



## Joint Base Pearl Harbor-Hickam Air Force Residents Temporary Lodging Allowance Processing Guidance

**PLEASE READ GUIDANCE IN ITS ENTIRETY**

**All documentation must be a physical copy that the finance technician can keep. Failure to provide proper documentation will result in claimant having to reschedule.**

### 1. Purpose:

TLA is authorized for Department of the Air Force service members and families in affected areas. This guidance does not apply to Airmen living in the dormitories or to civilian employees. Service Members and/or dependents will need to provide proper supporting documentation in order to have TLA paid. Categories and supporting documentation include:

(1) Self-Procured lodging

- AF594, Printed and Completed (highlighted portions only)
- Zero-Balance Itemized Lodging Receipt

(2) Residing in government contracted lodging

- AF594, Printed and Completed (highlighted portions only)
- Documentation from Gov't procured lodging, specifying dates (i.e. no charge receipt)

(3) Elected to reside in the affected residence (Meal Rate Per Diem Only)

- AF594, Printed and Completed

*A Special power of Attorney will be required for those filing on behalf of another.*

### 2. TLA Claim Process:

**A claim processing center to collect and review claims will be held in the Hickam Base Theater from 0800-1700 Monday - Friday beginning 14 December, for the foreseeable future. Claimants can sign up for an appointment to drop off their claim at the QR code below. Due to personnel and timeline limitations, claimants can only file TLA claims in no less than 10 day increments. ONLY THOSE WITH AN APPOINTMENT WILL BE SEEN.**



<https://tlaclaims.setmore.com>



### **3. Authorization:**

- a. As of 3 December 2021, Commander, Navy Region Hawaii authorized TLA related to the State of Hawaii Department of Health Advisory of 30 November.
- b. 08 December 2021, Temporary Lodging Allowance (TLA) Authorization, Meals only, Commander, Pacific Air Forces.
- c. Claimant names will be cross referenced with Air Force personnel military housing community resident lists.
- d. It is the responsibility of the member to ensure all information and documentation submitted is accurate. Filing false claims or submitting fraudulent information constitutes a violation of the Uniform Code of Military Justice (UCMJ) and will be submitted to law enforcement for investigation.

### **4. Payment Information and Amounts:**

Unlike travel payments, TLA is paid to the member as an entitlement on their monthly Leave and Earnings Statement (LES) and is direct deposited to the member's bank account as part of either mid-month or end-of-month pay.

### **5. Follow on TLA Claim extensions:**

Follow on TLA Claims can be made via the Base Theater via the above appointment QR code, or electronically in special circumstances via [15CPTS.FMF.2@us.af.mil](mailto:15CPTS.FMF.2@us.af.mil).

### **6. Questions:**

- a. Questions regarding Air Force per diem only claims can be submitted to the 15th Comptroller Squadron at [15CPTS.FMF.2@us.af.mil](mailto:15CPTS.FMF.2@us.af.mil)
- b. Questions related to full TLA claims including relocation/hotel reservations can be submitted to the Joint Base Emergency Operations Center TLA hotline at 808-789-5287.