

TLA & Single Marines with No Family Members

Single Marines in the grades of E6 and above with no family members may be authorized TLA upon arrival or departure if unaccompanied barracks are not available. Those Marines must check with the Unaccompanied Personnel Housing Office for availability prior to making arrangements for temporary lodging. Single Marines in the grades of E5 and below with no family members are not authorized TLA and must reside in the barracks.

TLA While Residing with Friends or Relatives

Marines may be paid TLA for meals and incidentals only while staying with friends or relatives. A memorandum from the individual providing lodging is required and must include the name, address, phone number and signature of the person providing lodging. The memo must also include the name of the Marine and all family members and dates the Marine and family resided with the individual.

Important Phone Numbers

TLA Office	(808) 257-2705/0977
Family Housing Office	(808) 257-2676
Inns of the Corps	(808) 254-2806
Five Palms	(808) 257-2809
Loaner Furniture	(808) 257-2676
Forrest City	(808) 839-8700
Lending Locker	(808) 254-7681
IPAC Outbound	(808) 257-2395/1789

Where do I go to process my TLA?

All claims for TLA will be processed through the MCBH TLA Office located in the Family Housing Office.

Designated Temporary Lodging Facilities

The Inns of the Corps at Marine Corps Base Hawaii is the only designated transient facility for all Marines with family members assigned to units on Oahu. The Five Palms is the designated transient facility for eligible single Marines with no family members and those considered geographical 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 from the respective designated transient facility will be issued. Once in receipt of a statement of non-availability, the 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 the designated transient facility or electing to stay at a hotel other than a TLA approved hotel may result in the Marine incurring out of pocket expenses.) The use of online booking sites are not recommended as fees incurred with these transactions are not reimbursable. An itemized receipt is required for proper reimbursement.

TLA Limits

For Marines residing on Oahu, TLA is limited to the following: **Up to 30 days upon arrival, Up to 5 days upon departure if vacating from private sector housing, or Up to 3 days upon departure if vacating from Public Private Venture (PPV) or Hana Like Housing.** Under unique circumstances, an extension beyond the above limits may be approved after submission of a formal request that includes substantial justification. The request must detail the circumstances beyond the Marine's control and must demonstrate the financial hardship that would incur if not approved. Requests for an extension must be routed through the Marine's chain of command and must be submitted before the expiration of normal TLA days. Under no circumstance will an extension be retroactive. Approval of an extension request is not guaranteed; therefore, appropriate planning is encouraged in order to submit a timely request to minimize the financial impact of a potential negative response.



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



TLA References

- Joint Travel Regulation Chapter 9, Part C, TLA
- USPACOMINST 0614.5 Temporary Lodging Allowance (TLA) In Hawaii
- MARFORPAC/MCIPACO 7220.1 Temporary Lodging Allowance in Hawaii
- MCBH Memorandum Temporary Lodging Allowance (TLA) in Hawaii.

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 OCONUS. TLA is not intended and will not be allowed to 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 the references listed above.**

TLA MISC Info

- Vacation rentals, Timeshares, MWR Cabins, and Bed & Breakfast are NOT authorized.
- Loaner furniture is available for on base or off base housing. BAH/OHA and COLA may be paid with TLA.
- Pet friendly rooms may be available at the Inns of the Corps.
- If staying at one of the approved TLA hotels, Marines will be issued a tax exemption form to waive the Transient Accommodation Tax (TAT).
- Administratively attached Marines in remote locations should contact the TLA Office immediately for instructions.

Documents Required to Process TLA

Arrival TLA - NTE 30 days

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

- **Arrival TLA will be claimed in 10 day increments.**
- **Families of 5 or more or families with children age 12 or older may occupy multiple rooms during TLA. The total cost of all the rooms occupied cannot exceed the maximum allowed for TLA. For the maximum allowed, contact the TLA Office.**
- A TLA advance payment may be authorized upon request.

Required Documents - Arrival TLA

- PCSO with all endorsements and amendments.
- *Zero balance lodging receipt(s).
- PCS travel claim (IPAC).
- TLA certificate of non-availability of housing.
- *Statement of non-availability from TLF.
- Housing search validation.
- Copy of housing acceptance/declination, lease/home purchase agreement.
- *Loaner furniture request.
- *Memorandum from friend(s) or relative(s).
- *Power of attorney.

**if applicable, applies to both arrival and departure*

Departure TLA

Marines should remain in their permanent residence as close to their departure date as possible. Coordination with the TLA Office is highly recommended prior to beginning the departure process.

Required Documents - Departure TLA

- PCS/separation orders with all endorsements.
- Letter of intent to vacate permanent housing.
- Flight itinerary (member and family member(s)).
- DD form 1299 - Shipment of household goods.
- Housing termination letter.
- Current leave and earnings statement.
- Zero balance lodging receipt.

TLA - When Payable

- Upon initial reporting to a permanent duty station in Hawaii while awaiting assignment to PPV, Hana Like, or private sector housing when government housing is not available.
- Upon departure when vacating permanent housing in the execution of PCS/separation orders.
- Under special circumstances.

TLA - When Not Payable

- When adequate housing is offered and declined.
- Failure to seek private sector housing aggressively.
- When delivery of household goods are delayed for personal reasons.
- When permanent quarters are vacated early for personal reasons.
- When the departure flight is delayed for personal reasons.
- When in a TLA status and a member takes leave outside the vicinity of the permanent duty station and no family members remain to seek permanent housing.
- If separating and remaining in Hawaii.

TLA - Dual Military

Dual military service members, who arrive or depart together, are both authorized TLA. TLA will be paid at the single rate for each service member, unless one of the service members are claiming family members.

TLA - Geo-Bachelors

Geographical bachelors must check with the Unaccompanied Personnel Housing Office for availability prior to being authorized TLA.