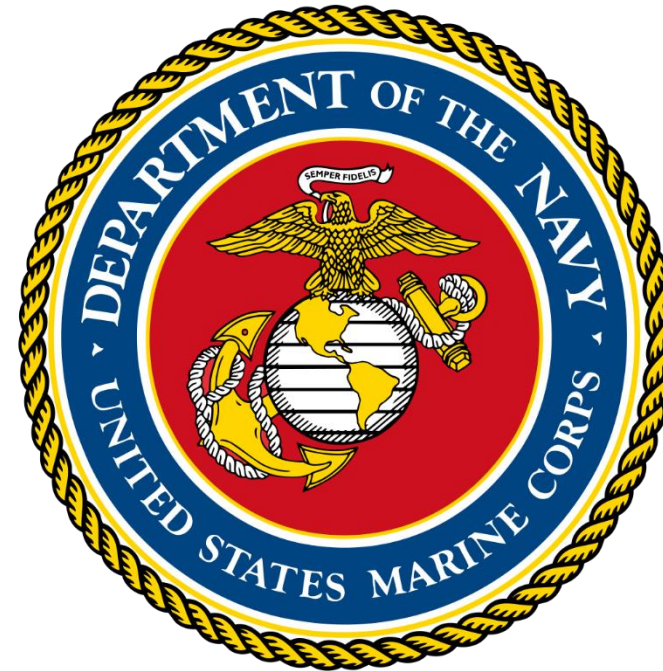


Temporary Lodging Allowance (TLA) Instructions



(USMC Only)

Temporary Lodging Allowance (TLA) Information

- WHAT: Processing of TLA data sheet certification for “On or Off-base” housing, in 10 day increments (III MEF/MCIPAC-MCBBO 7220.1A)
- WHO: All accompanied Marines
- WHERE: MCIPAC Regional Housing Office, Camp Foster, Bldg. 361, Rm 101 (See map)
- WHEN: Upon arrival to Okinawa, Japan
- WHY: To have the TLA data sheet certified by a MCIPAC Regional Housing representative (Form MCIPAC/III MEF DISBURSING/7220/3 (Rev. 11-15))

Temporary Lodging Allowance (TLA)

Assigned to On-Base:

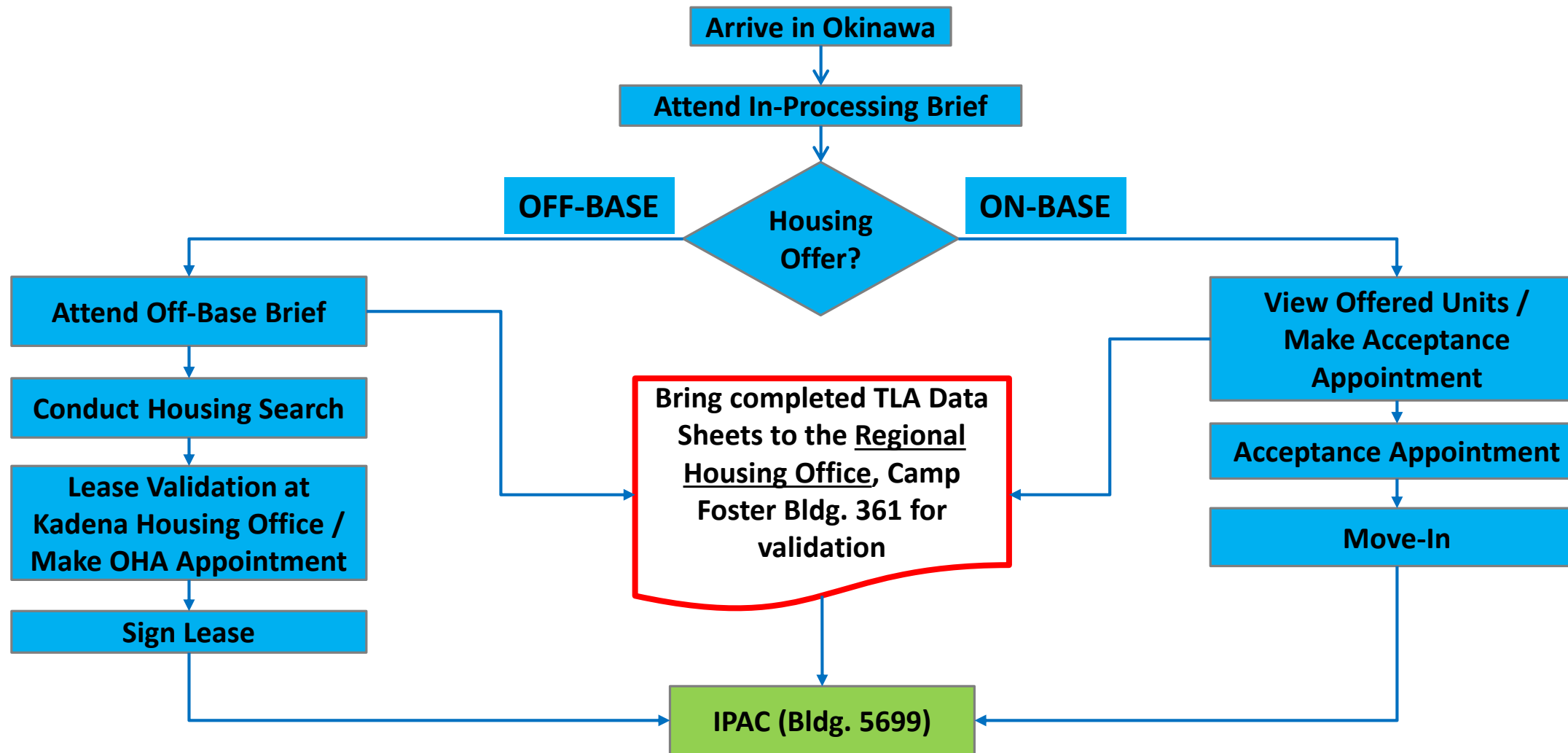
1. After on-base housing has been accepted, proceed to the Regional Housing office, Camp Foster Bldg. 361, for TLA validation.
2. Submit TLA reimbursement requests to the IPAC TLA representative within 3 working days after the completion of each 10-day entitlement period (Submit claim every 10-days)

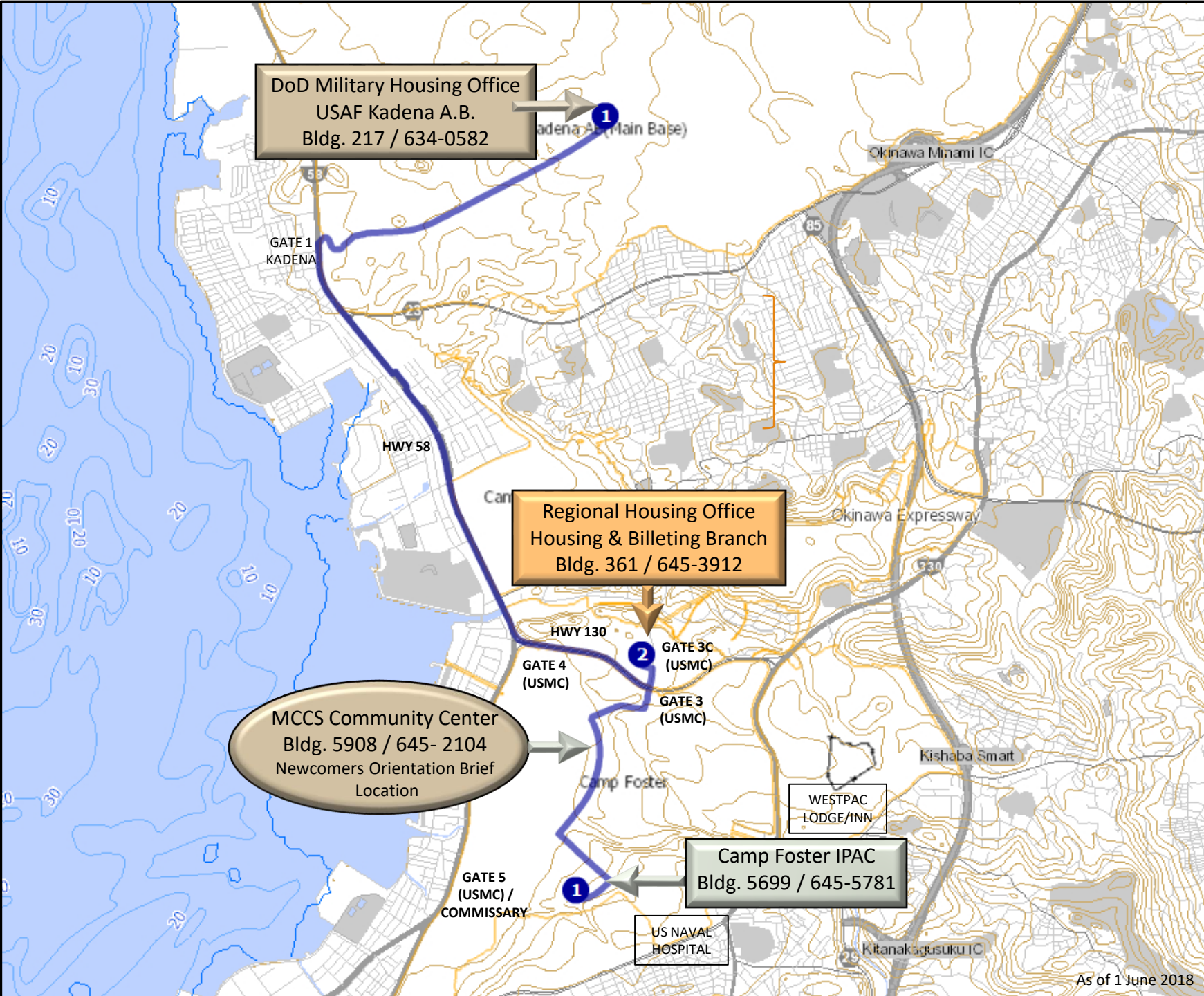
Temporary Lodging Allowance (TLA)

Assigned to Off-Base:

1. After attending the Kadena off-base housing brief, you are required to conduct an aggressive search for off- base housing. Per III MEF MCIPAC-MCBBO 7220.1A, service members are required to view at least 3 off-base housing units within the initial 10 day period and annotate the addresses on the TLA Data Sheet. Proceed to Bldg. 361 (Regional Housing & Billeting Office) for validation. See attached map.
2. Submit TLA reimbursement requests to the IPAC TLA representative within 3 working days after the completion of each 10-day entitlement period (Submit claim every 10-days)

TLA Data Sheet Process





Directions to Bldg. 361

From DoD Military Family Housing Bldg. 217

1. Go southwest on DOUGLAS BOULEVARD toward KADENA GATE 1
2. Turn left on ROUTE 58, continue towards CAMP FOSTER
3. Turn left on ROUTE 130 continue towards 4-way stop
4. Bear left at the 4-way traffic light & USMC Fire Station
5. Turn left into USMC Facility Compound Gate
6. Finish at Bldg. 361, Room 101 (1st floor) on the right

From Camp Foster IPAC Bldg. 5699

1. Depart IPAC turn left on 6th Mar. Div. Rd.
2. Turn left on Hospital Dr.
3. Turn right on S. Stillwell
4. Continue straight passed Ocean Breeze Club, then turn right at the 3 way stop, on Brock St.
5. Continue to next intersection, turn left on New Mexico St.
6. Go out Gate 3, continue straight through intersection.
7. Make a left into Gate 3C.
8. Bldg. 361 is on the right, Housing and Billeting is located in Rm 101

BUSINESS HOURS

Mon. – Weds. & Fri.
0800-1200
1300-1600
Thurs. 0800-1200

CLOSED ON ALL FEDERAL HOLIDAYS

Regional Housing Office
Housing & Billeting Branch
Bldg. 361 / 645-3192

MCCS Comm. Ctr.
Newcomers Orientation
Bldg. 5908 / 645-2104

Camp Foster IPAC
Bldg. 5699 / 645-5781

From Camp Foster IPAC Bldg. 5699 to Regional Hsg. Office, Bldg. 361

1. Depart IPAC turn left on 6th Mar. Div. Rd.
2. Turn left on Hospital Dr.
3. Turn right on S. Stillwell
4. Continue straight passed Ocean Breeze Club, then turn right at the 3 way stop, on Brock St.
5. Continue to next intersection, turn left on New Mexico St.
6. Go out Gate 3, continue straight through intersection.
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