarters for all Marines with family members assigned to units on Oahu. The Five Palms is the designated transient quarters for eligible single Marines with no family members and those considered geographic bachelors. All Marines are required to utilize these facilities as their first option for temporary lodging, and if lodging is not available, a statement of non-availability (SNA) from the respective designated transient quarters must be issued to the Marine. Once in receipt of an SNA, a Marine may utilize lodging accommodations from one of the approved TLA hotels. A list of approved hotels can be obtained from the TLA Office. (Note: Electing not to occupy available designated transient quarters or staying at a hotel that is not TLA approved may result in the member incurring out of pocket expenses.) Vacation rentals, timeshares, Marine Corps Community Services cottages, and Bed & Breakfasts are not authorized.

c. TLA Categories. TLA falls within three categories:

(1) Arrival. Arrival TLA is authorized when PPV housing is not available. Arrival TLA is authorized up to 30 days while awaiting assignment to private sector housing. Should it become necessary, additional days of arrival TLA may be granted. See paragraph (3)(o) "Extensions of TLA" for details. To be eligible for arrival TLA, Marines are required to check in with the Family Housing Office and apply for PPV housing. Marines should not enter into a lease or purchase agreement before checking in with the Family Housing Office. Arrival TLA days do not have to be taken consecutively.

(2) Departure. Five days of departure TLA is authorized for the express purpose of facilitating early clearance from housing in conjunction with PCS or separations moves, and to allow Marines to check out with various base activities prior to a Marine's departure flight. Marines are encouraged to properly plan and synchronize the various aspects of their move to coincide with the departure TLA limit. The first available departure flight will be scheduled upon completion of all check-out activities with the

Marine's unit. Should it become necessary, additional days of departure TLA may be granted. See paragraph (3)(o) "Extensions of TLA" for details.

(3) Special circumstances. Special circumstances TLA is authorized on a case-by-case basis and may be granted when unique circumstances, deemed beyond a Marine's control, requires him/her to temporarily vacate their permanent residence. Examples include, but are not limited to:

(a) Natural disasters (i.e. evacuations, fire, earthquake, tsunami) or disturbances (riots or civil unrest) that make the residence uninhabitable or if remaining in the residence is deemed inadvisable by the Commanding Officer, MCB Hawaii.

(b) Withdrawal of housing contract from the market by the private sector landlord.

(c) When the residence becomes temporarily uninhabitable for other reasons, such as lack of two utilities (water and electricity, electricity and gas, etc.) for more than 24 hours, that would cause undue hardship on the Marine or family members. Situations in which one or more utility is lacking for less than 48 hours will be considered on a case-by-case basis by the TLA Approval Authority with the authorization or denial by the Commanding Officer, MCB Hawaii.

d. Reimbursable Temporary Lodging. Marines in a TLA status who stay with friends or relatives are not entitled to reimbursement for lodging expenses. Marines incurring no lodging costs cannot claim any lodging expenses no matter the source of the lodging. However, Marines with the aforementioned temporary lodging arrangements may be reimbursed meals and incidental expenses. A memorandum from the individual providing the temporary lodging is required to validate the claim. The memorandum must include the name, address, phone number and signature of the individual providing the lodging. The memorandum must also include the name of the Marine and all family member(s) and dates the Marine and family resided with the individual.

e. Family Members. Only family members determined by the Marine Corps Order governing dependency may be included in claims for TLA reimbursement. Family members who were acquired en route may be included for TLA purposes only if the IPAC can certify the change in dependency status occurred prior to the effective date of orders.

f. TLA While in a Leave Status. Marines may be paid TLA while in a leave status only if they have reported to their new duty station and have received a reporting endorsement prior to initiating leave. However, leave cannot be away from the PDS.

g. Returning Homeowners. Homeowners returning to Hawaii and choosing to occupy their home upon their return may be entitled to TLA. Returning homeowners are encouraged to plan their return according to the availability of their home. Under no circumstance will a Marine be allowed to continue entitlement to TLA for an extended period of time while solely awaiting the availability of their home. Similarly, homeowners who vacate their homes more than five days prior to their departure date in order to rent or sell it, will not be entitled to TLA, as vacating for this purpose is considered for personal convenience.

h. Remotely Assigned Marines. Marines assigned to remote locations that are administratively assigned to Hawaii will have TLA paid based on the unique circumstances and temporary lodging available at the remote location. Remotely assigned Marines must contact the TLA Office immediately upon notification of the pending assignment or immediately after reporting to their remote assignment.

i. Other Military Services. Members of the other armed services assigned to duty aboard MCB Hawaii must seek TLA guidance through their respective service component for TLA claim processing and payment.

j. When Payable. Generally, TLA is authorized under the following conditions:

(1) Marines with Bona Fide Family Members

(a) Initial Reporting. Upon initial reporting to a PDS in Hawaii while awaiting assignment of PPV housing, or locating local private sector housing when housing is not available.

(b) Arrival before Family Members. When a Marine with family members reports for duty prior to the arrival of dependents, TLA may be authorized if bachelor type government quarters are not available for occupancy and an SNA is obtained from the UPH Office. The member has a responsibility to search for permanent housing for his/her family member(s) upon the member's arrival at the PDS. Failure to do so may result in denial of TLA payment unless the member can demonstrate situations beyond their control prevented them from locating suitable housing.

(c) Departure. Upon departure when vacating permanent housing in the execution of PCS or separation orders.

(2) Single Marines Without Family Member(s) and Geographic Bachelors. All efforts should be made by the command and sponsor to obtain single type government quarters for single Marines without family members upon their arrival or departure. A Marine arriving after normal working hours, when the billeting office is not open, cannot claim "quarters not available."

(a) Quarters not Available. Upon initial arrival when single type government quarters are unavailable as documented by an SNA from the UPH Office.

(b) E6 and Above Residing on the Local Economy. Single Marines with no family member(s) in the grades of E6 and above are authorized to reside on the local economy. Inbound Marines choosing to exercise this right are required to check with the UPH Office for availability of temporary lodging prior to making arrangements for temporary lodging on the local economy. If there is no availability, Marines must obtain an SNA to apply for TLA.

(c) E5 and Below Residing on the Local Economy. Single Marines with no family member(s) in the grades E5 and below that receive an approval to reside on the local economy prior to arrival in Hawaii must check with the UPH for temporary lodging prior to making arrangement for temporary lodging on the local economy. If there is no availability, Marines must obtain an SNA to apply for TLA.

(d) Geographic Bachelors. Marines considered geographic bachelors are required to check with the UPH Office for availability of temporary lodging. If there is no availability, Marines must obtain an SNA to apply for TLA.

(e) Departure TLA. For departure TLA, all efforts must be made by single Marines with no family members and Marines considered geographic bachelors living on the local economy; to reside in government billeting prior to their departure when clearing permanent housing. If billeting is not available, an SNA is required prior to moving into a Temporary Lodging Facility (TLF).

(3) Member Married To Another Service Member. This is defined as service members married to each other with a date of marriage prior to their arrival in Hawaii. Note: The Marine Corps only governs TLA for Marines. Regardless of what the other services authorize, Marines will comply with this Order.

(a) Arrival. Marines in this situation will rate TLA upon initial reporting to a PDS in Hawaii.

1. Married Service Members. When married service members with no other family member(s) both arrive to Hawaii together, each is authorized TLA.

2. Married Service Members Arriving Separately. When married service members with no family member(s) separately execute PCS orders to Hawaii, the first arriving member is administered as a single Marine until the spouse arrives on island. The first member to arrive must check with the UPH Office for availability before making other lodging arrangements with the temporary lodging facility or local TLA approved hotel. This member should also utilize the time to search for appropriate housing in anticipation of his/her spouse's arrival. Once the spouse arrives, both may occupy family type temporary lodging facilities if permanent housing is still not available. For TLA reimbursement, supporting documentation (i.e., reporting endorsement, DD Form 1351-2, flight itinerary) must be submitted to validate payment of TLA.

3. Married Service Members with Family Member(s). When married service members with family member(s) separately execute PCS orders to Hawaii, TLA entitlement will be based on various factors, such as which service member travels first and which service member travels with the dependent(s). Marines in this situation are encouraged to contact the TLA Office prior to executing PCS orders and making any arrangements for temporary lodging.

(b) Departure. Marines in this situation will rate TLA upon departure when vacating permanent housing in the execution of PCS or separation orders.

1. Departure at the same time. When married service members depart Hawaii on PCS/separation orders at the same time, both are authorized TLA.

2. Departure at different times. When married service members depart Hawaii separately, one or both members may not necessarily be

entitled to TLA. Marines in this situation are encouraged to contact the TLA Office prior to making any arrangements for temporary lodging.

k. When TLA Is Not Payable. TLA is not payable under the following conditions:

(1) Housing Declined. When adequate privatized housing or local economy housing are offered and declined. TLA will only be paid through the day before adequate housing or local economy housing could have been occupied.

(2) Funded Transportation. When funded transportation is not authorized for Permanent Change of Assignment Orders.

(3) Vacating Quarters due to Misconduct. When a member is directed or required to vacate permanent government housing or private sector housing due to misconduct, damages, or other incidents caused by the member or his/her family member(s).

(4) Service Members Married in Hawaii. When two active duty service members marry while stationed in Hawaii and relocate from Bachelor Quarters to family housing.

(5) Housing Search. When the member fails to conduct an aggressive housing search in accordance with this Order. For the purpose of this Order an aggressive housing search consists of actively visiting a mix of rental and/or for sale properties within 25 miles one way from the Marine's place of duty. This aggressive search must include a minimum of five private sector properties visited during the first 10 days of TLA and 10 visits for each subsequent 10 day period of TLA; the Marine is required to show proof of visit. Marines should only consider housing properties that are available and within their housing budget. Marines are required to utilize enclosure (2) to document their search for permanent housing.

(6) Late Delivery of Household Goods (HHG). When a member requests late delivery of HHG or establishes a move-in date later than the date the residence is available for occupancy for personal reasons. Claims will only be paid through the day prior to the day the residence could have been occupied unless it is documented that circumstances beyond the member's control caused the delay.

(7) Single-Type Government Quarters Availability. When single-type government quarters are available and a single member with no dependents of eligible rank chooses to reside in the local economy at their own expense.

(8) Unaccompanied Personnel Quarters Available. When unaccompanied personnel quarters are available and a member, whose family members have not yet arrived or have departed before the member, failed to obtain an SNA from the UPH Office.

(9) Member Vacates Quarters Early. When a Marine vacates permanent housing prematurely for personal reasons, or for personal enrichment by attempting to delay departure flights and remain in Hawaii over weekends/holidays while covered in a TLA status (at government expense).

(10) Member Arrives on Retirement Orders. When Marines arriving to Hawaii are under retirement orders.

(11) Member Receives Basic Allowance for Housing (BAH). When a member has received Basic Allowance for Housing (BAH) for dependents located in Hawaii within 180 days immediately preceding the member's reporting date to Hawaii, except when dependents arrive in advance of service member travel.

(12) On Leave Outside of PDS. When a Marine is on leave outside the vicinity of their PDS and one or more dependents do not remain to continue an aggressive housing search in the Marine's absence.

(13) Remaining in the Permanent Home. When a Marine departs and the family members remain in the permanent home or when the family departs and the Marine remains in the permanent home, TLA on behalf of the first departing individual(s) is not authorized. TLA may be paid on behalf of the remaining individual(s) when the permanent housing is vacated as long as the conditions outlined in the references are met.

l. Housing Preferences. Marines in a TLA status will be offered the first available home that meets their family requirements. There is no policy that allows a Marine to select one type of housing over another type of housing or one housing area over another (e.g., detached family home vice town house/duplex, MCB Hawaii housing vice Manana housing etc.) while in a TLA status.

m. Early Return Of Dependents (ERD)/Advance Return Of Dependents (ARD)

(1) Departure of Family Members by way of ERD/ARD. In most cases involving early family member departure, the permanent home is not required to be immediately vacated. As such, Marines whose family members depart Hawaii early by way of an ERD, ARD, or at the expense of the Marine are not entitled to TLA on behalf of the family members unless circumstances beyond their control require the Marine to vacate the permanent home in conjunction with the family member's departure. If the home is required to be immediately vacated, the Marine must provide supporting documentation with the claim for TLA. Marines considering the early departure of their family members are cautioned not to make plans to vacate their permanent residence prior to the departure of their family members as this may result in out-of-pocket expenses for temporary lodging.

(2) Geographical Bachelor Status. After departure of the family members, a Marine is considered a geographical bachelor and is required to check the UPH for availability prior to his/her departure.

n. Advance TLA

(1) Payment of Advance TLA. Advance payment of TLA can be made any time during the arrival TLA period for which it is requested and will be liquidated by the next settlement claim submitted by the Marine.

(2) Requests for Advance TLA. Advance TLA requests will be from 1 to 10 days and must contain the information detailed in reference (a). In the absence of the required information, computations will be based on the government lodging rate with meals being computed as if kitchen facilities are available for the member's use.

(3) Claims for Advance TLA. Claims for advance TLA will be submitted in the same manner as normal TLA, see enclosure (1).



(4) Statement of Understanding. The following statement of understanding will be provided with all Advance TLA requests: "I understand that advance TLA received will be recouped in full if I do not submit a TLA claim within 10 working days from the ending day of the TLA period. Additionally, I understand that if I am over advanced on my TLA that all monies will be recouped in one lump sum (one payment in full)."

(5) Completed TLA Claims. The completed TLA claim will be submitted for settlement as described in this Order. All documentation required by this Order must be provided to settle the outstanding advance.

(6) Unearned Days. All unearned days of Advance TLA will be recouped in one lump sum.

o. Extensions of TLA

(1) Extensions may be granted for the following reasons:

(a) Non-arrival of HHG and non-availability of loaner furniture.

(b) Delay in availability/assignment to privatized housing due to no fault of the Marine.

(c) Reasons beyond the Marine's control; e.g., fire, flood, earthquake, riot, civil unrest, or other extraordinary events that make available or anticipated housing uninhabitable.

(d) Withdrawal of housing from the market by the landlord and homes with a short term lease are not available.

(e) Hospitalization of member or dependent(s) or service member's assigned duties requires him/her to be away from the PDS, resulting in curtailment of opportunities to arrange for permanent living accommodations.

(f) While aggressively searching, a Marine cannot find suitable housing that meets his/her family's needs.

(g) When, at no fault of the Marine and the TLA period has already commenced, his/her actual departure date is delayed.

(h) When, for reasons beyond the control of the Marine or dependents, permanent housing must be relinquished well in advance of the Marine's departure date.

(i) When the Family Housing Office requires the Marine to vacate permanent housing for the government's convenience to ready it for assignment to another member.

(2) Request Criteria. All requests for an extension of TLA entitlements beyond the established maximum number of days must be requested in writing via the Marine's chain of command to the Commanding Officer, MCB Hawaii (Attn: MP&A Director) and will be evaluated on a case by case basis. All extension requests must be submitted prior to exceeding the TLA maximum period. Approval of an extension request is not guaranteed; therefore, service members must submit timely requests which will enable them to make prudent plans to minimize the financial impact of disapproval. See enclosure (3) for a sample format.

(3) Required Documentation. Requests for an extension should fully document the circumstances requiring the extension; contain facts and supporting documentation that substantiate the reason the extension is beyond the member's control and not for personal convenience.

(4) Endorsement of Requests. All requests for extensions must be reviewed and properly endorsed by the Battalion/Squadron Commanding Officer or higher. The endorsement must be signed either by the Commanding Officer, an individual that has been granted "Acting" authority, or a designee as appointed by a DD577.

(5) Denial of TLA Extensions. Extensions will not be granted for the following reasons:

(a) Awaiting the completion of private sector housing to be constructed.

(b) Lack of housing searches or if housing searches have been focused on housing that does not meet the member's size or budget requirement.

(c) Any failure on the member's part to comply with the provision of this Order.

(d) Failure to make arrangements for delivery or pickup of HHG/loaner furniture to meet assignment date or when the member has requested a delayed delivery or pickup of HHG/loaner furniture for personal reasons/convenience.

p. Submission of Claims. Marines and family members occupying TLA accommodations must maintain and provide zero balance receipts for lodging expenses when submitting claims for TLA payment. All TLA claims will be submitted to the approving authority. The enclosures, when required, are the only authorized forms when submitting TLA requests. Family member(s) who submit claims for TLA reimbursement during the Marine's absence must fully comply with the guidelines and requirements of this Order and the references. Family member(s) must also possess a valid power of attorney in order to submit a claim for TLA. Claims for departure TLA can be submitted prior to the end of the TLA period provided sufficient documentation is attached. Each claim will include:

(1) Arrival TLA

(a) Zero balance lodging receipt for the period of the claim.

(b) PCS orders with all endorsements and amendments.

(c) Travel claim.

(d) Housing TLA SNA of on base housing.

(e) An SNA from the designated government temporary lodging facility (if applicable).

(f) Enclosure (2) with listed private sector housing visited and reason for not accepting.

- (g) Extension requests, if applicable.
- (h) Copy of acceptance/declination, lease/home purchase agreement.

(2) Departure TLA

- (a) PCS/retirement/separation orders with all endorsements.
- (b) Flight itinerary (member & dependents).
- (c) Shipment of HHG (DD Form 1299).
- (d) Letter of intent to vacate.
- (e) Loaner furniture request (if applicable).
- (f) Lodging reservation.
- (g) Current Leave & Earnings Statement.
- (h) An SNA (if applicable).
- (i) Zero balance lodging receipt.
- (j) PPV termination letter.
- (k) Extension requests, if applicable.

q. Reimbursement. Reimbursement will be calculated as specified in reference (a). The Defense Travel Management Office website at <http://www.defensetravel.dod.mil> contains the most current per diem rates payable. All approved TLA claims will be paid by electronic funds transfer to the member's direct deposit account.

r. Approval Authority. The Director, MP&A will serve as the TLA Approval Authority and program coordinator for Hawaii and remote locations assigned to Hawaii. The Director, MP&A and his/her designated personnel are delegated "By direction" authority from the CO, MCB Hawaii to approve or disapprove TLA claims exceeding the maximum days of entitlement after arrival and before departure. The TLA Approval Authority shall:

(1) Coordinate with the Housing Office, Marine Corps Community Services Personal Services Center, IPAC, DMO, and Unit Commanders to develop awareness of the references and instructions provided by this Order.

(2) Identify suspicious claim(s), cite reasons that made the claim(s) suspect, and return the claim(s) to the appropriate unit commander for investigation. For any suspected fraudulent claim(s), the unit commander shall initiate an investigation in accordance with regulations.

(3) Administer the program as set forth in the references and this Order.

s. TLA Office Responsibilities. The TLA office shall:

(1) Provide education and training at workshops and to other administrative personnel upon request.

(2) Ensure TLA claims are accurate, fully documented, and submitted in a timely manner to expedite the approval and payment process. Claims which document the member's failure to adhere to this Order should be endorsed appropriately.

(3) Ensure arriving and departing service members are fully briefed on TLA requirements and understand that only in very rare cases will extensions be approved.

(4) Counsel Marines who are approaching 30 days in TLA who have not scheduled a contract appointment.

t. Unit Commander Responsibilities. Unit commanders are charged with assisting the Commanding Officer, MCB Hawaii in complying with the Department of Defense policy and other supporting regulations to economically administer the TLA program. Unit Commanders shall:

(1) Make every effort to preclude the need for TLA, shorten the TLA authorization period, and reduce the TLA payable amount consistent with the needs of the Marine, the Marine's family, and the Marine Corps.

(2) Advise personnel of the guidelines, procedures, and limits on the number of authorized days of TLA.

(3) Inform Marines that delays of varying lengths in assignment to government housing are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned housing on base or because of an anticipated assignment of housing on base, unless an available house on base has been assigned in writing.

(4) Assign a sponsor to all incoming accompanied personnel in order to assist new arrivals in understanding TLA. Require sponsors to attend sponsorship training.

(5) Ensure personnel report to the Family Housing Office within three working days of arrival to apply for housing. If permanent housing is unavailable, personnel will be issued an SNA for TLA.

(6) Allow members ample time away from work to aggressively seek permanent housing. Unit commanders are encouraged to grant permissive temporary additional duty (PTAD) for the purpose of house hunting in accordance with reference (d). TLA is payable while a member is in a PTAD status for the purposes of house hunting.

(7) Require personnel in a TLA status to actively search for housing in accordance with this Order and occupy available housing at the earliest opportunity. Delays in occupancy of available housing or refusal to accept available adequate housing will result in termination of TLA as of the date housing could have been occupied.

(8) Require the Marine's chain of command to review the Marine's progress in finding a home and provide assistance as available to expedite the search process.

(9) Require personnel departing on PCS orders to coordinate their move and TLA assignment with the IPAC, TLA Office, DMO, and the Family Housing Office prior to moving out of housing and into a TLF.

(10) Investigate all returned TLA claims that the approval authority suspects to be fraudulent.

(11) Validate, endorse, and forward all requests for extensions of TLA to the Director, MP&A.

(12) Review all cases involving denial of TLA. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

u. Individual Marine's Responsibilities. Service Members shall:

(1) Report to and register with the Housing Office within three working days of arrival. Delaying the check in procedure to the Family Housing Office in an effort to remain on TLA vice potentially being offered a house may impact TLA entitlement.

(2) Qualified single Marines and married Marines whose family members do not accompany them to Hawaii must report to the UPH Office to verify the availability of quarters.

(3) Make every effort to preclude the need for TLA, shorten the TLA period, and minimize the TLA payable amount. Examples include choosing hotels with cooking facilities or choosing hotels with a less expensive rate.

(4) Aggressively seek permanent housing. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches. When a specific home is offered in writing by the Family Housing Office or when an off-base residence with an acceptable move-in date is reserved by signing the lease, the member will not be required to continue the housing search. It is important to document all housing searches conducted up to and including the day the quarters are identified. (NOTE: A letter from the Family Housing Office or from a private sector landlord stating you may be assigned permanent housing soon is NOT an assignment to housing and TLA may terminate at the end of the initial 30 days).

(5) Submit TLA reimbursement requests to the TLA Office within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the TLA interview sheet acknowledging the TLA entitlement conditions.

(6) Notify the Family Housing Office and the DMO to arrange delivery of loaner furniture and delivery of HHG respectively within two working days of accepting permanent housing. Delays in notifying these offices may result in a loss of TLA entitlement.

(7) Move into housing at the earliest opportunity. The only authorized delay between locating housing and moving into housing is the time it takes for the agency to prepare the dwelling for occupancy and for the

member to arrange for and have furniture delivered, normally three to four working days.

(8) Notify the TLA Office immediately upon accepting or declining adequate permanent housing.

v. Family Housing Office Responsibilities. The Family Housing Office shall:

(1) Screen personnel for family housing eligibility and refer them to our PPV partner for housing offer and assignment.

(2) Issue an SNA of housing to begin the TLA period, if warranted. Issue an SNA of housing for each subsequent TLA period thereafter.

(3) Notify the TLA Office immediately after a Marine has accepted or declined an offer for adequate permanent housing by providing a copy of the PPV Referral Transmittal.

w. IPAC. IPAC shall ensure port call requests comply with the intent of this Order.

x. DMO. DMO shall:

(1) Process all initial and modifications to port call requests submitted by the IPAC.

(2) Issue a letter of non-availability if no flights are available on the date requested in the port call.

(3) Issue a letter to validate instances that involve HHG delays and are beyond the Marine's control that will result in the member requesting an extension of TLA.

y. Disbursing Office. The Disbursing Office shall review, compute, and process all claims submitted for payment by the TLA Office in accordance with applicable references.

z. Inns of the Corps. The Disbursing Office shall issue an SNA if no temporary lodging is available for personnel, or if the facilities are unable to support documented needs of the Marine or family members.

aa. UPH Office. The UPH office shall issue an SNA if personnel are unavailable for eligible personnel or if the facilities are unable to support documented needs of the Marine or family member(s).

#### 4. Administration and Logistics

a. Any changes, comments, or recommendations in regards to the content of this Order or any matter pertaining should be directed to the Director, MP&A via the appropriate chain of command.

b. This Order is applicable to TLA only and should not be confused with Temporary Lodging Expense, which is a Continental United States based allowance.

5. Command and Signal

a. Command. This Order is applicable to MCB Hawaii subordinate and tenant commands and all Marines permanently and/or administratively assigned to units in Hawaii.

b. Signal. This Order is effective the date signed.

  
S. C. KILLEEN

## Temporary Lodging Allowance Certificate Marine Corps Base Hawaii

Claim Number:	Type of Claim:	TLA Entitlement			This Claim ONLY		Period:			
Name:		Rank:	EDIPI:	Number of Persons Claimed:	From:	To:	Date Vacated Quarters:			
Detach Date:	Flight Time/Date:		Arrival Time/Date of Dependent's:			Arrival Time/Date of Member:				
Name of eligible person(s) occupying temporary lodging										
*NOTE: Personnel listed must be a family member in accordance with MCO 1751.3										
Name	Relationship	Date of Marriage	Age (Children)	Remarks						
*NOTE: Any absence of the member or family member(s) must be reported when that person does not occupy the temporary lodging facility as such absence will affect the amount of daily M&IE authorized for Temporary Lodging Allowance.										
TLA Dates Begin/End	Name or source of lodge	Kitchen Yes/No	Max Lodging Amount	Max Lodging Allowed	Actual Lodging Cost	M&IE	TLA Daily Avg	TLA Total	Number of Days	Authorized Payment
Miscellaneous Remarks:							Total Number of Days:	Total Payment This Claim:		
TLA Clerk's Initials: _____ Reviewed By: _____										
Date:	Approved by:						MCBH, KANEOHE BAY, HI 96863			



Member Certification

CERTIFICATION. I have been briefed and understand the requirement for itemized receipts and for the submission of clear, well documented claim information. I understand suspected fraudulent claims may terminate my entitlement to TLA and will be forwarded to my Commanding Officer for investigation and may result in administrative or judicial action against me. I understand that any submission of claim information that is incorrect will immediately invalidate any and all amounts claimed by me. I certify the receipts contained herein are for the reimbursement of lodging cost and applicable taxes only and do not include items included in "package deals" such as rental car, alcoholic beverages, entertainment, etc. I certify that all persons listed occupied the temporary lodging facility continuously during the period except as indicated in the remarks column. I certify that the information contained in this claim for the dates and amounts indicated are true and correct.

\_\_\_\_\_

Member's Signature

\_\_\_\_\_

Date



SAMPLE FORMAT REQUEST FOR EXTENSION/EXCEPTION TO POLICY

From: First Name MI. Last Name EDIPI/MOS USMC  
To: Commanding Officer, Marine Corps Base Hawaii (Attn: MP&A Director)  
Via: Commanding Officer, unit name

Subj: REQUEST FOR EXCEPTION TO POLICY OF TEMPORARY LODGING ALLOWANCE  
ENTITLEMENT FOR PERIOD (YYYYMMDD-YYMMDD)

Ref: (a) BaseO 7220.1, Administration and Procedures for Temporary Lodging  
Allowance Within Hawaii

Encl: (1) *Enclose any correspondence from the Family Housing Office, off-base housing agency or DMO that document circumstances which impeded the occupancy of housing*

1. Per reference (a), I request an exception for my TLA entitlement for the following reason(s): (Provide a full explanation of the circumstances that necessitate the exception.)
2. Also include extraordinary needs of any family member and any potential financial hardship denial may cause.
  - a. Arrival or departure date.
  - b. Requested period, number of days.
3. I can be reached at (contact information).

I. M. REQUESTOR