



UNITED STATES MARINE CORPS
U. S. MARINE CORPS FORCES, PACIFIC
CAMP H. M. SMITH, HI 96861-4139

IN REPLY REFER TO:
7200
G-1

16 DEC 2021

From: Commander, U. S. Marine Corps Forces, Pacific
To: Distribution

Subj: SPECIAL TEMPORARY LODGING ALLOWANCE AUTHORIZATION AND LIMITED
EVACUATION AUTHORIZATION AND TRAVEL ORDERS FOR FEDERAL SERVICE
EMPLOYEES

Ref: (a) DODFMR, Volume 7a, Chapter 68
(b) JTR, Chapter 6
(c) USPACOMINST 0614.5 of 8 Nov 2021
(d) CDR, NRH TLA Determination ltr 7220 of 4 Dec 21
(e) CDR, NRH TLA Authorization ltr 7220 of 9 Dec 21
(f) CDR, USARPAC Authorized Evac memo of 9 Dec 21
(g) CDR, USARPAC Addendum-Authorized Evac memo of 10 Dec 21
(h) State of Hawaii Dept of Health Advisory of 30 Nov 21

Encl: (1) TLA Request Self-Certification Memo Template
(2) Info Paper - Civilian Evacuation Travel Orders & Claims

1. Per the references, active duty Marine personnel and their authorized dependents residing within public-private venture (PPV) housing affected by water-related health or safety concerns, are authorized receipt of Temporary Lodging Allowance (TLA) to offset higher than normal expenses incurred while occupying temporary lodging. Federal civilian employees permanently assigned to Marine commands, their authorized dependents, and residing within PPV housing affected by water-related health or safety concerns, are authorized receipt of travel orders to offset higher than normal expenses incurred while occupying temporary lodging.

2. Authority to reimburse TLA is delegated to Commanding Officer, Marine Corps Base Hawaii. Authority to issue travel orders is delegated to respective commanding officers (O-5 or above) of Federal civilian employees. The following guidance is provided.

a. TLA requests and travel orders must be validated and endorsed by the first commanding officer in the chain of command (O-5 or above) for appropriate processing.

b. The first eligible date for TLA authorization reimbursement is 2 December 2021.

c. TLA authorization will cease 24 hours after official notification by installation commander of safe-to-return to residence.

d. Members self-certifying that they have water related health or safety concerns, must submit a self-certification memorandum per enclosure (1) as part of their request for TLA.

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e. Members who self-certify and elect to remain in their affected residence are eligible for partial TLA.

f. Members who elect to reside in temporary lodging facilities are authorized a temporary increase of normal reimbursement rates to the amount of \$312.00 per day from the period of 17 December 2021 through 5 January 2022 as approved by Office of the Undersecretary of Defense (Personnel & Readiness), Military Compensation Policy Directorate.

g. As an exception to policy, members who elect to reside in non-contracted temporary lodging facilities are not required to submit a statement of non-availability from temporary government lodging facilities.

h. Commanding Officer, Marine Corps Base Hawaii is authorized to approve TLA requests by increments up to 30-days.

i. Federal civilian employees identified as affected personnel or who submit a self-certification memorandum are authorized limited evacuation travel orders in accordance with the references. Processing of claims will be a manual process, and use of Government Travel Charge Card is authorized. Enclosure (2) provides further instructions. Parent commands are responsible for payment of limited evacuation travel orders

j. Other Service members permanently assigned to Marine commands must request TLA in accordance with respective Service requirements.

k. All other affected PPV residents (contractors, state employees, retirees), will be provided government contracted lodging through coordination with the Housing Assistance Call Center at (808) 789-5287. There is currently no provision for per diem; however, these PPV residents should keep their receipts for actual expenses incurred.

3. Requests for information or clarification regarding this authorization should be directed to Commander, U. S. Marine Corps Forces, Pacific, via the following points of contact:

a. Head, Military Manpower Branch, G-1, LtCol Paul Clifford, paul.clifford@usmc.mil.

b. Personnel Officer, Military Manpower Branch, G-1, CW04 Carlos Davila, carlos.g.davila@usmc.mil.

4. This special authorization is applicable to all Marine personnel, Federal civilian employees permanently assigned to Marine commands, and authorized dependents residing within PPV housing areas affected by water-related health or safety concerns.


S. R. RUDDER