

# TLA CLAIM CHECKLIST

Updated on 2021/09/22

\*\*\*\*YOU MUST VISIT KADENA HOUSING OFFICE WITHIN 2 BUSINESS DAYS ONCE OFF INSTALLATION RESTRICTION OR YOU COULD FORFEIT YOUR ENTITLEMENT TO TLA. TLA STARTS ON ARRIVAL FOR WORKING ROM AND THE DAY AFTER ROM ENDS FOR NON-WORKING ROM REGARDLESS OF DEPENDENTS VACCINATION STATUS.\*\*\*\*

## 1. Required Documents to Submit TLA:

- **TLA Request Form** - Please complete and sign one for every 10 days of payment..  
DOB Only for children.
- **TLA Data Sheet** – (MCIPAC/III MEF DISBURSING/7220/3-APPENDIX B) obtained at the IPAC on Camp Foster.
  - MUST BE SIGNED AND STAMPED BY THE KADENA HOUSING OFFICE FOR ON BASE HOUSING AND YOUR HOUSING AGENCY FOR OFF BASE IN ORDER TO SUBMIT TLA CLAIMS

### Kadena Housing Office Info:

- DSN: 634-0582/83
  - Building 217
  - Lat Long: 26.33920, 127.77269
  - Google Maps: <https://goo.gl/maps/tXAWudrdCfyHHtX18>
  - Web page: [https://www.kadena.af.mil/Kadena\\_Housing\\_Office/](https://www.kadena.af.mil/Kadena_Housing_Office/)
- **Appendix C** – Initial and sign the policies and procedures for TLA
  - **Zero Balance Receipt** – Obtained by the hotel. **Hilton TLA:** A CNA, GOVCC Statement, and a J-Mups Transaction Receipt is required for Hilton.
  - **On-Base Housing Forms**– Memorandum: Assignment to Family Housing & Assignment of On-Base Quarters
  - **Off-Base Housing Forms**– Memorandum for Reside Off-Base & OHA Report (DD Form 2367 & DD Form 2556)
  - **Certificate of Non-Availability** – Required to obtain a CNA from Government Lodging if the facility does not have adequate space for lodging.
  - **Appendix E** - If exceeding past the 30 days in lodging, Members need an Appendix E form explaining the reasoning and signed off from the Commanding Officer.

DUAL ACTIVE MILITARY MOVING ON-BASE ARE RECOMMENDED TO CLAIM TLA UNDER ONE MEMBER ONLY. THE RECEIPT SHOULD HAVE THAT MEMBERS NAME.

## 2. HOW TO SUBMIT YOUR CLAIM

Submit all documents above via [EPAR](#) by going to <https://mol.tfs.usmc.mil/epar-app/eparRecord.xhtml> . Note any questions you have. If you have not completed the join process you cannot start TLA. In your EPAR put “Attention TLA Section”. Email us a follow up at [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil) with your EPAR # in the subject line and ask your S-1 to forward your EPAR. Once received, we will verify assignment of the EPAR and begin working it. Feel free to call us at DSN 645-0872 or 645-7728 to follow up.

## Temporary Lodging Allowance Notes

TLA is to pay for lodging while in Working ROM or the period before occupying family type government quarters/housing for MARRIED MEMBERS ON AN ACCOMPANIED TOUR WITH DEPENDENTS PRESENT. At no point should a member without their dependents be housed in the TLF. This will result in non-reimbursable expenses.

How to get reimbursed for TLA:

Step 1: Complete the housing brief via your housing agent. Submit all required documents back to Kadena Housing.

Step 2: Complete TLA Datasheet Form MCIPAC/III MEF Disbursing/7220/3 with the Kadena Housing Office. You must complete this form and have it certified by the personnel at this office prior to IPAC submitting for TLA reimbursement. Copies of this form can be provided by IPAC after your travel claim audit or you can download it from our [website](#).

Step 3: Submit the **signed** (1) TLA Request Form, receipts, (2) a GOVCC statement, (3) the TLA Datasheet, (4) J-Mups Receipt (Hilton Only), and (5) Appendix C to IPAC via [EPAR](#). If you are having difficulty please contact us at Email: [mcbbutleripacinbound@usmc.mil](mailto:mcbbutleripacinbound@usmc.mil). You must have completed your Travel Claim prior to submitting for TLA.

Step 4: When received IPAC will complete the remaining portions of the signed and dated TLA Request Form you submitted.

Step 5: The COMPLETED TLA Request Form, Receipts, GOVCC Statement, J-MUPS Receipt (Hilton only), and COMPLETED TLA Datasheet will be forwarded to Disbursing for payment via IPAC. Expect **payment within 15 days (10 business days) of each submission.** You are welcome to follow up with us at 645-7914 or 645-0872.

### **Additional Notes**

- TLA Stops the day prior to occupying quarters.  
I.e. if you occupy on the 5th the last payment of TLA is the 4th.
- Your Travel claim must be submitted to submit for TLA.
- TLA is paid in a maximum of 10 day increments.
- You will not be reimbursed more than 30 days of TLA without a special waiver.
- You must complete the housing brief within 2 days of leaving ROM.
  
- For your final payment of TLA after checkout you must present either a completed OHA Form or Quarters Occupancy Form from the Kadena Housing Office. We will use this to run your OHA Pay.
- For delayed dependent BAH, when you accept OHA you are forfeiting your entitlement to BAH. The HQMC Authorization does not supersede your acceptance of OHA.
- Lastly, IPAC does not pay out TLA, we are simply the liaisons between you and disbursing. Our goal is to get you reimbursed as easily as possible.
- We will run your housing entitlements when we receive the OHA or GOVQTRS Forms.

### **References**

DODFMR VOL 7A Chapter 68  
MARADMIN 373-20  
[III MEF /MCIPAC Order 7220.1](#)

PAA 5-20  
PAAN 7-20  
MARADMIN 348-21

# Temporary Lodging Allowance Request Form

## TLA Request Data / Member's Certification

Full Name: \_\_\_\_\_  
Rank Last First M.I. EDIPI  
Unit/Command: \_\_\_\_\_ Departure Date (DEPN(S) only): \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Type of Tour (check one): Unaccompanied: ☐ Accompanied: ☐ Tour Conversion: ☐  
MBR+DEPN(S) MBR Only DEPN(S) Only  
TLA Request For:  
Command Sponsored DEPN(S):  
Spouse: \_\_\_\_\_ Arrival Date: \_\_\_\_\_  
Last First M.I.  
Child DOBs: \_\_\_\_\_ Arrival Date: \_\_\_\_\_  
(DOB IS ALL THAT IS REQUIRED FOR CHILDREN IN THIS FORMAT (YYYYMMDD))

## Military Member Spouse Info

Does MBR have Active Duty Spouse? (check one): YES ☐ NO ☐  
Full Name: \_\_\_\_\_ Rank: \_\_\_\_\_ EDIPI: \_\_\_\_\_  
Last First M.I.  
Unit: \_\_\_\_\_  
USMC USN USAF USA  
Branch of Service: ☐ ☐ ☐ ☐

## Type, Period, and GTCC

Type (check one): Arrival ☐ Departure ☐ Renovation ☐ Other ☐  
Initial TLA for the selected event began on the following date: \_\_\_\_\_  
# of nights requested(max is 10): \_\_\_\_\_ Date Range: \_\_\_\_\_ to \_\_\_\_\_  
I request the following amount to be reimbursed to my GTCC: \_\_\_\_\_

## TAD Data

TAD and Leave Periods (check all applicable):

☐ Funded TAD from: \_\_\_\_\_ to \_\_\_\_\_  
☐ Permissive TAD from: \_\_\_\_\_ to \_\_\_\_\_  
On/off-island Leave  
from: \_\_\_\_\_ to \_\_\_\_\_

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Penalty Statement

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S.Code, Title 18, Sections 287 and 1001, and Title 21, Section 3729). I certify that I have read, understand, and adhere to the policy set forth in III MEF/MCIPAC-MCBBO 7220.1(Most Recent Order). The above information is accurate and reflects my attempt to obtain adequate housing.

## IPAC Certification (IPAC Use Only)

This is TLA Claim #: \_\_\_\_\_ Adequate Cooking Facilities: Available Unavailable Other  
☐ ☐ ☐  
# TLA Overlap Days: \_\_\_\_\_ Date Range: \_\_\_\_\_ to \_\_\_\_\_  
I have reviewed this TLA request and all supporting documentation is attached. I have counseled the member regarding any claim shortfalls and necessary corrective measures.  
Commander's/ Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Privacy Act Statement**

Authority: SUSC 5701, 37 USC 404-427, AND EO 9397

Principal Purposes: Used for reviewing, approving, accounting, and disbursing for temporary living allowances. SSN is used to maintain a numerical identification system for Individual claims.

Routine Uses: To substantiate claims for reimbursement for temporary lodging allowances.

Disclosure: Voluntarily, however, failure to furnish information requested may result in total or partial denial of amount claimed.

### **Submission Instructions**

#### **Arrival:**

Submit the following documents with your TLA request form:

- a. Completed Record of Housing Search Form (all claims)
- b. Copy of lodging receipts (all claims)
- c. Statement of non-availability of government operated temporary lodging facility (if applicable)
- d. Copy of local economy lease or housing agency reservation form (if applicable)
- e. Justification for TLA extension request (if applicable)
- f. GTCC Statement if claiming international fees

#### **Departure:**

Submit the following documents with your TLA request form:

- a. Copy of lodging receipts (all claims)
- b. Statement of non-availability of government operated temporary lodging facility (if applicable)
- c. AF Form 594 (Assignment/Dispossession of Government Quarters) (if applicable)
- d. Justification for TLA extension request (if applicable)

#### **Remarks:**

APPENDIX C - Okinawa

MEMORANDUM FOR THE RECORD - ACKNOWLEDGEMENT OF TLA ENTITLEMENT CONDITIONS

\_\_\_\_\_ I hereby acknowledge that I have been advised of and read the below conditions with regard to the entitlement to Temporary Lodging Allowance (TLA). I understand that it is my responsibility to reduce the amount of TLA required by completing all the directions listed in this order (III MEF/MCIPACO 7220.1A).

\_\_\_\_\_ When Payable. TLA is an earned entitlement used to partially reimburse temporary lodging expenses, payable only when I meet the criteria established by this order.

\_\_\_\_\_ When Not Payable. TLA will not be paid if at any time my situation can be described by one of the following categories.

\_\_\_\_\_ No Real Need: If at any time I cannot provide appropriate substantiating documents proving there was a need for me and/or my family members to reside in a TLF.

\_\_\_\_\_ Diligence: If at any time I cannot provide appropriate substantiating documents proving the delay of establishing/terminating a household was not under my control.

\_\_\_\_\_ Personal Preference: If at any time I decline a suitable housing offer because I dislike the appearance, size, location, acceptance of pets, or any other item base on personal preference.

\_\_\_\_\_ Extensions of TLA. I understand that I must submit for a TLA extension as soon as I am aware of a need for one (see Chapter 1 of this Order).

\_\_\_\_\_ My Responsibilities. I understand that I must do the following:

\_\_\_\_\_ Register with the Housing Office within 2 working days upon arrival.

\_\_\_\_\_ If on base quarters are not available, aggressively seek housing on the local economy with assistance from the Housing Officer by physically visiting housing agencies/dwellings.

\_\_\_\_\_ Aggressively seeking housing defined: For first 10 days of TLA period 3 houses must be visited. For Following 10 day increments 7 houses must be visited per period. Reasons for denying housing, such as "too small, too far, too old, or too expensive" must be explained in detail: See appendix D for unacceptable reasons for denying housing.

\_\_\_\_\_ Submit TLA reimbursement requests within 3 working days after each 10 day period.

\_\_\_\_\_ TLA must be paid utilizing the Government Travel Charge Card, I understand that I must report the GTCC balance to IPAC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Every member rates 30 days TLA if house hunting guidelines are met\*

For the Period of: \_\_\_\_\_ to \_\_\_\_\_ TLA Claim #: \_\_\_\_\_

Name: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Unit/Command: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Housing Check-in Date: \_\_\_\_\_ Date Attended Housing Brief: \_\_\_\_\_

Counselor's Name: \_\_\_\_\_

accepted on \_\_\_\_\_ . I will move to off-base quarters at \_\_\_\_\_  
*Date* *Japanese Address*

The first available date for delivery of government furnishings is \_\_\_\_\_. TLA will stop on the \_\_\_\_\_.

Carefully review requirements set forth in the III MEF/MCIPAC-MCBBO 7220.1B policy to avoid denied claims.

There are severe criminal penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Section 287 and 1001, and Title 31, Section 3729. I certify that I have read, understand, and adhere to the policy as set forth in III MEF/MCIPAC-MCBB0 7220.1B. The above information is accurate and reflects my attempt to obtain adequate housing.

Member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*A Certificate of Non-availability is required to lodge off base. Lodging will not be paid by disbursing without it.\*\***

## OFF BASE HOTEL LIST

Facility	LOCATION	Cooking Facilities	Family Suites	Internet	Pets Allowed	Rate Type	Telephone	Website
Moon Ocean Ginowan	Ginowan City	Y	Y	Y	N	Room	098-890-1110	<a href="http://www.moonoceanginowan.jp">www.moonoceanginowan.jp</a>
Lagunn Garden	Ginowan City	N	Y	Y	N	Room	098-897-8846	<a href="http://www.laguna.co.jp">www.laguna.co.jp</a>
* The Beach Tower Okinawa	Chatan Town	N	Y	Y	Y	Person	098-921-7711	<a href="http://www.hotespa.net/hotels/okinawa/">www.hotespa.net/hotels/okinawa/</a>
* Hamagawa Lodge	Chatan Town	Y	Y	Y	Y	Person	098-936-7139	<a href="http://www.reocites.com/pentagon/3611/hamagawa.htm">www.reocites.com/pentagon/3611/hamagawa.htm</a>
Terrace Garden Mihama Resort	Chatan Town	N	Y	Y	N	Person	098-926-1214	<a href="http://www.terrace-garden.com/english/index.html">www.terrace-garden.com/english/index.html</a>
* Vessel Hotel	Chatan Town	N	Y	Y	N	Room	098-926-1188	<a href="http://www.vessel-hotel.jp/campana/">www.vessel-hotel.jp/campana/</a>
* Beachside Condominium	Chatan Town	Y	Y	Y	N	Person	090-4471-7274	<a href="https://beachsidecondominium.book.direct/en-us">https://beachsidecondominium.book.direct/en-us</a>
Okinawa Ocean Front Hotel & Residence	Chatan Town	Y	Y	Y	Y	Room	098-926-1768	<a href="http://okinawa-oceanfront-hotel.jp">http://okinawa-oceanfront-hotel.jp</a>
EM Hotel	Kitanakagusuku Village	N	N	Y	N	Person	098-935-1500	<a href="http://www.costavista.jp/guest_room">www.costavista.jp/guest_room</a>
Crown Hotel	Okinawa City	N	Y	Y	N	Person	098-933-2551	<a href="http://www.crownhotel.jp/en/index/html">www.crownhotel.jp/en/index/html</a>
Eagle Lodge	Okinawa City	Y	Y	Y	Y	Person	098-936-3651	<a href="http://www.eaglelodge.jp/english.html">www.eaglelodge.jp/english.html</a>
Hotel New Century	Okinawa City	N	N	Y	N	Person	098-933-5599	<a href="http://www.hotelnewcentury.co.jp">www.hotelnewcentury.co.jp</a>
Sunrise Hotel	Okinawa City	N	Y	Y	N	Person	098-933-0171	<a href="http://www.sunrise-hotel.jp/">www.sunrise-hotel.jp/</a>
Tokyo Daiichi Hotel	Okinawa City	N	Y	Y	N	Room	098-931-1500	<a href="http://www.hotelgrandther.com">www.hotelgrandther.com</a>
Moon Beach Hotel	Onna Village	N	Y	Y	N	Person	098-965-1020	<a href="http://www.moonbeach.co.jp">www.moonbeach.co.jp</a>
Renaissance Okinawa Hotel	Onna Village	N	Y	Y	N	Person	098-965-0707	<a href="http://www.renaissance-okinawa.com">www.renaissance-okinawa.com</a>
Kafuu Resort	Onna Village	Y	Y	Y	Y (Dog)	Person	098-964-7000	<a href="http://www.kafuu-okinawa.jp">www.kafuu-okinawa.jp</a>
Okinawa Marriott Resort & Spa	Nago City	N	Y	Y	N	Room	0980-51-1000	<a href="http://www.okinawa-marriott.com">www.okinawa-marriott.com</a>
DoubleTree by Hilton Naha	Naha City	N	N	Y	N	Person	098-862-0123	<a href="http://www.doubletree3.hilton.com/en/index.html">www.doubletree3.hilton.com/en/index.html</a>
Loisir Hotel Naha	Naha City	N	Y	Y	N	Person	098-868-2222	<a href="http://www.loisir-naha.com">www.loisir-naha.com</a>
* Hilton Okinawa Chatan Resort	Chatan Town	N	Y	Y	N	Person	098-901-1111	<a href="http://hiltonchatan.jp/">http://hiltonchatan.jp/</a>
Hyatt Regency Naha Okinawa	Naha City	N	N	Y	N	Room	098-866-8888	<a href="http://naha.regency.hyatt.com">http://naha.regency.hyatt.com</a>
* DSH Resorts	Chatan Town	Y	Y	Y	Y	Room	098-988-5553	<a href="http://dshresorts.jp">http://dshresorts.jp</a>
* DoubleTree by Hilton	Chatan Town	N	Y	Y	N	Room	098-901-4600	<a href="http://doubletreehiltonhotels.jp">http://doubletreehiltonhotels.jp</a>

## ON BASE HOTEL LIST

Facility	Telephone	Email	Website
Inns of the Corps Camp Courtney	DSN: (315) 622-9578	<a href="mailto:courtneylodge@okinawa.usmc-mccs.org">courtneylodge@okinawa.usmc-mccs.org</a>	<a href="https://www.mccsokinawa.com/courtney_lodge/">https://www.mccsokinawa.com/courtney_lodge/</a>
Inns of the Corps Camp Hansen	DSN: (315) 623-4511	<a href="mailto:hansenlodge@okinawa.usmc-mccs.org">hansenlodge@okinawa.usmc-mccs.org</a>	<a href="http://www.mccsokinawa.com/hansen_lodge/">http://www.mccsokinawa.com/hansen_lodge/</a>
Kadena AFB Shogun Inn	DSN: (315) 632-1010	<a href="mailto:18fss.shogunreservations@us.af.mil">18fss.shogunreservations@us.af.mil</a>	<a href="http://kadenafss.com/life-career/lodging">http://kadenafss.com/life-career/lodging</a>
Navy Gateway Inns and Suites	DSN: (315) 634-0677	<a href="mailto:ngis_okinawa@fe.navy.mil">ngis_okinawa@fe.navy.mil</a>	<a href="http://ngis.dodlodging.net/property/Okinawa-CFA---Japan">http://ngis.dodlodging.net/property/Okinawa-CFA---Japan</a>
Okuma Recreational Facility Lodging	DSN: (315) 631-1911	<a href="https://kadenafss.com/rec/okuma">https://kadenafss.com/rec/okuma</a>	<a href="http://kadenafss.com/directory/phone-directory">http://kadenafss.com/directory/phone-directory</a>
Snugglers Cove Cabines & White Beach	DSN: (315) 634-6952	<a href="mailto:MWR-OK.Reservations@fe.navy.mil">MWR-OK.Reservations@fe.navy.mil</a>	<a href="http://get.dodlodging.net/property/Snugglers-Cove-Cabins--White-Beach">http://get.dodlodging.net/property/Snugglers-Cove-Cabins--White-Beach</a>
Tori Station Beach Cabins	DSN: (315) 644-4659	<a href="mailto:greg.m.barron.naf@mail.mil">greg.m.barron.naf@mail.mil</a>	<a href="http://www.toriimwr.com">http://www.toriimwr.com</a>

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