

15 Aug 10

From: LT John Doe, USN, XXX-XX-1234
To: Commander, U.S. Naval Forces, Japan (N00PSA)
Via: Commanding Officer, USS anyship
Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE (TLA)Beyond 60-days
Ref: (a) COMNAVFORJAPANINST 7220.1T

1. Per reference (a) paragraph 4b, request for TLA extension beyond 60 days. The following information is forwarded as my justification for the entitlement.

- a. John Doe, LT, XXX-XX-7297, USS Mustin
- b. Date of Marriage: Nov 20 2010
- c. Effective date of orders: May 2011
- d. Travel status of family members: Accompanied
- e. Number of personnel concerned: 2 (including myself)
- f. Member's date of arrival: Jul 1 2011
- g. Family members' date of arrival: Jul 1 2011
- h. Numbers of days requested and date of extension is to commence: I am requesting a 19-day extension to commence on 02 AUG 2011. (Present TLA will be stopped on 01 AUG 2011.)
- i. Date applied for government and private rental housing: Jul 8 2011
- j. Description of TLA accommodation: 1 bedroom with or without kitchen
- k. Efforts to obtain private rental housing: Looked around 20 places and found one on Jul 27 2011. I submitted the housing selection form on Jul 28. The next available SPW is on Aug 9. The agent offices (primary and secondary) are closed for Japanese holidays and will be open on Aug 18. Plan to sign contract on Aug 18 and move in on Aug 19.

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ALLOWANCE (TLA)

l. Justification of extension: The agent offices (primary and secondary) are closed for Japanese holidays and will be open on Aug 18. Plan to sign contract on Aug 18 and move in on Aug 19.

m. Command POC: YN1 Happy Daze

n. Number of days paid TLA to date: 30

o. Date expected to move into government or private housing:
Aug 19 2011

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FIRST ENDORSEMENT on LT John Doe, USN XXX-XX- 1234

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To: Commander, U.S. Naval Forces, Japan (N00PSA)

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ALLOWANCE

1. Forwarded, recommending approval.

J. R. Ewing
By direction