

- OHA Advance (Cont.)
  - Summary of expenses
  - Memorandum to reside off base
  - Agency fee receipt
- OHA TLA Arrival
  - Lease agreement stamped if not provide a promissory note from the housing agency
  - Memorandum to reside off base
  - TLA Data Sheet also needs to be signed by a housing counselor or officer
  - Zero balance receipt (If you are in an off base hotel must provide a CNA)
- OHA TLA Finals
  - Lease agreement stamped if not provide a promissory note from the housing agency
  - Memorandum to reside off base
  - TLA Data Sheet also needs to be signed by a housing counselor or officer
  - Zero balance receipt (If you are in an off base hotel must provide a CNA)
  - DD Form 2367 and DD Form 2556 from housing

**IPAC CONTACTS**

<b>IPAC Inbound Branch</b>	
TLA ADMINISTRATOR	645-7728
BRANCH OIC	645-7980
BRANCH ASST OIC	645-4810
SNCOIC	645-6093

**IPAC INBOUND BRANCH**

**Organization and Structure:**  
 The Inbound Branch is comprised of the Travel, Quality Control (QC), and Temporary Lodging Allowance (TLA) Sections. The Travel section conducts and tracks all joint audits, travel vouchers and second stage audits. The QC section ensures accuracy of work, as well as auditing the Diary Feedback Reports (DFR's). The TLA Section is responsible for submitting all TLA claims on behalf of members arriving with command sponsored dependents.

**Reference Information**

III MEF/MCIPACO 7220.1  
 "TEMPORARY LODGING ALLOWANCE (TLA) AND FAMILY HOUSING POLICY FOR MARINE COMMANDS ASSIGNED TO III MARINE EXPEDITIONARY FORCE (III MEF) AND MARINE CORPS INSTALLATIONS PACIFIC (MCIPAC)"

**NOTES**



**ARRIVAL  
TLA**

**I  
P  
A  
C**



**TEMPORARY LODGING ALLOWANCE**

**QUESTION???**



**CONTACT IPAC  
INBOUND BRANCH  
645-7728**

## TLA payable under the following:

- Upon reporting to the Permanent Duty Station (PDS) while awaiting assignment of government family quarters or while locating local economy housing. Marines may be paid TLA while in a leave status only if they have reported in and received a reporting endorsement prior to initiating leave. Leave cannot be away from the PDS.
- When a member reports for duty at the overseas PDS prior to the arrival of **command sponsored** dependents, TLA may be authorized if single type government quarters are not available for occupancy and a Certificate of Non-Availability (CNA) is obtained from billeting. The member must utilize bachelor housing within the local commuting area of 60 minutes one way during peak traffic hours prior to occupying temporary lodging.
- Whether paid TLA or not, the member has a responsibility to search for permanent government quarters or local economy housing for his/ her family upon the member's arrival at the PDS.
- When a member is married to another member (dual service couple), both on unaccompanied tours, request to move off-base for the purpose of establishing a joint household. This applies to both arrival and departure TLA.
- **Member married to member with no family members.** Regardless of which member arrives first (accompanied or unaccompanied), that member must occupy bachelor type quarters, if available. This member must aggressively search for housing while waiting for the second member to arrive. Once the second active duty spouse arrives at the PDS, both may occupy government lodging facilities if housing is not available. In order for the members to occupy temporary lodging facilities, they must submit supporting documentation (i.e., reporting endorsement, DD Form 1351-2, flight itinerary) verifying when the second member arrived at the PDS.
- When single type government quarters are unavailable (within a 60 minute commuting distance) as documented by a CNA from billeting (applicable to arrival and departure). All efforts should be made by the command and sponsor to obtain government quarters for the member upon arrival. A member arriving after normal work hours, when the billeting office is not open, is not considered as "quarters not available." All efforts must be made by single and unaccompanied members living on the economy to reside in billeting prior to departure when clearing quarters. If billeting is not available, a CNA is required prior to moving into a temporary lodging facility (TLF).
- In cases involving delayed family member area clearance issues beyond the member's control, members are required to take aggressive action in obtaining an area clearance for dependents. Once an approved area clearance has been received, the member must take the following actions to be considered for TLA:
  - Immediately arrange a flight for the approved family members.
  - Once flight arrangements have been made, the member is required to schedule an immediate appointment with the respective Housing Office for appropriate assignment to housing prior to the family members' arrival.

## TLA not payable under the following:

- When adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing could have been occupied. The respective Housing Office is required to notify the III MEF Disbursing Officer via the respective Installation Personnel Administrative Center (IPAC), G-1 of the date quarters were declined.
- For changes of assignment where funded transportation is not authorized, e.g., Permanent Change of Assignment.
- When a member is on an unaccompanied tour and chooses to bring family members to the PDS at their own expense.
- When a member is directed or required to vacate government family quarters or local economy quarters due to misconduct, damages, or other incidents caused by the member or the member's family members.
- When two active duty service members marry while stationed at the PDS and relocate from the Bachelor Enlisted Quarters (BEQ)/Bachelor Officers Quarters (BOQ) to quarters on the local economy.
- Lodging portion of TLA is limited to the amount charged by the government TLF (i.e., Shogun Inn, Westpac Lodge, or Navy Gateway Inns & Suites, etc.) when a member refuses or is refused government temporary lodging facilities because of pets.
- When a member uses a non-government lodging facility, a CNA must be obtained prior to or on the date entering a TLA status. Members who elect to reside in off-base lodging facilities, without an approved CNA will only be reimbursed up to the applicable government lodging facility amount. If the refused temporary quarters have kitchen facilities, the member will only be entitled to the reduced meals portion of TLA in addition to the government lodging rate.
- When the member or member's family members fail to notify the Housing Office in a timely manner (two working days) of locating available housing.
- When the member fails to conduct a housing search in accordance with this Order.
- When commuting distance is used as the reason for refusing otherwise acceptable housing. Commuting distance is considered to be 60 minutes one way during peak traffic hours.
- When the member establishes a move-in date later than the date the residence was available for occupancy. 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.
- When single type government quarters are available and a bona fide single member of eligible rank exercises his option to reside in the local economy.

- When single type government quarters are available and a member whose family members have not yet arrived or fail to obtain a CNA from the BOQ/ BEQ. Members arriving ahead of command sponsored family members or departing after command sponsored family members must report to the BOQ/ BEQ for lodging. If a room is not available, the member must obtain a CNA from the BOQ/ BEQ before checking into a temporary lodging facility.
- When a member arrives ahead of family members and fails to begin an aggressive housing search in accordance with this Order within 30 days of the member's family members arriving.

## Okinawa Specific – Incoming TLA

MEMBER MUST REPORT TO THE HOUSING OFFICER WITHIN 3 WORKING DAYS OF ARRIVAL ON ISLAND!!!

- Arrival TLA is payable under the following conditions:
  - Upon arrival on island for a member and his/her dependents.
  - Non availability at the BEQ/BOQ
- TLA on base arrival
  - Verification memorandum/housing checklist
  - 10 days zero balance receipt (If you are in an off base hotel must provide a CNA)
  - Appendix C (if member doesn't have one the TLA Clerk will provide one)
- TLA on base final
  - Zero balance receipt for the remaining days (If you are in an off base hotel must provide a CNA)
  - Verification memorandum/housing checklist
  - AF Form 594 (Housing form)
  - Assignment of on base quarters form
  - Appendix C (if member doesn't have one the TLA Clerk will provide one)
  - If member is in TLA for over 30 days member will need appendix E signed by CO requesting for the extension in TLA. (member only rates 30 days of TLA)
- TLA Advances
  - Member must know how the daily rate per night at the hotel
- TLA Settlements
  - If member is still in lodging after 10 days verification memorandum/ housing checklist
  - Zero balance receipt (If you are in an off base hotel must provide a CNA)
  - If you are doing both a settlement and final together member must bring all documents listed above
- OHA Advance
  - Lease agreement stamped if not provide a promissory note from the housing agency

