REPORTING ABOARD

02/06/08: Updated by YNCS Arlene McConville, ISC Honolulu
(with help from YNCS Derek Foster and Mr Bob Sullivan)

At the Airport

Make sure you keep your sponsor, ombudsman, and your unit advised of your flight itinerary. All personnel arriving at Honolulu International Airport should be met by their sponsor, unless they are continuing to the islands of Hawai`i, Maui, or Kauai. You and your family (if applicable) should be transported to a previously arranged temporary lodging hotel accommodation. If you have any arrival problems or questions, contact your assigned unit.

Unit Check-in

All members must officially check-in on arrival day, because all overseas **allowances** (COLA, BAH, TLA) **become effective the date of PCS check-in**. If you don't check in at your unit and with the Local Housing Officer, you (and any dependents) will not be reimbursed for any TLA expenses. In addition to checking in at your unit, **unaccompanied members** must check in with your unit Local Housing Representative. Call your unit before arriving to confirm check-in procedures.

Family Housing Check-in

Accompanied members **must check-in with the Local Housing Officer no later than the next business day** after arrival on island.

Upon check-in at the housing office, you will be provided your housing in-brief and counseled on available housing options. All members reporting to units in PACAREA are

required to obtain a release from mandatory assignment to government quarters prior to receiving BAH per MLCPACINST 11101.11.

KKH Red Hill Housing located on Oahu, was privatized as of 01 OCT 2004. The private contractor, Army Hawai`i Family Housing (AHFH), maintains and operates this previously CG-owned housing site. CG-owned housing is available on the neighbor islands of Maui, Kauai, and Hawai`i. Senior officer housing is available at Wailupe on Oahu.

Because housing on Oahu is now privatized, advance placement on AHFH's housing waitlists cannot be made until after you arrive and have signed into your gaining command in Hawai`i.

During your housing in brief, you will be asked to complete a housing survey. The survey will assist the housing office to assess housing demand and provide information to help improve the quality of housing. Once the survey is completed, you will receive a DD Form 1747, *Status of Housing Availability*.

DD Form 1747, *Status of Housing Availability*, will not be provided in advance to the member's date of arrival and signing into their gaining command.

It is strongly recommended you arrange for advance reservations at a TLA qualified hotel, if:

- you are interested in renting within the local community
- you are applying for privatized housing with AHFH
- Government-owned housing will not be available upon your arrival on island

Refer to the **Family Housing Section** for detailed guidance about Government, privatized, and civilian housing, including renting apartments or houses within the civilian community.

Unaccompanied Personnel Housing

Refer to the **Unaccompanied Personnel Housing Section** in this Handbook for information about permanent unaccompanied housing options.

TLA PROCESSING / COLLECTION PROCEDURE

- ❑ **Member checks in with unit (or ISC Honolulu Administration if unit is underway). Orders are endorsed, and a copy of orders and endorsement for the spouse (if applicable) is made.**
- ❑ **Member checks in with the ISC Honolulu Housing Office.**
  - ❑ **Provides a copy of endorsed orders.**
  - ❑ **Receives a counseling regarding the availability of housing.**
- ❑ **Member checks in with the ISC Honolulu Transportation Office to obtain TLA application and receive counseling.**
- ❑ **Member and/or spouse can now stay in a TLA hotel (use of Government Travel charge card is recommended). If Government or Privatized Housing was not available or you desire to reside on the economy, member or spouse must do an aggressive search for rental housing until rental quarters are obtained. A great resource is the Housing Service Office for the first 10 days you must look at a minimum of 5 suitable units. Thereafter, you must look at a minimum of 10 units per 10-day period.**
- ❑ **After 10 days of lodging charges have accumulated, member or spouse can collect TLA payment via direct deposit. Bring the following to the ISC Honolulu Transportation Office to process the TLA payment:**
  - ❑ **Paid hotel lodging receipt (itemized)**
  - ❑ **Copy of orders with arrival endorsement**
  - ❑ **ISC HONO TLA Forms-001A and 001B (from Transportation Office) completed.**
  - ❑ **Power-of-attorney (if spouse is collecting)**
  - ❑ **Paid hotel lodging receipt (itemized)**
  - ❑ **ISC HONO TLA Form-001A and 001B, completed.**
- ❑ **Give the completed forms to the ISC Honolulu Transportation Office. Payment will be made into your direct deposit account within 5-7 working days of receipt by the Coast Guard Finance Center.**
- ❑ **Upon acceptance of quarters, a copy of the lease agreement with final TLA package should be submitted to the ISC Honolulu Transportation Office. NOTE: TLA terminates the date before quarters are accepted as noted in Lease Agreement.**

Temporary Housing

Refer to the **Before You Arrive Section** if you are looking for temporary housing.

TLA Reimbursement Procedures for Oahu

Procedures for collecting TLA payments are detailed in this section. Be sure to get a limited power of attorney for your spouse if you expect to deploy soon after arrival.

TLA Reimbursement Procedures for the Neighbor Islands

Neighbor island members must submit the same TLA documentation. To receive payment, you must mail documents to the ISC Honolulu Transportation Office. Payment for TLA will usually be made by direct deposit.

Non-Reimbursable TLA Expenses

The following expenses incurred during your TLA period are not reimbursable:

- cost of boarding for pets
- transportation between TLA accommodations & place of duty
- automobile rentals
- "Package deals" or Internet packages are not allowed
- child care/baby-sitting charges
- any entertainment expenses
- bar/alcoholic beverages
- phone calls (official/personal)
- tips to maids or bellboys
- valet services
- public or hotel parking

Medical and Dental Services

For a discussion on medical and dental options for active duty and family members refer to **Appendix K** in this handbook.

ARRIVAL CHECKLIST

PRE-ARRIVAL:

Call your unit before arrival to confirm their check-in requirements

ARRIVAL DAY:

Check-in to your unit personally.

Contact your sponsor or unit about the uniform for reporting aboard.

<u>If UNACCOMPANIED and unit provides berthing:</u>

Check-in to your berthing area. See your unit Local Housing Representative (LHR) if there are any questions.

<u>If UNACCOMPANIED and unit does NOT provide berthing:</u>

Obtain temporary UPH berthing at the required facility for your specific unit.

If UPH berthing is not available, check-in at a TLA qualified hotel.

If ACCOMPANIED and Government housing was desired and unit is available upon your arrival OR

If ACCOMPANIED and you choose to either reside on the economy or you requested Government Housing but NONE were available:

Check into a TLA qualified hotel. Please make sure that you have signed into your gaining command. This will ensure TLA entitlements have started.

Members stationed on the neighbor islands (Maui, Kauai, or Hawai`i) should contact their Local Housing Representative, OinC or Commanding Officer. The ISC Honolulu Housing Office can assist you in your search for civilian housing. Call them at (808) 842-2073/2071.

NEXT WORKING DAY:

<u>If ACCOMPANIED or UNACCOMPANIED and you either choose to reside on the economy or you requested Government housing but NONE were available or your unit does not provide permanent UPH/BEQ/BOQ berthing:</u>

Check-in at the ISC Honolulu Housing Office to establish the status of housing availability (or the administration office at Air Station Barbers Point for Barbers Point and COMMSTA personnel). The ISC Honolulu Housing Office will assist you in your search for civilian housing. Call them at (808) 842-2073/2037/2071.

Complete a Housing Survey and receive a signed DD Form 1747 from the ISC Honolulu Housing Office.

Then, Check-in to the ISC Honolulu Transportation Office.

Obtain ISC Honolulu TLA Form-001A and 001B from your unit or the ISC Honolulu Transportation Office.

THE FIRST WEEK:

Call the POV shipment arrival office for your vehicle status (see the POV Section of this handbook).

Arrange Hawai`i no-fault vehicle insurance if you haven't already done so.

Call the JPPSO Office to determine status of your HHG shipment, phone 473-7750/ 7760.

If you encounter problems, call (808) 842-2020/2024/2018/2017 to speak to a Transportation Specialist.

TLA COMPUTATIONS & ALLOWANCES

For up-to-date pay entitlement information on COLA, BAH, etc, check https://secureapp2.hqda.pentagon.mil/perdiem/

2008 OAHU TLA RATES/MAX PER DAY (Based on latest Per Diem Rate issued 5//1/07, but subject to change) With no—or inadequate—kitchen facilities			
Number of Dependents	Max. Per Diem Rate	M&IE Rate	LODGING
Single or no dependents 65%	187.85	72.80	115.05
Mbr + Spouse or 2 Depns (Base Rate) 100%	289.00	112.00	177.00
Mbr + Spouse & 1 Depn Under 12 = 125%	361.25	140.00	221.25
Mbr + Spouse & 1 Depn Over 12 = 135%	390.15	151.20	238.95
Mbr + Spouse & 2 Depns Under 12 = 150%	433.50	168.00	265.50
Mbr + Spouse & 2 Depns 1 Under 12/over 12 = 160%	462.40	179.20	283.20
Mbr + Spouse & 2 Depns Over 12 = 170%	491.30	190.40	300.90
Mbr + Spouse & 3 Depns Under 12 =175%	505.75	196.00	309.75
Mbr + Spouse & 2 Depns Under 12/ 1 over 12 = 185%	534.65	207.20	327.45
Mbr + Spouse & 1 Depn under 12 and 2 over 12 = 195%	563.55	218.40	345.15
Mbr + Spouse & 3 Depns Over 12 = 205%	592.45	229.60	362.85
*If adequate kitchen facilities are available in your room, then you will receive only 50% of M&IE amount. (See Appendix of this Handbook). ****TLA CAUTION** On your report-in day, be sure to have your original PCS orders endorsed. TLA reimbursement begins on the date you report to your unit, and ends on ht e date prior to checking into your Quarters. If you have any questions/concerns, please call ISC Transportation Office at (808) 842-2017/2018/2020/2024.			
2008 Per Diem Rates for Hawaiian Islands (as of 5/1/07)			
ISLAND	Per Diem	M&IE	LODGING
OAHU	289.00	112.00	177.00
HILO	216.00	104.00	112.00
KONA	284.00	104.00	180.00
KAUAI	307.00	109.00	198.00
MAUI	260.00	101.00	159.00

Calculation additional dependents above base rate: Each dependent under 12 years old, add 25% to base rate. Each dependent 12 years and over, add 35% to base rate.

Lodging costs are "UP TO" reimbursed amounts. If lodging costs less that the Maximum Lodging rate, you will be paid only actual lodging costs. If lodging costs more that the Maximum lodging rate, you will be paid only the Maximum Lodging rate.

Staying with friends or relatives? You're eligible for 100% of the Meals & Incidentals allowance on (No lodging reimbursement).

TLA CAUTION

Although your actual TLA payout will usually consist of your lodging expenses only (up to max allowable) and M&IE, it will not include parking, phone calls, and room service.

ISC Transportation requires itemized Lodging/Hotel receipts. If making room reservations online, ensure you will receive itemized receipts; otherwise, don/t make your reservation online.

Refer to Appendix A to make phone reservations.

Also read the caution in the TLA Rates Table at left!

TLA COMPUTATION WORKSHEET

The TLA Chart on the pervious page provides your maximum, approximate TLA entitlements starting on your reporting day to the unit and terminating on the day prior to the initial rental lease or closing agreement date.

Actual reimbursement may be lower because of the comparison between the member's and/or dependent's Maximum Lodging Rate (depending on Island) with the actual Hotel Lodging Rate.

Members stationed on Oahu, Maui, Kauai, or Hawai'i can use this worksheet to determine their TLA rates.

If there are any questions/concerns, call the ISC Transportation Office at (808) 842-2017/2018/2020 or 2024 for assistance. Our website is http://cgweb.d14.uscg.mil/ischon/Web/personnel_transportation.htm

FIRST Calculate Your Max Per Diem
Find out your new unit's Per Diem Rate at:
http://www.dtic.mil/cgi-bin/opdrates.pl

1. List M&IE (Meals & Incidental Expenses): _____

2. List Maximum Lodging Rate: +_____

3. Add together for your Max Per Diem: =_____

SECOND Determine TLA Percentage Rate
Members(s) and/or dependent(s) occupying a hotel room are computed accordingly:

Member or 1 Dependent:	65%
Member with Spouse or 2 Dependents Only:	100%
For Each Additional Dependent(s) Under 12 yrs old, add:	25%
For Each Additional Dependent(s) Over 12 yrs old, add:	35%
Enter your TLA % Rate:	_____

Two Examples:
Member + Spouse + one 13-year old Child + one 10-year old child = TLA is 160%

Mother + Child (without Mbr) = TLA is 100%

THIRD Calculate your M&IE TLA rates(s)
Multiply your M&IE (listed in First Calculation) times your TLA % Rate (listed in Second Calculation: _____

Note: Use only ½ of M&IE Rate if you have an adequate kitchen facility IAW the JFTR U9207.G3.

FOURTH Calculate your Lodging Rate
1. Multiply Max Lodging Rate (listed in First Calculation) times your TLA % Rate (listed in Second Calculation):
_____

2. List the Hotel Daily Lodging Rate (Including all Taxes): _____

3. List the LESSER of these two rates: _____

FIFTH Determine Daily TLA Amount
1. List the LESSER amount from the Fourth Calculation here: _____

2. List M&IE Rate from the Third Calculation: +_____

3. Add these two rates for your Daily TLA: =_____

SIXTH Total Amount of TLA Payable
Multiply the Number of Hotel Occupancy Nights times the Daily TLA Amount (Fifth Calculation: _____

Note: Please allow ample time for deposit to reflect in your bank account.

This is only and EXAMPLE, so please don't use these figures for your own budgeting. If you need any help using the TLA Computation Worksheet, just call 808-842-2020 or 2024 for friendly assistance.

Member, Spouse, and 2 children are looking for TLA Hotel accommodations. TLA starts on the day you report to your unit.

PCS to Honolulu, HI (Isle of Oahu).
Paygrade: E6 (Accompanied with command sponsored dependents).
One child is 10 yrs old. The other child is 6 yrs old.
Hotel room has no adequate kitchen facility (refer to Appendix of this handbook).
Hotel daily lodging rate including taxes per night: $118.00
Hotel occupancy days: 4 nights (remember, the day you check out does not count).

FIRST Calculate Your Max Per Diem

Find out your new unit's Per Diem Rate at:
http://www.dtic.mil/cgi-bin/opdrates.pl

1. List M&IE (Meals & Incidental Expenses):	$112.00
2. List Maximum Lodging Rate:	+ $177.00
3. Add together for your Max Per Diem:	= $289.00

SECOND Determine TLA Percentage Rate

Members(s) and/or dependent(s) occupying a hotel room are computed accordingly:

Member or 1 Dependent:	65%	
Member with Spouse or 2 Dependents Only:	100%	
For Each Additional Dependent(s) Under 12 yrs old, add:	25%	
For Each Additional Dependent(s) Over 12 yrs old, add:	35%	
Enter your TLA % Rate:		150%

THIRD Calculate your M&IE TLA rates(s)

Multiply your M&IE times your TLA % Rate (listed in Second Calculation:	$168.00

FOURTH Calculate your Lodging Rate

1. Multiply Max Lodging Rate (listed in First Calculation) times your TLA % Rate (listed in Second Calculation):	$265.50
2. List the Hotel Daily Lodging Rate (Including all Taxes):	$118.00
3. List the LESSER of these two rates:	$118.00

FIFTH Determine Daily TLA Amount

1. List the LESSER amount from the Fourth Calculation here:	$118.00
2. List M&IE Rate from the Third Calculation:	+ $168.00
3. Add these two rates for your Daily TLA:	= $286.00

SIXTH Total Amount of TLA Payable

Multiply the Number of Hotel Occupancy Nights times the Daily TLA Amount (Fifth Calculation):	$1144.00

TLA CLAIM FORM

BASIC INFORMATION

1) Rank & Name:_____ 2) SSN:_____

3) Unit:_____4) Home#:_____ 5) Work#:_____

6) Are you ☐ Reporting ☐ Departing ☐ Emergency or Renovation; other
Date:_____

TLA claim status

1) Is this your first period of TLA? ☐ Yes ☐ No
2) Will this be your final period TLA ? ☐Yes ☐No

In accordance with the provisions of the JFTR, I request TLA for a period of _____ days, in conjunction with Reporting PCS, Departing PCS, or Emergency/Renovation. The total number of days I have been on _____

3) This period of TLA Dates: From _____To_____

During this period, I was:
☐ Staying with my dependent(s)
☐ NOT staying with my dependent(s) Date: From _____To_____

Name of Power-of-Attorney to sign TLA: _____Relation:_____
☐ On Leave Dates: From_____ To_____
☐ On TAD orders Date: From _____To_____

Dependent(s) Information

1) Are you ☐ Single or Unaccompanied Sponsor/Dependent ☐ Married
☐ Member-married to-Member; Name & Rank of spouse:_____

Dependent(s) Name	Relation	Age	Lodged w/you?	Dependent(s) on Orders?

Occupancy information

1) I'm/we're currently staying:
☐ Hotel name: _____
Room#(s):_____ Phone#:_____
Adequate *cooking facilities* available in my hotel room. ☐ Yes ☐ No
☐ With family/friend's home Family/Friend phone# (opt):_____

TLA is authorized for up to 30 days. A period in addition to 30 days may be authorized under extenuating circumstances by the Commanding Officer/Transportation Officer._____

ISC Honolulu Form TLA-001B (Rev: 10/04)

(continue on reverse or next page)

Rank & Name:_____ **2) SSN:**_____

Record of Housing Search

To maintain continued eligibility for TLA, every effort MUST be made to obtain permanent housing. If it becomes necessary to request an extension of TLA the completeness and accuracy of this form will support your claim.

Helpful sources: www.dodreferral.com, realtors, www.rentalsillustrated.com,Relocation and Referral Services Office.

You are required to aggressively search and record your housing search progress in the spaces provided below. If you're reporting PCS, this form has to be with each and every application for TLA payment.

I am anticipating ☐ **Delivery/pickup of HHG/Aloha Kit** ☐ **Close Sale** (purchase home) ☐ **Rent/lease (economy)**

☐ **To vacate premises** ☐ **To reside on the boat or BEQ/barracks or GOV'T Housing**

DATE:_____

Date	Address	Contact number	Monthly cost	Number of rooms	Comments of suitability?

_____ (initial) I understand TLA claims are to be submitted every **10 days**.

_____ (initial) I understand that inbound TLA will terminate under any of the following conditions:

a. At 2400 on the day prior to residing in permanent residence.
b. At 2400 on the day prior to delivery of Household Goods or the *Aloha Kit* availability.
c. At 2400 on the day prior to the date Government owned or leased quarters were available for occupancy.
d. At any time the TLA authorizing official determines that a member is not making a bona fide effort to aggressively locate permanent housing.

_____ (initial) I understand if I reside in temporary quarters with friends and/or family, I am not entitled to the lodgingof TLA. I may submit a claim for the messing portion of TLA only.

Check list

☐ Copy of Orders (and Amendments, if any)

☐ Original receipt(s) from Hotel

☐ Rental/Lease Agreement (GOVT or Economy)

☐ Power of Attorney document (for dependent only)

☐ DROA/Closing sale documents (purchasing home)

I certify that the information given above is true and correct to the best of my knowledge. I am aware of the penalties for presenting a false statement in connection with this claim. Fraudulent claims will result in a fine of not more than ***$10,000 or imprisonment for not more than five years, or both***. (USC 237-1001)

Signature:_____ Date:_____