III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC ORDER
7220.1

From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific

To: Distribution List

Subj: TEMPORARY LODGING ALLOWANCE (TLA) AND FAMILY HOUSING POLICY FOR MARINE
COMMANDS ASSIGNED TO III MARINE EXPEDITIONARY FORCE (III MEF) AND
MARINE CORPS INSTALLATIONS PACIFIC (MCIPAC)

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) MCO P1300.8R
(c) DPAS-KC 7220.31R “Marine Corps Total Force Automated Pay Systems
(d) MCO 1050.3J
(e) MCBJ/III MEF0 1754.1D

Encl: (1) TLA for Marine Commands assigned to MCIPAC, Policy and
Standardized Procedures

1. Situation. To prescribe policy and standardized procedures for the
uniform administration of Temporary Lodging Allowance (TLA) and family
housing in accordance with the provisions of references (a) through (f).
This Order will be reviewed annually to ensure compliance with the references
and consistent management among all commands. This Order needs to be
reviewed in its entirety to ensure its provisions are completely understood
and incorporated at all levels of TLA administration.

2. Cancellation. MCBJO 7220.2G.

3. Mission. To establish a ready reference for the economical
administration of the TLA and family housing program and establish policy and
procedures to ensure the equitable treatment of all eligible Marine Forces
personnel. This Order is applicable to TLA only and should not be confused
with Temporary Lodging Expense (TLE) which is a Continental United States
(CONUS) based allowance.

4. Execution
   a. Commander’s Intent and Concept of Operations
      (1) Commander’s Intent. To use this Order as a supplement to the
references in determining a member’s eligibility and entitlement to TLA.

      (2) Concept of Operations. Chapters and appendices in enclosure (1)
are to be used as appropriate in the administration and payment of TLA.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is
unlimited.
Commanding Officers, disbursing officers, and administrators shall establish procedures that are consistent with references (a) through (f) and the guidance contained in this Order.

b. Subordinate Element Mission. Commanding Officers will ensure personnel requesting TLA authorized in this Order have been properly briefed on entitlements, regulations, and procedures.

c. Coordinating Instructions. Commands shall implement the requirements of this instruction in accordance with the procedures established by the respective Commanding Officers.

5. Administration and Logistics. N/A.

6. Command and Signal

   a. Command. This Order is applicable to all Marines (and family members) assigned to Marine Corps Installations Pacific (MCIPAC) commands, III Marine Expeditionary Force (MEF), and other tenants and activities operating on MCIPAC facilities and areas in Okinawa, mainland Japan, and the Republic of Korea.

   b. Signal. This Order is effective the date signed. An electronic version of the document is located online at: https://intranet.mcbbutler.nmci.usmc.mil/G1_Administration/Adjutant/ORDERS.aspx.

J. C. WRIGHT
Chief of Staff

D. J. HAAS
Chief of Staff

DISTRIBUTION: III MEF List I, II
MCIPAC List A (less MCB Hawaii)
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Chapter 1

General

1. Background

   a. TLA is provided to partially reimburse service members for the more than normal expenses stemming from the use of temporary lodging in conjunction with a Permanent Change of Station (PCS) move to/from an outside Continental United States (OCONUS) location, including Alaska and Hawaii. TLA may also be authorized when temporarily vacating quarters due to government needs or other special circumstances. TLA is an earned allowance payable only when the member meets the criteria established by this Order and the references. Certain expense categories are not reimbursable with TLA, to include but not limited to the following:

      (1) Transportation between TLA accommodations and place of duty.

      (2) Claims for reimbursement for TLA accommodations rented as a part of a "package deal" which includes automobile rental or other items, must include itemized receipts which separate the costs for all parts of the "package".

      (3) Babysitting.

      (4) Entertainment, including but not limited to, television, movie rentals, internet, theater, tour or sports tickets, etc.

      (5) Alcoholic beverages and/or bar bills.

      (6) Dry cleaning.

      (7) Boarding and/or care of pets; see JFTR, Chapter 5.

   b. The intent of TLA is not to make extra money unrelated to the primary goal of occupying permanent quarters, such as buying a car, paying off debts, etc. Reasons such as these constitute fraud and such claims will be returned to the commanding officer for clarification and resubmission, or investigation.

   c. Service members in a TLA status who stay with friends or relatives cannot be reimbursed for lodging expenses. Similarly, service members incurring no lodging costs cannot claim any lodging expenses, no matter the source of the lodging; service members may be reimbursed the meals portion of per diem.

   d. TLA falls within three categories: Arrival, departure, and special circumstances. All command levels will make continuous efforts to minimize TLA costs through effective guidance and management attention. All reasonable methods should be used to preclude the need for TLA; shorten the authorization period, reduce the amount payable, and maximize government quarters. Personal convenience is never a determining factor in the approval of TLA.
e. Commanding officers are encouraged to grant permissive temporary additional duty (TAD) for the purpose of house hunting in accordance with reference (d). TLA is payable while a member is in a permissive TAD status for the purposes of house hunting.

f. The Defense Travel Management Office (DTMO) website at http://www.defensetravel.dod.mil contains the most current per diem rates payable. All approved TLA claims will be paid by Electronic Funds Transfer to the member's direct deposit account.

2. When Payable. Generally, TLA is authorized under the following conditions:

a. Upon reporting to the Permanent Duty Station (PDS) while awaiting assignment of government family quarters or while locating local economy housing. Marines may be paid TLA while in a leave status only if they have reported in and received a reporting endorsement prior to initiating leave. Leave cannot be away from the PDS.

b. When a member reports for duty at the overseas PDS prior to the arrival of "command sponsored" dependents, TLA may be authorized if single type government quarters are not available for occupancy and a Certificate of Non-Availability (CNA) is obtained from billeting. The member must utilize bachelor housing within the local commuting area of 60 minutes one way during peak traffic hours prior to occupying temporary lodging.

c. Whether paid TLA or not, the member has a responsibility to search for permanent government quarters or local economy housing for his/her family upon the member's arrival at the PDS.

d. When two service members married to each other (prior to arrival), both on unaccompanied tours, request to move off-base for the purpose of establishing a joint household. This applies to both arrival and departure TLA.

e. Member married to member with no family members. Regardless of which member arrives first (accompanied or unaccompanied), that member must occupy bachelor type quarters, if available. This member must aggressively search for housing while waiting for the second member to arrive. Once the second active duty spouse arrives at the PDS, both may occupy government lodging facilities if housing is not available. In order for the members to occupy temporary lodging facilities, they must submit supporting documentation (i.e., reporting endorsement, DD Form 1351-2, flight itinerary) verifying when the second member arrived at the PDS.

f. When single type government quarters are unavailable (within a 60 minute commuting distance) as documented by a CNA from billeting (applicable to arrival and departure). All efforts should be made by the command and sponsor to obtain government quarters for the member upon arrival. Members arriving after normal work hours when the billeting office is not open is not considered as "quarters not available." All efforts must be made by single and unaccompanied members living on the economy to reside in billeting prior
to departure when clearing quarters. If billeting is not available, a CNA is required prior to moving into a temporary lodging facility (TLF).

g. In cases involving delayed family member area clearance issues beyond the member’s control, members are required to take aggressive action in obtaining an area clearance for dependents. Once an approved area clearance has been received, the member must take the following actions to be considered for TLA:

(1) Immediately arrange a flight for the approved family members.

(2) Once flight arrangements have been made, the member is required to schedule an immediate appointment with the respective Housing Office for appropriate assignment to housing prior to the family members’ arrival.

3. When Not Payable. TLA is not payable under the following:

a. When adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing could have been occupied. The respective Housing Office is required to notify the III MEF Disbursing Officer via the respective Installation Personnel Administrative Center (IPAC), G-1 of the date quarters were declined.

b. For changes of assignment where funded transportation is not authorized, e.g., Permanent Change of Assignment.

c. When a member is on an unaccompanied tour and chooses to bring family members to the PDS at their own expense.

d. When a member is directed or required to vacate government family quarters or local economy quarters due to misconduct, damages, or other incidents caused by the member or the member’s family members.

e. When two active duty service members marry while stationed at the PDS and relocate from the Bachelor Enlisted Quarters (BEQ)/Bachelor Officers Quarters (BOQ) to quarters on the local economy.

f. Lodging portion of TLA is limited to the amount charged by the government TLF (i.e., Shogun Inn, Westpac Lodge, or Navy Gateway Inns & Suites, etc.) when a member refuses or is refused government temporary lodging facilities because of pets.

g. When a member uses a non-government lodging facility, a CNA must be obtained prior to or on the date entering a TLA status. Members who elect to reside in off-base lodging facilities, without an approved CNA will only be reimbursed up to the applicable government lodging facility amount. If the refused temporary quarters have kitchen facilities, the member will only be entitled to the reduced meals portion of TLA in addition to the government lodging rate.

h. When the member or member’s family members fail to notify the Housing Office in a timely manner (two working days) of locating available housing.
I. When the member fails to conduct a housing search in accordance with this Order.

j. When commuting distance is used as the reason for refusing otherwise acceptable housing. For the purposes of this Order, commuting distance is considered to be 60 minutes one way during peak traffic hours.

k. When the member establishes a move-in date later than the date the residence was available for occupancy. Claims will only be paid through the day prior to the day the residence could have been occupied unless it is documented that circumstances beyond the member's control caused the delay.

l. When single type government quarters are available and a bona fide single member of eligible rank exercises his option to reside in the local economy.

m. When single type government quarters are available and a member whose family members have not yet arrived or have departed before the member, fails to obtain a CNA from the BOQ/BEQ. Members arriving ahead of command sponsored family members or departing after command sponsored family members must report to the BOQ/BEQ for lodging. If a room is not available, the member must obtain a CNA from the BOQ/BEQ before checking into a temporary lodging facility.

n. When a member arrives ahead of family members and fails to begin an aggressive housing search in accordance with this Order within 30 days of the member's family members arriving.

4. Housing Preferences

a. There is no policy that allows a service member to select one type of housing over another type of housing (i.e., single family home, town house/duplex, tower, etc.) while in a TLA status. A service member may be offered any type of housing that meets their prescribed family requirements. See Appendix D, "Unacceptable Reasons for Refusing Housing" for more details.

b. Pets, at any location, are not a valid reason to refuse government or local economy housing. Failure to accept housing because of pets will result in the termination of TLA the day prior to the day housing could be occupied.

5. Special Circumstances

a. Early Return of Dependents (ERD)/Advance Return of Dependents (ARD). Members who choose to send their family members back early by way of an ERD/ARD or at their own expense, prior to the member's PCS will not be authorized TLA. Family members are authorized TLA not to exceed the last 10 days before the last family member departs and must not begin earlier than the issue date of the PCS authorization/order, or official alert notice. Members will be required to obtain a room in single type government quarters. If single type government quarters are not available or the BOQ/BEQ manager will not issue a room due to the amount of time remaining at the PDS, a CNA must be obtained prior to moving into a TLF (not to exceed 10 days). ERDs are reviewed on a case-by-case basis.
b. TLA may be payable when the member is required by the government to temporarily vacate permanent government quarters for reasons beyond the member’s control; typically to allow for repairs/renovations of the dwelling. The Housing Office will provide documentation to support the required use of TLA.

6. Advance TLA. Advance payment of TLA can be made any time during the TLA period for which it is requested and will be liquidated by the next settlement claim submitted by the Marine.

   a. Advance TLA requests will be from one to 10 days, as determined by the commanding officer, and must contain the information detailed in reference (c). In the absence of the required information, computations will be based on the government lodging rate with meals being computed as if kitchen facilities are available for the member’s use.

   b. Claims for advance TLA will be submitted in the same manner that TLA claims are currently submitted. The current TLA request form will be used; see Appendix A. This form will be filled out and the following statement will be annotated across the top of the form “ADVANCE TLA REQUEST.” The back of the form has a remarks section that should be used to provide the information required by this Order.

   c. The following statement of understanding will be provided with all Advance TLA requests:

      “I understand that I will be checked all of the Advance TLA if I did not provide a receipt within 10 working days from the 10th day of my TLA period. Additionally, I understand that if I am over advanced on my TLA that all monies will be recouped in one lump sum (one payment in full).”

   d. The completed TLA claim will be submitted for settlement as described in chapter 1, paragraph 8 of this Order, Submission of Claims. All documentation required by this Order will be provided at this time to settle the outstanding advance.

   e. All unearned days of Advance TLA will be recouped in one lump sum.

   f. Commanding officers should ensure Marines requesting an advance are counseled regarding the circumstances when TLA is not payable. This will help avoid the recouping of TLA advances.

7. Extensions of TLA

   a. TLA entitlement beyond the established maximum number of days can be requested in writing via the chain of command. TLA extensions will be evaluated on a case by case basis. Facts and supporting documentation must substantiate that the reason for extension is beyond the member’s control and not for personal convenience. All extension requests must be submitted prior to exceeding the TLA maximum period. Approval of an extension request is not guaranteed; therefore, service members must submit timely requests which will enable them to make prudent plans to minimize the financial impact of disapproval.
b. Commands must ensure all requests for extensions beyond normal time frames are reviewed and appropriately endorsed by the command and by the Housing Office where applicable. Endorsement for extended periods must be signed by the unit commanding officer or acting, not by direction. Care should be exercised to fully document the circumstances requiring the extension of TLA, the member's TLA expenses, and his/her efforts to find and occupy permanent quarters. See Appendix E for a sample extension request/exception to policy letter.

c. Extensions are not allowed when:

(1) Acceptance of local economy housing does not have a current housing inspection.

(2) Awaiting the completion of local economy housing to be constructed.

(3) Previous TLA claims have not been submitted in a timely manner.

(4) Housing searches have been focused on housing which does not meet the member's size requirement. For example, looking for a unit with more bedrooms than authorized by regulations.

(5) Any other failure on the member's part to comply with the provision of this Order.

d. TLA extensions will not be approved for failure to make arrangements for delivery or pickup of household goods (HHG)/loaner furniture to meet assignment date or when the member has requested a delayed delivery or pickup of HHG/loaner furniture for personal convenience.

8. Submission of Claims. All TLA claims will be submitted to the approving authority as specified in paragraph 10 of this Order. Appendices A, B, C, E, and F when required, are the only forms to be used when submitting TLA requests. These forms should be reproduced locally. Claims for departure TLA can be submitted prior to the end of the TLA period provided sufficient documentation is attached. Each claim will include:

a. TLA Request Form, Appendix A.

b. Travel Claim (DD Form 1351-2 along with reporting endorsement)

c. Area Clearance

d. DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report), if applicable.

e. TLA Data Sheet, Appendix B.

f. Copy of lodging receipts. If the Marine does not have sufficient funds to pay for the lodging bill, the member needs to request Advance TLA while still in the TLF; see paragraph 6 of this Chapter.
g. AP Form 594 (Application and Authorization to Start, Stop, or Change BAQ/Dependency Redetermination) or NAVMC Form 11051 (Family Housing Voucher).

h. Copy of the lease for local economy housing, if applicable. Termination of lease for departure TLA.

i. CNA from government operated temporary lodging facilities, if applicable (must be issued prior to or on the date member enters a TLA status).

j. Justification for extension requests, if applicable.

k. Copy of signed "Acknowledgement of TLA Entitlement Conditions" memorandum, see Appendix C.

l. Headquarters Marine Corps approval for advance family member travel, if applicable.

9. Appeals of Denied Claims

a. Appeals for denied claims will be directed to the Commanding General (CG), MCIPAC through his or her designee for approval or rejection.

b. All appeals must have the original documentation by which the denied payment was based.

c. The member submitting the appeal must prepare correspondence by which the purpose of the appeal is based. This correspondence must be prepared on letterhead and addressed to the CG, MCIPAC. The appeal must be submitted via the chain of command and the III MEF Disbursing Officer; do not route via CG, III MEF. See Appendix F for a sample appeal request letter.

10. Approval Authority/Responsibilities

a. III MEF Disbursing Officer and his/her designated personnel will:

   (1) Function as the TLA Approval Authority and program coordinator for Okinawa, Iwakuni, Fuji, and Korea. The III MEF Disbursing Officer and his/her designated personnel are delegated "by direction" authority from the CG, MCIPAC to approve or disapprove TLA claims exceeding the maximum days of entitlement after arrival and before departure.

   (2) Coordinate with the Housing Offices, Personal Services Center, IPACs, and all commanding officers to develop awareness of the references and instructions provided by this Order.

   (3) Provide training to the TLA program representatives and other administrative personnel upon request.

   (4) Identify suspect claims and cite reasons that made the claims suspect and return to the appropriate commanding officer for investigation. The TLA Approving Authority will contact the TLA Program Coordinator to inform the unit that a suspect claim has been identified and is being
returned. For any suspect fraudulent claims, the unit commanding officer will initiate an investigation in accordance with the regulations.

(5) Administer the program as set forth in the references and this Order.
Chapter 2

Okinawa

1. Background. Housing across Okinawa is smaller than in CONUS; however, government quarters and local economy housing are often available to arriving members. Commands and members must minimize the use of TLA by utilizing the Housing Office, attending housing briefs, and aggressively seeking housing, i.e. making every effort to occupy housing as soon as possible.

2. Arrival TLA. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

   a. 30 days.

   b. Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of dependents. If the member's family members arrive within the initial TLA period (30 days), the member may be authorized TLA for the number of days remaining in the initial 30 day period or 10 days, whichever is greater. For example: If family members arrive on the 28th day of the initial 30 day period the TLA period would be extended to 37 days to accommodate the greater of 10 days. The member must search for permanent government or local economy housing for his/her family prior to their arrival. TLA beyond this period may be approved when the reasons are determined to be beyond the member's control.

   c. See Chapter 1, paragraph 2.g for cases outside of the initial 30 days involving area clearance.

3. Departure TLA. The maximum period members may be authorized TLA are:

   a. Four days when vacating government quarters in Okinawa. The Furnishings Management Office provides departing members loaner furniture prior to departure when government furniture is requested for at least five working days. The Personal Services Center (Camp Foster) and the Loan Closet (Kadena) also provide cooking amenities upon request. In addition, government contracted cleaning is also provided to members residing in government type family quarters which minimizes the amount of cleaning necessary and reduces the amount of time necessary to remain in temporary lodging prior to departure.

   b. Up to 10 days when vacating off-base quarters.

   c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on base and off-base quarters.

   d. In each case, if there are documented conditions that require a member to remain in temporary lodging longer, such as a cancelled flight due to inclement weather, then exceptions will be made on a case-by-case basis.
e. Departure TLA is payable under the following conditions:

(1) Prior to or upon vacating government family quarters or local economy housing immediately prior to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the Effective Date of Detachment (EDD).

(2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.

4. Commanding Officer Responsibilities

a. Assist the CG, MCIPAC in complying with Department of Defense (DoD) policy and higher regulation to economically administer the program, make every effort to preclude the need for TLA, shorten the TLA authorization period, and reduce the TLA payable amount, consistent with the needs of the Marine, the Marine's family, and the Marine Corps.

b. Appoint TLA program coordinators, normally at the IPAC or local Housing Office. Program coordinators should ensure personnel in a TLA status are thoroughly briefed as to their responsibilities and requirements and are meeting those requirements. Serve as the unit's liaison with the approving authority to coordinate TLA issues.

c. Assign a sponsor to all incoming accompanied personnel in order to assist new arrivals. Require sponsors to attend sponsorship training.

d. Upon arrival, provide all arriving service members with a copy of Appendix C, "Acknowledgement of TLA Entitlement Conditions" memorandum.

e. Require personnel reporting aboard to report to and register with the Housing Office and attend TLA briefings within two working days of arrival.

f. Allow members ample time away from work to aggressively seek permanent housing. Members shall not be considered completely available for duty until permanent housing has been secured, therefore, requests for TLA extension due to mission requirements will be highly scrutinized. During the TLA period, members should not be routinely assigned to rifle/pistol ranges and should only be assigned TAD, etc., when absolutely necessary for critical mission requirements and no other individual is available to perform the task/duty. If it becomes necessary to send a member TAD while in a TLA status, the TAD period must be annotated in the TLA claim when submitted for payment.

g. Require personnel departing on PCS orders to coordinate their move and TLA assignment with the IPAC, TLA coordinator, Distribution Management Office (DMO), and the Housing Office prior to moving out of quarters and into a TLF. Unit coordinators must advise departing personnel of any and all restrictions regarding departure TLA.

h. Advise personnel of the limited number of authorized days of TLA.
i. Inform the service member that delays of varying lengths in assignment to government quarters are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned government quarters or because of an anticipated assignment to quarters, unless the quarters have been assigned in writing.

j. Require personnel in a TLA status to actively search for quarters in accordance with this Order and occupy those quarters at the earliest opportunity. Delays in occupancy of available quarters or refusal to accept available adequate housing will result in termination of TLA as of the date housing could have been occupied.

k. Ensure TLA claims are accurate, fully documented, and submitted in a timely manner to expedite the approval and payment process. Claims which document the member's failure to adhere to this policy should be endorsed appropriately.

l. Ensure all settled TLA claims and endorsements are immediately returned to the member for review and/or corrective action.

m. Ensure all personnel entering a TLA status fully understand that the TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims are the same for TLA as any other claim against the government. Indication of fraudulent attempts to extend the TLA period will result in the immediate termination of entitlement and referral to the member's commanding officer for investigation.

n. Investigate all returned TLA claims that the approval authority suspects to be fraudulent. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

5. Service Member Actions

a. Report to and register with the Housing Office within two working days of arrival. Failure to do so will result in the member and their family members not being entitled to TLA for the days prior to registering with the Housing Office.

b. For unaccompanied members or members arriving ahead of family members: All billeting (BEQ/BOQ) within the commuting distance (60 minutes one way during peak traffic hours) must be utilized to determine availability. If there is no room at billeting within the first 10-day period as documented by a CNA, members must request to reside off-base within the following five working days after the initial 10-day TLA period in order to remain eligible for TLA.

c. Make every effort to preclude the need for TLA, shorten the TLA period, and minimize the TLA payable amount. Examples include choosing hotels with cooking facilities and those with less expensive rates.
d. If on-base quarters are not available, seek housing on the local economy by obtaining a housing availability list from the Housing Office and physically visit local housing agencies and/or available housing.

e. Conduct an aggressive housing search by viewing at least three housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. All housing searches must be annotated on the TLA Data Sheet (Appendix B). Every effort should be made to find suitable housing on a daily basis. Once housing has been assigned in writing, the member does not need to continue additional searches.

f. Conduct physical housing searches with the local agencies. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches.

g. Submit TLA reimbursement requests to the IPAC TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the “Acknowledgement of TLA Entitlement Conditions” memorandum (Appendix C) and attached it to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

h. Notify the Housing Office and the DMO to arrange furniture and HHG shipments within one working day of locating quarters. Delays in notifying these offices may result in a loss of TLA entitlement.

i. Move into housing at the earliest opportunity. The only authorized delay between locating housing and moving into housing is the time it takes for the agency to prepare the dwelling for occupancy and for the member to arrange for and have furniture delivered, normally three to four working days.

j. Continue to search for permanent quarters when a residence has been identified for move in and it has not been inspected by the Housing Office or the available move-in date is too far into the future that it could not be occupied within 30 days from the first day of TLA entitlement. DO NOT place a deposit on a unit until it passes inspection. NOTE: Looking at quarters without an inspection is not recommended and is not grounds for approval or extension. Housing agencies should only be showing residences that are ready to move into.

k. When a specific set of government quarters are offered in writing by the Housing Office or when an off-base residence with an acceptable move-in date is reserved by signing the lease, the member will not be required to continue the housing search. Note that it is important to document all housing searches conducted up to and including the day the quarters are identified. NOTE: A letter from the Housing Office stating you might be assigned quarters shortly (e.g., 60 days) is NOT an assignment to quarters, and TLA will terminate at the end of the initial 30 days. The letter should state the “Date Offered”, the “Assignment Date” and the “Effective Date” of
quarters. The TLA authority will use appropriate discretion in these cases and weigh the costs for DMO, Move-In Housing Allowance, Overseas Housing Allowance, etc. against the anticipated assignment date beyond 30 days.
Chapter 3

Iwakuni

1. Background. Iwakuni has unique situations as they relate to the availability of on-base and off-base housing which affects the amount of time personnel must remain in the TLF. Due to on-base renovations of quarters, on-base housing is very limited. In addition, members who have designated on-base housing must often wait for the departing member to PCS before the house can be moved into.

2. Arrival TLA

   a. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

      (1) 60 days.

      (2) Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of family members. If the member’s family members arrive within the initial TLA period (60 days), the member may be authorized TLA for the number of days remaining in the initial period or 10 days, whichever is greater.

3. Departure TLA. The maximum period members may be authorized TLA are:

   a. Up to seven days when vacating government quarters on-base.

   b. Up to 10 days when vacating off-base quarters.

   c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

   d. If there are documented conditions that require a member to remain in government quarters longer through no fault of the member, such as a cancelled flight due to inclement weather, then exceptions will be made on a case-by-case basis.

   e. Departure TLA is payable under the following conditions:

      (1) Prior to or upon vacating government family quarters or local economy housing immediately prior to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the EDD.

      (2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.
4. Commanding Officer Responsibilities

   a. Function as the TLA Program Coordinator and administer the program as set forth in the references and this Order.

   b. Review all cases involving extension requests. Forward extension requests which will exceed the maximum 60 days (arrival) and 7/10 days (departure) to the CG, MCIPAC via III MEF Disbursing Officer for consideration.

   c. Upon arrival, provide all arriving service members with a copy of Appendix C, "Acknowledgement of TLA Entitlement Conditions" memorandum.

   d. Ensure Marines report to the Housing Office within two working days after reporting to their PDS. The Housing Office will identify available on-base quarters or if there are none available, they will assist the member in the process of locating acceptable housing in the local economy.

   e. Schedule duties of new arrivals to allow the member to maintain contact with the Housing Office until adequate housing has been obtained. A member is not completely in-processed until adequate housing has been obtained.

   f. Inform the service member that delays of varying lengths in assignment to government quarters are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned government quarters or because of an anticipated assignment to quarters, unless the quarters have been assigned in writing.

   g. TLA is not payable when adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing could have been occupied. The Housing Office will notify the III MEF Disbursing Officer via Iwakuni IPAC of the date quarters were declined.

   h. Ensure all personnel entering a TLA status fully understand that the TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims are the same for TLA as any other claim against the government. Indication of fraudulent attempts to extend the TLA period will result in the immediate termination of entitlement and referral to the member's commanding officer for investigation.

   i. Investigate all returned TLA claims that the approval authority suspects to be fraudulent. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

5. Service Member Actions

   a. Report to the Housing Office within two working days after reporting to the PDS, or immediately upon notification of a departure date for PCS, to receive instructions regarding your responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.
b. Conduct an aggressive housing search by viewing at least seven housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. The seven required searches for the initial 10-day period may be waived by the Housing Office provided members complete the agent tour coordinated through the Housing Office. Every effort should be made to find suitable housing on a daily basis.

c. Conduct physical housing searches with the local agencies. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches.

d. Members must aggressively conduct housing searches and document these searches on the TLA Data Sheet (see Appendix B).

e. Submit TLA reimbursement requests to the Iwakuni IPAC TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the "Acknowledgement of TLA Entitlement Conditions" memorandum (Appendix C) and attached it to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.
Chapter 4

Fuji

1. Background. Camp Fuji has unique situations as they do not have a Housing Office on the camp but rely on Atsugi, Yokosuka and Yokota's Housing Offices. Camp Fuji also has a limited number of accompanied permanent personnel. There are available housing units on base for most personnel and those that cannot obtain on-base housing have off-base housing available.

2. Arrival TLA. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

   a. 30 days.

   b. Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of family members. If the member's family members arrive within the initial TLA period (30 days), the member may be authorized TLA for the number of days remaining in the initial period or 10 days, whichever is greater.

3. Departure TLA. The maximum period members may be authorized TLA are:

   a. Up to seven days when vacating government quarters on base.

   b. Up to 10 days when vacating off-base quarters.

   c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

   d. If there are documented conditions that require a member to remain in government quarters longer through no fault of the member, such as a cancelled flight due to inclement weather, then exceptions will be made on a case-by-case basis.

   e. Departure TLA is payable under the following conditions:

      (1) Prior to or upon vacating government family quarters or local economy housing immediately prior to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the EDD.

      (2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.
4. Commanding Officer Responsibilities

   a. Function as the TLA Program Coordinator and administer the program as set forth in the references and this Order.

   b. Review all cases involving extension requests. Forward extension requests which will exceed the maximum 30 days (arrival) and 7/10 days (departure) to the CG, MCIPAC via III MEF Disbursing Officer for consideration.

   c. Upon arrival, provide all arriving service members with a copy of Appendix C, "Acknowledgement of TLA Entitlement Conditions" memorandum.

   d. Ensure Marines report to the respective Atsugi, Yokosuka or Yokota Housing Office within two working days after reporting to their PDS. The Housing Office will identify available on-base quarters or if there are none available, they will assist the member in the process of locating acceptable housing in the local economy.

   e. Schedule duties of new arrivals to allow the member to maintain contact with the Housing Office until adequate housing has been obtained. A member is not completely in-processed until adequate housing has been obtained.

   f. Inform the service member that delays of varying lengths in assignment to government quarters are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned government quarters or because of an anticipated assignment to quarters, unless the quarters have been assigned in writing.

   g. TLA is not payable when adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing could have been occupied. The Housing Office will notify the III MEF Disbursing Officer via Camp Fuji S-1 of the date quarters were declined.

   h. Ensure all personnel entering a TLA status fully understand that the TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims are the same for TLA as any other claim against the government. Indication of fraudulent attempts to extend the TLA period will result in the immediate termination of entitlement and referral to the member's commanding officer for investigation.

   i. Investigate all returned TLA claims that the approval authority suspects to be fraudulent. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

5. Service Member Actions

   a. Report to the Atsugi, Yokosuka, or Yokota Housing Office within two working days after reporting to the PDS, or immediately upon notification of a departure date for PCS, to receive instructions regarding your
III MEF/MCIPACO 7220.1

responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.

b. Conduct an aggressive housing search by viewing at least seven housing units within the initial 10-day period and at least seven additional housing units in each subsequent 10-day period. Every effort should be made to find suitable housing on a daily basis.

c. Conduct physical housing searches with the local agencies. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches.

d. Members must aggressively conduct housing searches and document these searches on the TLA Data Sheet (see Appendix B).

e. Submit TLA reimbursement requests to the Camp Fuji TLA representative (S-1) within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the "Acknowledgement of TLA Entitlement Conditions" memorandum (Appendix C) and attached it to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.
Chapter 5

Korea

1. Background. The housing situation at Marine Forces Korea (MARFORK) is very limited for those seeking on-base quarters; however, local economy housing is readily available. Continuing efforts must be made to reduce TLA costs and to expedite acquisition of permanent housing by all members through increased management attention and dissemination of policies regarding TLA.

2. Arrival TLA. The maximum period of TLA upon arrival to locate and move into permanent quarters has been established as:

   a. 60 days.

   b. Up to 10 days from the date family members arrive at the PDS, when the member travels separately ahead of family members. If the member’s family members arrive within the initial TLA period (60 days) the member may be authorized TLA for the number of days remaining in the initial 60 day period or 10 days, whichever is greater.

   c. TLA is not authorized for service members or family when deferred travel was given. The service member must begin looking for housing as soon as they know when their family will be arriving and secure housing prior to their arrival.

3. Departure TLA. The maximum period members may be authorized TLA are:

   a. Up to three days when vacating on-base government quarters.

   b. Up to 10 days when vacating off-base quarters.

   c. An overlap period of two days is provided on departure. This is a short period of time when a member may be entitled to TLA while still assigned government quarters or obligated to a lease for local economy quarters. This may occur when quarters are being cleaned upon departure but will not exceed the maximum number of TLA days as specified above for on-base and off-base quarters.

   d. If there are documented conditions that require a member to remain in government quarters longer through no fault of the member, such as a cancelled flight due to inclement weather, then exceptions will be made on a case by case basis.

   e. Departure TLA is payable under the following conditions:

      (1) Prior to or upon vacating government family quarters or local economy housing immediately prior to departure on PCS orders. The traveler must remain in the vicinity of the PDS and must provide both the actual flight departure date and the EDD.

      (2) When a bona fide single member with no family members is authorized to reside in off-base housing in lieu of available single type quarters and a CNA is provided from billeting.
4. Commanding Officer Responsibilities

a. Appoint a TLA coordinator to implement TLA policy and administer the program as set forth in the references and this Order.

b. Review all cases involving extension requests. Forward extension requests which will exceed the maximum 60 days (arrival) and 3/10 days (departure) to the CG, MCIPAC via III MEF Disbursing Officer for consideration.

c. Serve as the emergency TLA approval authority by reviewing all requests for TLA for reasons other than PCS. Notify the III MEF Disbursing Officer of such cases prior to submission of TLA claims.

d. Ensure Marines report to the Housing Office within two working days after reporting to the PDS.

e. Upon arrival, provide all arriving service members with a copy of Appendix C, "Acknowledgement of TLA Entitlement Conditions" memorandum.

f. Schedule duties of new arrivals to allow the member to maintain contact with the Housing Office until adequate housing has been obtained. A member is not completely in-processed until adequate housing has been obtained.

g. Inform the service member that delays of varying lengths in assignment to government quarters are normal and should be anticipated. It is not intended that members draw TLA for extended periods solely because of a desire to be assigned government quarters or because of an anticipated assignment to quarters, unless the quarters have been assigned in writing.

h. TLA is not payable when adequate government quarters or local economy housing are offered and declined. TLA will only be paid through the day before adequate government quarters or local economy housing could have been occupied. The Housing Office will notify the III MEF Disbursing Officer via MARFORK G-1 of the date quarters were declined.

i. Ensure all personnel entering a TLA status fully understand that the TLA claim is a formal claim against the government and must be accurate. Penalties for the submission of false claims are the same for TLA as any other claim against the government. Indication of fraudulent attempts to extend the TLA period will result in the immediate termination of entitlement and referral to the member's commanding officer for investigation.

j. Investigate all returned TLA claims that the approval authority suspects to be fraudulent. Denied claims may be resubmitted with additional information justifying any extenuating circumstances that were not addressed in the initial claim.

k. Members assigned to Camp Mujuk will be presumed to be in government quarters upon arriving at Mujuk due to assignment/availability of government quarters.
5. Service Member Actions

a. Report to the Housing Office within two working days after reporting to the PDS, or immediately upon notification of a departure date for PCS, to receive instructions regarding your responsibilities and TLA eligibility. Failure to do so may result in denial of TLA.

b. If the Housing Office has determined that on-base government quarters are not available, conduct an aggressive housing search by viewing at least nine local economy housing units within the initial 10-day period and at least nine additional housing units in each subsequent 10-day period. Every effort should be made to find suitable housing on a daily basis.

c. After contacting the Housing Office for a list of housing agencies, conduct physical housing searches with the local agencies. Phone searches do not constitute a housing search for the purposes of meeting the number of required searches.

d. Submit a list of private sector rental housing visited during the initial and subsequent 10-day periods, along with reasons for non-acceptance, to the TLA manager (Housing). This list must be utilized by the TLA manager to justify the continuation of TLA for the next 10-day period. This requirement does not apply if government quarters will be assigned (in writing with a specific move in date).

e. Members must aggressively conduct housing searches and document these searches on the TLA Data Sheet (see Appendix B).

f. Submit TLA reimbursement requests to the MARFORK G-1 TLA representative within three working days after the completion of each 10-day entitlement period. Prior to submission of the first claim, the service member must have read and signed the "Acknowledgement of TLA Entitlement Conditions" memorandum (Appendix C) and attached it to the claim. Claims that are submitted late do not allow for notification to the member of any shortcomings and could result in termination of TLA prior to the end of the TLA period. Extension requests will be denied unless extenuating circumstances prevented timely submission.

g. Government civilian employees need to visit the Housing Office within two working days after reporting to the PDS for processing and guidance regarding off-base housing.

h. Marines who become pregnant during their tour may request to live off-base through their chain of command if they have seven or more months remaining at the PDS. Pregnant Marines who do not have seven or more months remaining will not be able to obtain a lease for local economy housing off-base due to the 6-month minimum duration of leases.
## TEMPORARY LODGING ALLOWANCE REQUEST FORM

1. **SERVICE MEMBER IDENTIFICATION:**
   - Name: ____________________________
   - Rank: ____________________________
   - SSN: ____________________________
   - Unit: ____________________________
   - Last: ____________________________
   - First: ____________________________
   - (MI) ____________________________
   - RUC: ____________________________
   - Work Phone #: ____________________

Arrival Date: ____________________________
RTD: ____________________________
Flight Date (dep only): ____________________________

Type of Tour: (check one)  
- Unaccompanied  
- Accompanied  
- Tour Conversion

Applicable Personnel:
- Spouse ____________________________
- Number of Children ____________________________

Children's dates of birth: ____________________________

**TLA REQUEST FOR**  
- MBR + DEPRN: ____________________________
- MBR Only: ____________________________
- DEPRN Only: ____________________________

2. **TLA REQUEST DATA / MEMBER'S CERTIFICATION:**
   - Does member have an Active Duty Spouse? (check one)  
     - Yes: ____________________________  
     - No: ____________________________

Name: ____________________________
Rank: ____________________________
SSN: ____________________________
Unit: ____________________________
Last: ____________________________
First: ____________________________
(MI) ____________________________
RUC: ____________________________
Work Phone #: ____________________________

Branch of Service (check one):  
- USMC: ____________________________  
- USN: ____________________________  
- USAF: ____________________________  
- USA: ____________________________

3. **UNIT CERTIFICATION:**
   - COHRTS/BAS Start Date: ____________________________
   - BAQ W/H Dependents Start Date: ____________________________
   - Effective Date of Lease: ____________________________
   - Gov't QTRS Start/Stop Date: ____________________________
   - TLA Overlap Dates: From: ____________________________
   - To: ____________________________
   - No. of Days: ____________________________
   - COLA Start Date: ____________________________
   - COLA Stop Date: ____________________________
   - DHQ Start Date: ____________________________
   - DHQ Stop Date: ____________________________

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/Designee's Signature: ____________________________
(Type/Print Name, Rank) ____________________________
Date: ____________________________

---

**PENALTY STATEMENT:**

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U. & Code, Title 18, Section 287 and 1081 and Title 21, Section 3772). I certify that I have read, understand and adhered to the policy as set forth in III MEF/MCIPAC 7220.1. The above information is accurate and reflects my attempt to obtain adequate housing.

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**APPENDIX A**

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MCIPAC 7220/1 (Rev. 02-12) PREVIOUS EDITIONS ARE OBSOLETE
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A-1 Enclosure (1)
PRIVACY ACT STATEMENT

AUTHORITY: SUSC 5701, 37 USC 404-427, and EO 9397

PRINCIPAL PURPOSES: Used for reviewing, approving, accounting, and disbursing for official 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: Voluntary; 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 facilities (if applicable).

d. Copy of local community lease or housing agency reservation form (if applicable).

e. Justification for TLA extension request (if applicable).

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 B

TLA DATA SHEET

FOR THE PERIOD OF ____________________ TLA CLAIM #: __________________

In order to be processed for TLA and maintain an entitlement for continued TLA, you must maintain a housing search record. Every address/agency must be annotated with justification regarding reason for refusal. You are required to check all addresses that are within your rental ceiling.

If requirements are not being met and an aggressive search is not maintained, TLA will be terminated.

DUTY/NAME: ____________________
DUTY PHONE: ____________________
ORGANIZATION: ____________________
TOTAL NUMBER OF DEPENDENTS: ____________________

An agency fee was placed on (date) __________ for quarters ____________________ and available to member on __________.

INSPECTION DATE: __________

The first available date for delivery of government furnishings is __________. TLA will stop on the date government furniture is available for delivery, provided the house/apt is ready for occupancy.

DATE ARRIVED: __________
DATE ATTENDED MASS BRIEFING: __________
COUNSELOR'S NAME: ____________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>ADDRESS/ AGENCY/HAN OF AGENT</th>
<th>INSP DATE</th>
<th>REASON NOT ACCEPTED</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

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

MEMBER'S SIGNATURE: ____________________ DATE: __________
HOUSING OFFICER'S SIGNATURE: ____________________ DATE: __________

MCIPAC 7220/2 (Rev. 03-12) PREVIOUS EDITIONS ARE OBSOLETE
Adobe Designer 8.0
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 based 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 (2) working days upon arrival.

       (2) If on base quarters are not available, aggressively seek housing on the local economy with assistance from the Housing Office 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.

Signature ___________________________ Date ___________________________

C-1 Enclosure (1)
APPENDIX D

UNACCEPTABLE REASONS FOR REFUSING HOUSING

1. The following list provides some common reasons cited for refusing available housing. These reasons are not acceptable for the purpose of continuing TLA entitlement and will result in a warning letter notifying the service member of the deficiency and could result in denial of future claims if the deficiency persists. This list consists of only the most common unacceptable reasons cited in previous claims; therefore, it is not all encompassing.

   a. Housing not located near a DoD school bus stop.
   
   b. Housing too far from spouse's place of employment.
   
   c. Housing is too small. Most local housing is smaller than American homes. The qualifying factor is if the dwelling has an adequate number of bedrooms for the size of the family. Bedroom requirements are detailed below:

<table>
<thead>
<tr>
<th>Number of Dependents Excluding Spouse</th>
<th>Bedrooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>1</td>
</tr>
<tr>
<td>One</td>
<td>2</td>
</tr>
<tr>
<td>Two, except as follows:</td>
<td>3</td>
</tr>
<tr>
<td>One 10 years or older</td>
<td></td>
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<tr>
<td>One 6 years or older and the other</td>
<td></td>
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<tr>
<td>of the opposite sex</td>
<td></td>
</tr>
<tr>
<td>Three, except as follows:</td>
<td>3</td>
</tr>
<tr>
<td>Two of the three are 10 years or older</td>
<td></td>
</tr>
<tr>
<td>One is 10 years or older, other</td>
<td></td>
</tr>
<tr>
<td>two of the opposite sex with one</td>
<td></td>
</tr>
<tr>
<td>6 years or older</td>
<td></td>
</tr>
<tr>
<td>Four, except as follows:</td>
<td>4</td>
</tr>
<tr>
<td>One 10 years or older</td>
<td></td>
</tr>
<tr>
<td>One 6 years or older, other three</td>
<td></td>
</tr>
<tr>
<td>opposite sex, with one 6 years or</td>
<td></td>
</tr>
<tr>
<td>older</td>
<td></td>
</tr>
<tr>
<td>Two 6 years or older, of opposite</td>
<td></td>
</tr>
<tr>
<td>sex, and other two same sex</td>
<td></td>
</tr>
<tr>
<td>Two 10 years or older, other two</td>
<td></td>
</tr>
<tr>
<td>opposite sex, with one 6 years or</td>
<td></td>
</tr>
<tr>
<td>older</td>
<td></td>
</tr>
<tr>
<td>Five, except as follows:</td>
<td>4</td>
</tr>
<tr>
<td>Two or more 10 years or older</td>
<td></td>
</tr>
<tr>
<td>One 10 years or older, one 6 years</td>
<td></td>
</tr>
<tr>
<td>or older and opposite sex of the</td>
<td></td>
</tr>
<tr>
<td>other three</td>
<td></td>
</tr>
</tbody>
</table>

   d. Housing is dirty. The government (on-base) or the landlord (off-base) is required to clean the dwelling to the standard that it will pass the Housing Office's inspection. If the home does not meet cleanliness standards it should be reported to the Housing Office.

   e. Housing is too far from the service member's place of work. For the purposes of this Order commuting distance is considered to be 60 minutes one way during peak traffic hours.
f. Too noisy. If it is government housing or off-base housing that passed the Housing Office inspection, it is considered adequate.

g. Parking is available for only one car.

h. No pets allowed.

i. Building is too old or not safe for children. A building that is not safe for children should immediately be reported to the Housing Office so it can be re-inspected and removed from the list of acceptable housing.

j. Too much traffic. If it is government housing or off-base housing that passed the Housing Office inspection, it is considered adequate.

2. It is the service member's prerogative not to accept housing for any of the listed reasons; however, citing any of the above is not sufficient justification to continue TLA entitlement.
APPENDIX E

SAMPLE FORMAT - REQUEST FOR EXCEPTION TO POLICY

From: (Individual Marine, last four SSN and Unit)
To: Commanding General, Marine Corps Installations Pacific
(Attn: III MEF Disbursing Officer)
Via: Commanding Officer, (unit, stop at MSC level, do not route via CG, III MEF)

Subj: REQUEST FOR EXCEPTION TO POLICY OF TEMPORARY LODGING ALLOWANCE (TLA)
ENTITLEMENT FOR PERIOD (YYYYMMDD-YYYYMMDD)

Ref: (a) III MEF/MCIPACO 7220.1

Encl: (1) Enclose any correspondence from the Housing Office, Off-base Housing Agency or DMO that document circumstances which impeded the occupancy of quarters

1. Per reference (a), I request an extension of my TLA entitlement for the following reason(s): (Provide a full explanation of the circumstances that necessitate the continued payment of TLA beyond the established maximum period.)

Arrival: Answer the basic question, "What prevented you from finding and moving into permanent quarters?" Include a detailed account of the efforts taken to locate and move into permanent quarters; whether or not Permissive TAD for house hunting was requested and approved/disapproved; time off granted or excessive overtime required to work, assistance received/not received from the unit and sponsor; search conducted/not conducted within 60 minute commuting area; factors impeding house hunting efforts such as TAD/deployment/emergency leave (which family members), etc. Also include extraordinary needs of any family member.

Departure: Answer the basic question, "What prevented you from coordinating the movement out of quarters/local economy housing and departing the PDS within the established maximum period? Did you utilize gov't furniture, the loan locker, etc.?"

a. Arrival or departure date.

b. Requested period of extension is ___ days.

c. Total number of days a TLF was needed and utilized.

SIGNATURE
APPENDIX F

SAMPLE FORMAT - APPEAL REQUEST

From: (Individual Marine, last four SSN and Unit)
To: Commanding General, Marine Corps Installations Pacific
   (Attn: III MEF Disbursing Officer)
Via: Commanding Officer, (unit, stop at MSC level, do not route via CG, III MEF)

Subj: REQUEST APPEAL TO DENIAL OF TEMPORARY LODGING ALLOWANCE ENTITLEMENT

Ref: (a) III MEF/MCIPACO 7220.1

Encl: (1) Enclose any correspondence from the Housing Office, off-base Housing Agency or DMO that document circumstances under which appeal should be granted

1. Per reference (a), I respectfully request an appeal to the denial letter I receive on DD MMM YYYY.

2. My exception to policy/extension request was denied by the III MEF Disbursing Officer because (explain why the request was denied).

3. Explain why your request should have been approved. If new substantiating documentation is now available, explain why they were not originally submitted. Also, include the day you first received them.
   a. Arrival or departure date
   b. Requested period of extension is ___ days.
   c. Total number of days a TLF was needed and utilized.

SIGNATURE

F-1 Enclosure (1)