

**ARRIVAL
TEMPORARY LODGING ALLOWANCE (TLA)
INFORMATION SHEET**

NAME (Last, First, MI):	RANK/RATE:	SSN:
COMMAND:	UIC:	WORK PHONE:
REPORT DATE:	TLA HOTEL:	
INITIALS		
	The purpose of TLA is to PARTIALLY reimburse a member for more than normal expenses incurred while occupying temporary lodging accommodations.	
	FAMILY MEMBERS MUST BE COMMAND-SPONSORED prior to the effective date of orders.	
	TLA is payable in 10 or less day increments, with a paid receipt and TLA authorization, not to exceed 60 calendar days (including periods of TAD off the island) from the date of reporting. Waivers may be requested via letter to COMNAVBASE Pearl Harbor.	
	TLA is not payable to the member while on leave (prior to report date) or TAD off the island. If the member is TAD off the island, TLA may be paid only for family members who remain on island.	
	TLA is payable when staying with friends/relatives (meal allowance only) or in temporary lodging on the island of Oahu only.	
	Immediately after reporting to command, personnel arriving with their family members are required to register with the Navy Aloha Center within 72 hours for a housing assignment appointment and TLA authorization due to non-availability of government quarters. The member or a family member (with power of attorney) is required to have a copy of permanent change of station (PCS) orders (with command reporting endorsement), the detaching endorsement and the Page 2 (Record of Emergency Data).	
	Single and geographical bachelors must check-in with the BOQ/BEQ to obtain lodging. If lodging is not available, the member will be issued a Statement of non-availability of government quarters from the BOQ/BEQ. If a Statement of non-availability is issued, the member must then register with the Navy Housing Referral Office to show active search for permanent quarters. Single and geographical bachelors attached to an Afloat command are NOT eligible to receive TLA.	
	The Navy Aloha Center and Housing Referral Office is located at 988 Spence Street (Bldg 2562) adjacent to Moanalua Shopping Center and can be contacted at 474-1800.	
	All payments are made via EFT to the bank account where regular pay is deposited. EFT payments normally post to the bank account within 3 working days after claim submission.	
	Member may submit TLA claim NO EARLIER THAN the 7 th day of the 10 th day increment. Member must have been processed on board new duty station and provide valid paid hotel receipts and TLA authorization from Housing.	
	Final TLA will NOT be paid unless Page 2 and SGLI is updated and signed by member reflecting new permanent address. In addition to the final TLA documents, documentation of government quarter's assignment or rental/mortgage agreement is required. The TLA Clerk will update/start applicable station allowances (i.e. BAH and/or COLA).	
<p>"I have been briefed and understand the provisions regarding entitlement to Arrival TLA and my responsibilities as contained in COMNAVBASEPEARLINST 7220.2d and will promptly notify the command of any change in statutes affecting entitlement thereto."</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Member's signature)</p>		

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 7 Part A, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, and accounting for general purpose in-house processing.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to any competent lawful authority when required by law.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in non-processing of service member's pays.