



POC: [mcbh.tla.fmb@usmc.mil](mailto:mcbh.tla.fmb@usmc.mil)  
(808) 257-1582

# MCBH TLA SMART PACK

20 DECEMBER 2021

# **SPECIAL TEMPORARY LODGING ALLOWANCE (TLA) AUTHORIZATION**

Monday, December 20, 2021

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- In accordance with Commander, U. S. Marine Corps Forces, Pacific Ltr 7200 G-1 dtd 16 Dec 2021, and Marine Corps Base Hawaii Order 7220.1A, you are authorized to obtain lodging.
- There are several PPV housing locations that have had service members displaced from their PPV home due to the current water situation.
- You will be reimbursed in 10 day increments of TLA for the period(s) you are displaced per DODFMR Vol 7A paragraph 680401.
- Marine Corps service members and their families that are displaced from their PPV housing due to the current water situation are eligible to submit an Exception to Policy (ETP) letter to receive TLA for the period(s) they are displaced.

# SPECIAL TEMPORARY LODGING ALLOWANCE (TLA) AUTHORIZATION

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- Leased (PPV) home. Please see attached sample for an Exception to Policy Request (MCBHO 7220.1A).
- The IPAC will commence processing claims on a 10-day basis through resolution, wherein the members are allowed to return to their primary residence.
- The service member may submit a claim for Lodging and Meals and Incidental Expenses (M&IE).
- Points of contacts for claims are:
  - Staff Sergeant Boles [haydn.boles@usmc.mil](mailto:haydn.boles@usmc.mil) 808-257-1582
  - Mrs. Tara Zamora [tara.zamora@usmc.mil](mailto:tara.zamora@usmc.mil) 808-257-2198

# FREQUENTLY ASKED QUESTIONS

Monday, December 20, 2021

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- Does a Marine need a Certificate of Non-Availability if they have relocated to an off-base hotel?
  - A Certificate of Non-Availability from government lodging is **NOT** required if the Marine is utilizing temporary lodging off-base. The only exception to this are those that utilized an Army contracted hotel that was provided to the member at no cost. This should be annotated on the ETP letter and those members will be reimbursed M&IE only.
- Who does my Exception to Policy (ETP) Letter?
  - Unit S1s are preparing the ETP for periods of 10 nights to be routed and endorsed by your unit CO.
- What are my lodging and M&IE rates?
  - Please see the attached (Page 12).

# FREQUENTLY ASKED QUESTIONS

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- If a Marine is electing to stay at their residence, do they still rate M&IE?
  - For residents who remain in their PPV residence that is impacted, any payment for incidentals or per diem will be assessed on a case by case basis. It is recommended that they keep all receipts.
- Can I stay with a friend and be reimbursed M&IE?
  - Yes. You must have the friend provide a letter (example attached) and include with your ETP request submitted to your CO for endorsement to the base. Please see the attached (Page 10).
- What happens after 10 Days?
  - IPAC will process claims on a 10 day basis through resolution with an end date directing the members to return to their primary residence.

# FREQUENTLY ASKED QUESTIONS

Monday, December 20, 2021

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- I think my housing might be affected, how do I know if I rate TLA?
  - This authorization is for anyone living in the housing communities listed below who self-certify they are affected from 2 Dec 2021 to 4 Jan 2022:
    - Red Hill
    - Catlin Park
    - Halsey Terrace
    - Radford Terrace
    - Doris Miller
    - Hale Na Koa
    - Earhart Village
    - Officer Field
    - Moanalua Terrace
    - Aliamanu Military Reservation (AMR)

# FREQUENTLY ASKED QUESTIONS

Monday, December 20, 2021

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- Can I request TLA if I live in another housing community not listed?
  - Even if you reside in a housing community not listed, you may still request TLA and self-certify that you have been affected, via your command with sufficient details and justification, to the Commander, MCBH. Each request will be reviewed on a case-by-case basis and a decision rendered by the base CO.
- I'm unable to find a hotel for the government rate, what do I do?
  - Please contact the Housing Assistance Call Center, 24-hours a day, at (808) 789-5287 Option 3.
  - Service Member is still responsible for payment of lodging, submit for reimbursement through TLA office.
  - For additional information please visit the link below :  
<https://www.cpf.navy.mil/JPBHH-Water-Updates/>

MCBHO 7220.1A  
16 Mar 21

SAMPLE FORMAT REQUEST FOR EXTENSION/EXCEPTION TO POLICY

UNIT LETTERHEAD

From: First Name MI. Last Name EDIPI/MOS USMC  
To: Commanding Officer, Marine Corps Base Hawaii  
(Attn: Director, S-1)  
Via: Commanding Officer, unit name  
  
Subj: REQUEST FOR EXCEPTION TO POLICY OF TEMPORARY LODGING  
ALLOWANCE ENTITLEMENT FOR PERIOD (YYYYMMDD-YYYYMMDD)

Ref: (a) BaseO 7220.1A

Encl: (1) *Enclose any correspondence from the Family Housing Office, off-base housing agency or DMO that document circumstances which impeded the occupancy of housing*

1. Per the reference, I request an exception for my Temporary Lodging Allowance entitlement for the following reason(s): (Provide a full explanation of the circumstances that necessitate the exception.)
2. Also include extraordinary needs of any family member and any potential financial hardship denial may cause.
  - a. Arrival or departure date.
  - b. Requested period, number of days.
3. I can be reached at (contact information).

I. M. REQUESTOR

Enclosure (2)

From:

To: Director, Installation Personnel Administration Center, Marine Corps Base Hawaii

Subj: SELF-CERTIFICATION OF NEGATIVE IMPACTS DUE TO CONTAMINATED WATER

1. This is to certify that I, \_\_\_\_\_, have been affected by the contaminated water situation, causing a hardship and/or temporary evacuation of my residence. The below information is provided:

- a. Military Housing Address:
- b. Temporary Lodging or Remain at Residence:
- c. Date entered Temporary Lodging if applicable:
- d. Temporary Lodging Address:
- e. Contracted or Non-contracted Temporary Lodging:
- f. Dependents (Name, Relationship, and age):
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

2. For questions pertaining to this matter, please contact \_\_\_\_\_ at \_\_\_\_\_  
or via \_\_\_\_\_.

SAMPLE LETTER IF STAYING WITH FAMILY OR FRIENDS OUTSIDE  
AFFECTED HOUSING AREAS

MEMBER AND DEPENDENTS

TO WHOM IT MAY CONCERN,

PLEASE BE ADVISED THAT SERVICE MEMBER AND DEPENDENTS (List all dependents residing with friend by name) ARE RESIDING AT MY HOME AT THE ADDRESS OF 123 HAPPY STREET, HONOLULU HI 96818. AS OF THE DATES 201908001-20190830.

IF THERE ARE ANY FURTHER QUESTIONS PLEASE CONTACT (THE NAME OF THE PERSON YOU ARE STAYING WITH) AS NECESSARY AT (808) 123-4567 (FRIEND'S PHONE NUMBER)

SIGNATURE

# **Marine Corps Base Hawaii**

## **Temporary Lodging Allowance Claim**

Claim Number:	Type of Claim:	Total Entitlement Dates From:                      To:		This Claim <b>ONLY</b> From:                      To:	
Name:	EDIPI:	Rank:	Number of Persons Claimed:		RUC:
<b>Name(s) of Person(s) Occupying Temporary Lodging and/or eligible for Temporary Lodging Allowance</b>					
Name	Relationship	Date of Marriage	Date of Birth (Children)	Remarks	
<p>I certify that all persons listed above occupied the accommodations continuously during the period except as indicated in the remarks column.</p> <p><b>*NOTE:</b> Any absence of the member or dependents must be reported when that person does not occupy the accommodations as such absence will affect the amount of entitlement authorized for Temporary Lodging Allowance.</p>					
<b><u>Member Certification</u></b>					
<p><b>FRAUDULENT CLAIMS STATEMENT.</b> I am aware of the penalties of making a false statement in connection with filing a Temporary Lodging Allowance claim. Such a penalty may include, but limited to, a fine of not more than \$10,000 or imprisonment for not more than five years, or both.</p> <p><b>CERTIFICATION.</b> I certify that the information contained in this claim for the dates and amounts indicated are true and correct. I further certify that I understand that any submission of claim information that is incorrect will immediately invalidate any and all amounts claimed by me, and may result in administrative or judicial action against me. I have been briefed and understand the requirements for printed receipts, and for the submission of clear, well documented claim information. I further certify that there are no rental car charges included in my claim for Temporary Lodging Allowance.</p> <p>The receipts contained herein are for the reimbursement of lodging cost and applicable taxes only, and does not include items included in "package deals" such as rental car, alcoholic beverages, entertainment, resort fees, parking, etc.</p>					
Miscellaneous Remarks:				Does TLF have a kitchenette?	Split Disbursement to GTCC:
<p>Government quarters is not available or assigned to the member and/or dependents. Government messing is not available to the member or dependents. The member and/or dependents are required to secure Temporary Lodging.</p>					
<p>Members's Signature: _____ Date: _____ TLA Clerk's Initial _____ Reviewed By _____</p>					
Date:	Authorized By:			MCBH, KANEOHE BAY, HI 96863	

Lodging Rates Until 16 Dec				Lodging Rates from 17 Dec - 5 Jan		
SM Status	Meals	Lodging		SM Status	Meals	Lodging
Single	\$ 96.85	\$ 177.00		Single	\$ 96.85	\$ 312.00
Married	\$ 149.00	\$ 177.00		Married	\$ 149.00	\$ 312.00
Married w/ 1 Child	\$ 186.25	\$ 221.25		Married w/ 1 Child	\$ 186.25	\$ 390.00
over 12	\$ 201.15	\$ 238.95		over 12	\$ 201.15	\$ 421.20
Married w/ 2 Children	\$ 223.50	\$ 265.50		Married w/ 2 Children	\$ 223.50	\$ 468.00
1 over 12	\$ 238.40	\$ 283.20		1 over 12	\$ 238.40	\$ 499.20
2 over 12	\$ 253.30	\$ 300.90		2 over 12	\$ 253.30	\$ 530.40
Married w/ 3 Children	\$ 260.75	\$ 309.75		Married w/ 3 Children	\$ 260.75	\$ 546.00
1 over 12	\$ 275.65	\$ 327.45		1 over 12	\$ 275.65	\$ 577.20
2 over 12	\$ 290.55	\$ 345.15		2 over 12	\$ 290.55	\$ 608.40
3 over 12	\$ 305.45	\$ 362.85		3 over 12	\$ 305.45	\$ 639.60
Married w/ 4 Children	\$ 298.00	\$ 354.00		Married w/ 4 Children	\$ 298.00	\$ 624.00
1 over 12	\$ 312.90	\$ 371.00		1 over 12	\$ 312.90	\$ 655.20
2 over 12	\$ 327.80	\$ 389.40		2 over 12	\$ 327.80	\$ 686.40
3 over 12	\$ 342.70	\$ 407.10		3 over 12	\$ 342.70	\$ 717.60
4 over 12	\$ 357.60	\$ 424.80		4 over 12	\$ 357.60	\$ 748.80
Married w/ 5 Children	\$ 335.25	\$ 398.25		Married w/ 5 Children	\$ 335.25	\$ 702.00
1 over 12	\$ 350.15	\$ 415.95		1 over 12	\$ 350.15	\$ 733.20
2 over 12	\$ 365.05	\$ 433.65		2 over 12	\$ 365.05	\$ 764.40
3 over 12	\$ 379.95	\$ 451.35		3 over 12	\$ 379.95	\$ 795.60
4 over 12	\$ 394.85	\$ 469.05		4 over 12	\$ 394.85	\$ 826.80
5 over 12	\$ 409.75	\$ 486.75		5 over 12	\$ 409.75	\$ 858.00