

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 or home purchase 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. Service members residing in on-post housing are authorized loaner furniture upon assignment to on post privatized housing and are not authorized to remain on TLA until HHG delivery.

Important Phone Numbers & Office Locations

HSO North 655-3073/3076/3080
UPH 655-7392
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-6 and above, without their families here pending command sponsorship, will process through the HSO offices. E-5 and below in this category may reside in the barracks for up to 30 days. Requests for additional time requires an Exception to Policy through the Army Single Soldier Housing (ASH). Service members may go on the 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 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



TLA References

- Joint Travel Regulation—Chapter 9, Part C, TLA
- Army Regulation 420-1, Army Facilities Management 12 February 08
- Policy Memorandum, USAG-HI-29, Temporary Lodging Allowance (TLA) , 01 Dec 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.

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). Any TLA requests for TLA to begin beyond 60 days must be approved by the Residential Communities Initiative (RCI) Project Manager. SM who acquire command sponsored dependents after arrival are not authorized TLA. Service member's must stay in a TLA approved hotel to get reimbursed TLA. **Vacation rentals are NOT authorized. Finance requires an itemized receipt for each day for proper reimbursement.**

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.

Departure TLA

- Off-post Housing—Up to 10 days prior to departure flight. HHGs must be picked up prior to start of TLA.
- Privatized Family Housing & SEQ/BOQ—Up to 10 days prior to departure flight (in conjunction with termination of housing).

Required Documents - Departure TLA

- Service member's PCS, ETS or Retirement Orders-family must be listed on orders to receive TLA (AVAIL date on orders must coincide with departure date. No TLA will be authorized if Service member is on leave status.
- Leave Form (DA Form 31) SM start leave date should be the same as departure flight date.
- Application for Shipment and/or Storage of Personal Property (DD Form 1299) for off post housing.
- Flight itinerary (late departure authorized for flights departing after 1800.
- 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 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 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 may reside in the barracks for 30 days with a written request from their First Sergeant to the Army Hawaii Soldier Housing.