



# UNITED STATES MARINE CORPS

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MCBHO 7220.1C

S-1

27 Dec 2024

## MARINE CORPS BASE HAWAI'I ORDER 7220.1C

From: Commanding Officer  
To: Distribution List

Subj: ADMINISTRATION AND PROCEDURES FOR TEMPORARY LODGING  
ALLOWANCE WITHIN HAWAI'I AND OVERSEAS LOCATIONS SUPPORTED  
BY MARINE CORPS BASE HAWAI'I

Ref: (a) DoD 7000.14-R Department of Defense Financial  
Management Regulation (DoD FMR), Volume 7A,  
Chapter 68  
(b) Joint Travel Regulations (JTR)  
(c) MCO 11000.22 W/CH 1  
(d) USPACOMINST 0614.5 Temporary Lodging Allowance in  
Hawai'i  
(e) III MEF/MCIPACO 7220.1A W/CH 1, TLA and Family Housing  
Policy for Marine Commands Assigned to III MEF and  
MCIPAC  
(f) MCO 1050.3J  
(g) MCBHO 11101.35A  
(h) MCBHO 11000.22A  
(i) MARFORPACO 7220.1B  
(j) MARADMIN 391/23

Encl: (1) TLA Record of Housing Search  
(2) Sample Format Request for Extension/Exception to  
Policy  
(3) TLA Claim Form

1. Situation. Per the references, Temporary Lodging Allowance (TLA) is authorized to partially reimburse Marines for the higher than normal expenses incurred while occupying temporary lodging outside the continental United States (OCONUS). Marines physically assigned to units in the geographical location of the State of Hawai'i are authorized to receive TLA while concurrently receiving Basic Allowance for Housing. For Marines assigned to remote overseas locations supported by the Marine Corp Base Hawai'i (MCBH) Installation Personnel Administration Center (IPAC), Overseas Housing Allowance (OHA) will normally start upon termination of TLA entitlement. This Order provides local policy

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distribution is unlimited.

and procedures for the administration of the TLA program to ensure timely and accurate payment of TLA while minimizing excess costs for all Marines who are administratively serviced by MCBH. TLA is not intended and must not be used for the personal enrichment of a Marine.

2. Cancellation. MCBHO 7220.1B

3. Mission. Provide amplifying guidance for administering TLA in Hawai'i and overseas locations serviced by the MCBH Installation Personnel Administration Center (IPAC).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Assign responsibility for support, control, and administration of the TLA program for eligible Marines, while making reasonable efforts to minimize the overall cost associated with the execution of the program. This Order provides amplifying guidelines and information which will be adhered to regarding the TLA program and reimbursement for all authorized expenses.

(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 consistent with the references and the guidance contained in this Order.

(b) The MCBH S-1 Director is the delegated TLA Approval Authority in order to administer the TLA program. The TLA Approval Authority will determine the eligibility of a Marine and/or family member(s) to occupy temporary lodging either when they first arrive, immediately before they depart Hawai'i, or while assigned to any other MCBH IPAC supported overseas location.

(3) Coordinating Instructions

(a) Unit Commanders, the Military Housing Office (MHO), the IPAC, Manager of the Inns of the Corps, Officers in Charge of the Distribution Management Office (DMO), and the

Finance Office will implement the requirements of this Order in accordance with the procedures established within their respective area of responsibility.

(b) This Order is to be reviewed in its entirety to ensure the provisions within 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 expenses incurred from 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 Hawai'i. TLA may also be authorized when temporarily vacating permanent housing due to unique circumstances beyond member's control.

(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 all relevant references. Failure to adhere to the policy and procedures established in this Order or the references may result in denial of TLA payment(s) or early termination of TLA eligibility.

(b) False Claims. The TLA claim is a formal claim against the government and must be accurate. Penalties for submitting 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 further review or follow-on investigative measures.

(3) TLA Limitations. The management of TLA must be accomplished with care and a design toward economic administration. All entities involved in TLA will make continuous efforts to minimize TLA expenses 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

transient government facilities. Situations that display 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) Rental vehicle/transportation.

(f) Laundry/dry cleaning expenses.

(g) Boarding/care of pets: see the Joint Travel Regulation, Chapter 5.

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

(i) 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 may accrue beginning the day a Marine physically reports for duty at the new Permanent Duty Station (PDS). TLA reimbursement begins when a Marine and/or family member(s) report to the new duty station and permanent housing is not available. Upon check-in, and within the first 5 working days, Marines shall report to MCBH Family Housing Office and receive a TLA brief from the TLA section at the IPAC. Failure to adhere to this guidance may adversely affect the TLA reimbursement.

(5) Eligible Transient Quarters. Existing government Temporary Lodging Facilities (TLF) are to be utilized to the fullest extent possible by the Service Member and/or dependents upon Permanent Change of Station arrival and/or departure. The Inns of the Corps is the designated TLF facility for all Marines stationed on the island of O'ahu. All Marines are required to utilize Inns of the Corps as their first option for temporary lodging, and if not available, a Certificate of Non-Availability (CNA) must be obtained by the Marine. Once in receipt of a CNA, the Service Member may utilize lodging accommodations elsewhere. When TLF is available and member chooses other lodging accommodations without a CNA, reimbursement is limited to the cost of government quarters/TLF rate. NOTE: Service Members are reminded to be mindful of the personally procured lodging rates once CNA is issued, as not to go over their daily allowable lodging PerDiem limits. Per reference (a), the purpose of TLA is to partially reimburse the expenses incurred while in temporary lodging. Choosing accommodations outside of daily PerDiem limits may result in out-of-pocket expenses.

c. TLA Categories. The three TLA categories are:

(1) Arrival. Arrival TLA is authorized when permanent housing is not available. Arrival TLA is authorized up to 60 days while awaiting assignment to permanent housing via the Public Private Venture (PPV) or private sector housing within the local economy. Arrival TLA days do not have to be taken consecutively. Should it become necessary, additional days of arrival TLA may be authorized via exception to policy process. To be eligible for arrival TLA, Marines are required to check in with the Family Housing Office within 5 working days. Failure to check in with the Family Housing Office may limit future payments of TLA, or negatively impact a Marine's TLA eligibility.

(2) Departure. Up to 10 days of departure TLA is authorized for the expressed purpose of facilitating a timely clearance from the Marine's permanent residence in conjunction with PCS or separation moves. Marines are encouraged to properly plan and synchronize the various aspects of their move to coincide with the ten days departure TLA limit. Marines may elect to occupy temporary lodging before termination of permanent housing, but not to exceed the departure TLA limit. All Marines are directed to attend the PCS workshop provided by Marine Corps Community Services in order to better understand the MCBH departure TLA policy and overall outbound procedures.

(3) Circumstances Beyond Service Member's Control. This requires the local TLA authority's determination that permanent housing is required to be vacated through no fault of the member and temporary lodging reimbursement cannot be obtained through no other means, i.e., PPV management or private-sector housing landlord or property manager. In approval cases, TLA will be authorized on the first day temporary lodging is used and will terminate the day prior to reoccupation of permanent housing or until the local TLA Authority determines the payment of TLA is no longer justified. Refer to reference (a), paragraph 680403.a.3.c for a list of reasons that the local TLA Authority will use when determining the end date. This type of TLA is authorized on a case-by-case basis and may be granted when unique circumstances presents itself and deemed beyond a Marine's control. In all cases the need to temporarily vacate their permanent residence is a requirement.

d. Non-Reimbursable Temporary Lodging. Lodging expenses are not reimbursable if any of the following conditions occur:

(1) Marines reside with friends or relatives.

(2) Temporary Lodging provided by PPV partner or private sector landlords-cases involving permanent homes that could not be delivered by the effective date of the lease.

(3) 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 substantiate the claim. The memorandum must include the name, address, phone number and signature of the individual providing the lodging. This memorandum must also include the name of the Marine and all family member(s) and dates the Marine and/or family resided in this scenario.

e. Family Members. Only family members determined by Marine Corps policy governing dependency may be included in claims for TLA reimbursement. Acquired dependent(s) may be claimed for TLA purposes only if the dependency determination occurred prior to the effective date of orders.

f. TLA While in a Leave Status. Marines may be eligible for TLA while in a leave status only if they have physically reported

for duty to the gaining command and received a reporting endorsement prior to initiating leave. However, leave cannot be away from the PDS. Marines may be entitled to TLA while in a leave status away from the PDS if one or more dependents remain in the local area. The requirements of paragraph 3.s within this Order applies. Marines who arrive in the vicinity of their new PDS and have not physically checked into their command will not be authorized TLA.

g. Homeowners

(1) Returning Homeowners. Homeowners returning to Hawai'i and choosing to occupy their home upon their return may be entitled to TLA-Meals and Incidentals while awaiting arrival of Household Goods (HHG) if temporary/loaner furniture is not available. Returning homeowners are encouraged to plan accordingly to immediately occupy their home upon arrival to Hawai'i. Marines will not be allowed to receive TLA for an extended period while solely awaiting the availability of their home.

(2) Departing Homeowners. Homeowners who vacate their homes more than ten days prior to their departure date in order to rent or sell their property will not be entitled to additional days of TLA, as vacating for this purpose is considered a personal choice.

(3) Potential Homeowners. Marines reporting to Hawai'i who are considering purchasing a home at this geographical location must carefully consider the timeframe that it will take to purchase a home. Due to the lengthy timeline and process involved when closing on a home, payment of additional TLA periods beyond the authorized period may not be favorably approved as homeownership is considered a personal choice.

h. Remotely Assigned Marines. Marines ordered to remote locations that are administratively serviced by MCBH IPAC will have their TLA paid based on the unique circumstances as outlined and approved by the TLA authority in the country or area to which assigned. Remotely assigned Marines must immediately contact their parent command upon reporting for duty. Immediately upon notification the parent command will coordinate with the TLA Office a detailed TLA counseling for the newly joined Marine. Once contact with the TLA Office is established and the Marine is provided the TLA brief all reimbursement requirements and

procedures will be explained. Please note that banking transactions are required and must be submitted with each TLA claim to ensure proper reimbursement of actual expenses, foreign transaction fees, and currency conversion charges.

i. Other Military Services. Members of the other armed services assigned to duty aboard MCBH 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) Reporting for Duty. Upon reporting for duty to a PDS in Hawai'i, or at a remote location, while awaiting assignment to family housing via the PPV or private sector housing within the local economy.

(b) Arrival before Family Members. When a Marine with qualifying family members reports for duty prior to the arrival of dependents, TLA may be authorized for all members regardless of rank from the reporting date. Members in grades of E5 and below will not be issued single-type government quarters (barracks/BEQ). Member-to-member marriages (with no other dependents) are not included in this category since active-duty spouse is not considered a dependent for pay and allowances.

(c) Advanced Family Member Travel. When a Marine is authorized Advanced Family Member Travel through approval via the Secretarial Process, TLA may be authorized (effective the date of dependent(s) arrival) if permanent housing is not available for occupancy and/or a CNA is obtained from the Military Family Housing Office.

(d) Departure. Upon departure when permanent housing is terminated and in the execution of PCS or separation orders. Outbound TLA for the Hawaiian Islands are limited to ten days immediately prior to the effective date of PCS/Separation Orders. Due to unique challenges associated with the departure from other locations supported by MCBH IPAC (foreign OCONUS), up to 10 days of departure TLA per reference (a) is authorized to facilitate the turnover of permanent housing.

1. Dependent Departs before the Marine (ARD/ERD). When a dependent departs a PDS OCONUS before the Marine, TLA may be authorized via ETP in unique circumstances beyond member's control. Marines are encouraged to properly plan and synchronize the various aspects of their move to ensure compliance with this Order.

2. Delayed Departure. When the authorized TLA period has begun and actual departure is delayed through no fault of the Marine or dependent, TLA may be authorized or approved by the TLA Approval Authority, in increments of 10 or fewer days, for the entire period that temporary lodging is required.

(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 prior their arrival or departure. A Marine arriving after normal working hours, when the billeting office is not open, cannot claim "quarters not available."

(a) E5 and Below Quarters not Available. Single Marines with no family member(s) in the grades E5 and below are required to reside in bachelor enlisted quarters (BEQ), regardless of previously approved BAH without dependents at the last duty station (This provision also applies to member-married to-member with no other dependents in grades of E5 and below). The only exception are Sergeants (E5) who receive approval through the Sergeant BAH Initiative program as outlined per reference (j). Those Marines will be authorized TLA upon reporting to the parent command, and barracks/BEQ will not be issued. A CNA from Inns of the Corps will be required to seek alternative lodging arrangements.

(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 per UPH policy without obtaining a CNA.

(c) Departure TLA. To receive 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 there is no availability, Marines must obtain a CNA to apply for TLA.

(3) Member Married To Another Service Member. Regardless of TLA administration authorities for the other service components, Marines will comply with the contents of this Order. In cases of E-5 and below with no other dependents, TLA will only be authorized if both members physically present at PDS and are establishing a joined residence. Service Members in grades of E-5 and below who seek to establish separate dwellings will not be authorized TLA and are directed to seek assignment to single type government quarters (barracks/BEQ).

(a) Arrival. Marines in this situation will rate TLA upon reporting for duty to a PDS in Hawai'i, or at a remote location administratively serviced by the MCBH IPAC.

1. Married Service Members Without Dependents Arriving Together/Same Day. When married Service Members with no other family member(s) both arrive to Hawai'i together, each is authorized TLA meals and Incidentals and lodging at a reduced rate of 65%.

2. Married Service Members Arriving Separately. When married Service Members with no other dependents arrive at different dates, entitlement to BAH and TLA will be determined separately for each member. Service Members in grades of E-6 and above are authorized TLA and BAH upon reporting to the gaining command. Service Members in grades of E-5 and below, are required to seek assignment to single type government quarters (barracks/BEQ) upon arrival. TLA is not authorized. If there is a non-availability, Marines must obtain a CNA from UPH to apply for TLA. The member who arrives first is required to utilize this period to search for appropriate housing in anticipation of his/her military spouse's arrival. When Spouse arrives, SNM is authorized to vacate BEQ and will be entitled to TLA, however still falls under the initial 60 days period rule from the report day. If spouse arrives after 60 days, an ETP would be required for the member who stayed in BEQ.

3. Married Service Members with Additional Family Member(s). When married Service Members with additional family member(s) separately execute PCS orders to Hawai'i, TLA entitlement will be based on various factors, such as which Service Member travels first and which Service Member travels with authorized dependent(s). Marines in this situation are encouraged to contact the TLA Office to receive a detail briefing

prior to executing PCS orders and making arrangements for temporary lodging.

(b) Departure. Marines in this situation will rate departure TLA upon vacating or terminating their residential lease (PPV or private sector) or surrendering of their home for the purpose of executing PCS or separation orders. Departure TLA limits applies.

1. Departure at the same time. When married Service Members depart Hawai'i on PCS/separation orders at the same time, both are authorized departure TLA.

2. Departure at different times. When married Service Members depart Hawai'i 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 housing is offered by the PPV partner and subsequently declined by the Service Member; or private sector housing is reasonably available but the Service Member declined for personal reasons [See enclosure (2) for additional details]. TLA will only be paid through the day before adequate housing was available for occupancy.

(2) Unfunded 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 PPV or private sector housing due to misconduct, damages, or other incidents caused by the Service Member or his/her family member(s).

(4) Acquired Dependent After Date Current Tour Begin. When a Service Member acquired his/her initial dependent after his/her date current tour begin or when two active duty Service Members marry and relocate from bachelor quarters to establish a joint household.

(5) Housing Search. When a 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 rental and/or for sale properties within the normal commuting distance. This aggressive search must include a minimum of 5 private sector properties visited during the first 10 days of TLA and 10 visits for each subsequent 10 day period of TLA. 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. Reasons such as "too expensive, too small, too far, and no pets allowed" are not acceptable when declining adequate housing. Each reason must be explained in detail and state why that particular residence was not suitable after the visit. Members will ensure an accurate point of contact name and phone number is listed on their aggressive house search. This point of contact may be contacted by a TLA representative to validate the aggressive housing search.

(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 without dependent(s) 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 a CNA from the UPH Office.

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

(10) Member Arrives on Retirement/Separation Orders (Alternate Separation Site). Marines arriving to Hawai'i for the sole purpose of separating or retiring (under retirement or home of selection orders).

(11) On Leave Outside of PDS. When a Marine and their dependent(s) are on a leave status outside the vicinity of their PDS. Exception, if one or more dependent(s) remain in the vicinity of the PDS, TLA may be authorized for the leave period.

(12) 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 permanent housing is terminated as long as the conditions outlined in the references are met.

l. Departure of Family Members by way of ERD. In most cases involving early family member departure, the lease of the permanent residence is not required to be immediately terminated. As such, Marines whose family members depart Hawai'i early by way of an ERD, or at the expense of the Marine are not entitled to TLA on behalf of the family members unless circumstances beyond their control requires the Marine to terminate the lease of the permanent home prior to their family member's departure. If the lease is required to be immediately terminated, 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 terminate their permanent residence prior to the departure of their family members as this may result in out-of-pocket expenses for temporary lodging.

m. 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 adequate permanent 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 at the government's convenience.

(2) Request Criteria. All requests for an extension of TLA beyond the established maximum number of days must be requested in writing via the Marine's chain of command to the Commanding Officer, MCBH (Attn: Director S-1) and will be evaluated on a case-by-case basis. All extension requests must be submitted prior to exceeding the Inbound TLA of 60 days and Outbound TLA of 10 days. 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 if disapproved. Marines' entitlement of BAH may be considered during the review of all ETP requests. See enclosure (2) 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, or an individual that has been granted "Acting" authority. Company Commanders with Special

Courts Martial Convening Authority may sign as the Commanding Officer. Command endorsements are required to be detailed and clearly articulate and justify the reason why an extension should be approved or disapproved.

(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 (BAH rate based on rank will be considered). Also, the appropriate mix of rental and purchase properties, and other service's PPV properties are to be considered.

(c) Failure to make arrangements for delivery or pickup of HHG/loaner furniture to meet housing assignment date, or a delayed delivery or pickup of HHG/loaner furniture for personal reasons/convenience.

(d) Failure on the Marines' part to comply with any of the provisions in this Order.

(6) Reconsideration Process for Denied TLA Extensions. Reconsideration of the decision by the TLA Approval Authority may be submitted if new information is presented that could affect the outcome of the case. These requests must be addressed to the Commanding Officer, MCBH, via the Director, S-1 MCBH. All requests must be submitted in writing via the Marine's chain of command. A detailed command endorsement from the first O5/O6 commander in his/her chain of command is required and must provide appropriate justification for reconsideration of the request.

n. Submission of Claims. Marines and family members occupying TLF accommodations must maintain and provide zero balance itemized receipts for lodging expenses when submitting claims for reimbursement of TLA. All TLA claims will be submitted to the local finance office for review and payment. 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 on behalf of the Marine 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) TLA Claim Form
- (b) Itemized receipt from hotel w/ \$0.00 balance.
- (c) Letter from a friend (If applicable)
- (d) Housing offer acceptance/declination (PPV) quarters, Housing CNA, lease/home purchase agreement.
- (e) A CNA from the designated government temporary lodging facility.
- (f) Enclosure (2) with listed private sector housing visited and reason for not accepting.
- (g) Extension requests/ETP, if applicable.
- (h) Lease
- (i) Reporting endorsement.
- (j) PCS orders with all endorsements and any modifications.
- (k) Basic orders.
- (l) Travel voucher DD form 1351-2.
- (m) Itinerary and dependent itinerary when arriving at a later date.
- (n) TLA statement of understanding brief.

(2) Departure TLA

- (a) TLA Claim Form.
- (b) Detaching Endorsements/Orders.

- (c) Basic Orders/DD Form 214 and Separation Orders.
- (d) Letter intent to vacate (Housing or Rental Property).
- (e) Loaner furniture form (if applicable).
- (f) A CNA if applicable.
- (g) Statement of understanding.
- (h) DD Form 1299 (HHG Shipment).
- (i) Itemized zero balance receipt from hotel/ lodging facility.
- (j) Flight itinerary and dependent itinerary if applicable.
- (k) Extension requests/ETP, if applicable.

(3) If staying with a friend, memorandum must include name, address, phone number and signature of the individual providing the lodging. Memorandum must include the name of the Marine and all family member(s) and dates the Marine and family resided with the individual.

o. Reimbursement. Reimbursement will be calculated as specified in references (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.

p. Approval Authority. MCBH S-1 Director will serve as the TLA approval authority and program coordinator for Hawai'i and remote locations assigned to MCBH. The MCBH S-1 Director is the delegated "By direction" authority from the CO, MCBH to approve or disapprove TLA claims exceeding the maximum days of entitlement after arrival or before departure. The CO, MCBH withholds the authority to approve or deny previously denied cases submitted for reconsideration. The IPAC Director, Deputy Director, and TLA Financial Technician are the delegated approval authorities for TLA that fall within the normal parameters established within this Order. The TLA Approval Authority shall:

(1) Coordinate with the Family 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 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.

q. TLA Office Responsibilities. The TLA office shall:

(1) Provide education and training at PCS workshops.

(2) Provide a detailed and documented Inbound and Outbound TLA brief to each member.

(3) Ensure TLA claims are accurate, fully documented, and submitted in a timely manner to expedite the approval and payment process.

(4) Ensure arriving and departing Service Members are fully aware of TLA requirements and understand that only extremely rare cases will extensions be approved.

r. Unit Commander Responsibilities. Unit commanders are charged with assisting the CO, MCBH 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 permanent 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 offered/assigned in writing.

(4) Assign a sponsor to all incoming personnel in order to assist new arrivals in understanding TLA procedures. Require sponsors to attend sponsorship training and obtain general TLA information on behalf of the arriving Marine.

(5) Ensure personnel report to the IPAC for their Inbound TLA brief prior to reporting to the Family Housing Office. If permanent housing is unavailable, personnel will be issued a CNA by the Family Housing Office.

(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 (f). 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 permanent housing at the earliest opportunity. Delays in occupancy of available permanent housing or refusal to accept available adequate permanent 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 or separation/retirement orders to attend the MCCS PCS Workshop to coordinate their move with the 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 with amplifying comments, and forward all requests for extensions of TLA to the MCBH S-1 Director via the IPAC.

(12) Review and endorse, as appropriate, all cases involving denial of TLA. Denied claims may be resubmitted with command endorsement where additional information justifies approval. This may include any extenuating circumstances that were not addressed in the initial request.

s. Individual Service Member Responsibilities. Service Members shall:

(1) Within 5 working days of reporting to the Unit, receive an Inbound TLA brief at the IPAC, and check-in with the Family Housing Office. Review enclosure (1) of reference (g) to navigate the Housing Assignment Process. Delaying check-in procedures with the Family Housing Office may negatively impact receipt of TLA.

(2) Qualified single Marines and Marines married to other service members in grades of E5 and below whose family members do not accompany them to Hawai'i must seek assignment to bachelor enlisted quarters (BEQ). Only a Certificate of Non-Availability (CNA) from the UPH Office will serve as sufficient documentation for TLA purposes. Exception are Marine Corps Sergeants (E5) approved for BAH under Sergeant BAH Initiative program as defined per reference (j).

(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 immediately upon arrival and reporting to Parent Command. When a specific home is offered in writing by the PPV partner or when an off-base residence with an acceptable move-in date is reserved by signing the lease, the member is not required to continue the housing search. It is important to document all housing searches conducted on enclosure (1) 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 60 days).

(5) Submit TLA reimbursement requests to the TLA Office within three working days after the completion of each 10-day period. Prior to submission of the first claim, the Service

Member must have read and signed the arrival TLA statement of understanding acknowledging TLA conditions.

(6) Notify the Family Housing Office and 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 the termination of TLA entitlement.

(7) Move into permanent 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 household goods delivered, normally three to four working days.

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

(9) Understand that failure to respond in a timely fashion to an appropriate housing offer made to you by a PPV partner, realtor, or other landlord, could affect your continued TLA entitlement.

t. Family Housing Office Responsibilities. Screen personnel for family housing eligibility and if applicable provide counseling and referral services to the MCBH PPV partner, other services PPV partners, local economy rental and purchase properties via the Automated Housing Referral Network.

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

v. Inns of the Corps. The Inns of the Corps will issue a CNA if temporary lodging is not available for personnel, or if the facilities are unable to support documented needs of the Marine or family member(s).

w. UPH Office. The UPH office shall issue a CNA if Bachelor Enlisted Quarters (BEQ) are not available for personnel in grades of E5 and below in cases outlined by this Order.

5. Administration and Logistics

a. Any changes, comments, or recommendations affecting the content of this Order or any matter pertaining should be directed to the MCBH S-1 Director via the appropriate chain of command.

b. This Order is applicable to TLA only and should not be confused with Temporary Lodging Expense, a CONUS based expense.

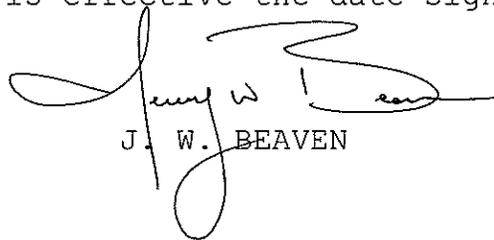
c. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per SECNAV M-5210.1 and SECNAV Notice 5210 to ensure proper maintenance, use, and accessibility and preservation, regardless of format or medium.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to all Marines administratively assigned to Administrative Reporting Unit Code 45650 (MCBH IPAC).

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

  
J. W. BEAVEN

DISTRIBUTION: A



SAMPLE FORMAT REQUEST FOR EXTENSION/EXCEPTION TO POLICY

UNIT LETTERHEAD

From: First Name MI. Last Name EDIPI/MOS USMC

To: Commanding Officer, Marine Corps Base Hawai'i (Attn: Director, S-1)

Via: Commanding Officer, unit name

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

Ref: (a) MCBHO 7220.1C

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 the reference, I request an exception for my Temporary Lodging Allowance 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

## Temporary Lodging Allowance Claim Form

Claim Number:	Type of Claim:	Total Entitlement From: _____ To: _____	This Claim <b>ONLY</b> From: _____ To: _____		
Name:	EDIPI:	Rank:	Number of Persons Claimed:	Date Command Sponsored:	RUC:
Time/Date of Command:			Time/Date of Dependent's _____ :		

**Name(s) of Person(s) Occupying Temporary Lodging and/or eligible for Temporary Lodging Allowance**

Last, First MI.	Relationship	Date of Marriage	Dependents Age	Remarks

I certify that all persons listed above occupied the accommodations continuously during the period except as indicated in the remarks column.

**\*NOTE:** Any absence of the member or dependents must be reported when that person does not occupy the accommodations as such absence will affect the amount of entitlement authorized for Temporary Lodging Allowance.

### Member Certification

**FRAUDULENT CLAIMS STATEMENT.** I am aware of the penalties of making a false statement in connection with filing a Temporary Lodging Allowance claim. Such a penalty may include, but limited to, a fine of not more than \$10,000 or imprisonment for not more than five years, or both.

**CERTIFICATION.** I certify that the information contained in this claim for the dates and amounts indicated are true and correct. I further certify that I understand that any submission of claim information that is incorrect will immediately invalidate any and all amounts claimed by me, and may result in administrative or judicial action against me. I have been briefed and understand the requirements for printed receipts, and for the submission of clear, well documented claim information. I further certify that there are no rental car charges included in my claim for Temporary Lodging Allowance.

The receipts contained herein are for the reimbursement of lodging cost and applicable taxes only, and does not include items included in "package deals" such as rental car, alcoholic beverages, entertainment, etc.

Miscellaneous Remarks:	Does TLF have a kitchenette?	Amount Split Disbursement to GTCC:
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Government quarters is not available or assigned to the member and/or dependents. Government messing is not available to the member or dependents. The member and/or dependents are required to secure Temporary Lodging.

Members's Signature: _____ Date: _____		TLA Clerk's Initial _____	Reviewed By _____
Date:	Authorized By:	MCBH, KANEOHE BAY, HI 96863	