

APPENDIX C

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 7220.1).

a. 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.

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

(1) 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.

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

(3) 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.

c. 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).

d. My Responsibilities. I understand that I must do the following:

(1) Register with the Housing Office within two working days upon arrival.

(2) 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. Reasons for denying housing, such as "too small, too far, too old, or too expensive" must be explained in detail: See appendix D.

(3) Submit TLA reimbursement requests within three working days after each 10 day period.

(4) If TLA is paid utilizing the Government Travel Charge Card, I understand that I'll have to log on to <https://home.cards.citidirect.com> or call 1-800-200-7056 to pay off the balance. TLA is paid through the Marine Corps Total Force System (MCTFS) as a pay entitlement. Unlike travel settlement systems, MCTFS does not have the capability of split disbursing a portion of the payment to the card provider.

Signature

Date