

Departure TLA 5 Step Process

1. Attend TLA Brief (@ 0800 M-F)

Attend the virtual Departure TLA Brief @ 0800, M-F at: [Teams Link](#)

REQUIRED DOCUMENTS FOR TLA MEMO:

- 1)PCS Orders
- 2)IPPS-A Leave Authorization
- 3)Flight Itinerary
- 4)HHG pick up documentation



2. Schedule HHG

Departure TLA is for no more than 10 days prior to departure from the PDS, as long as SM is not on leave and HHG have been picked up.

3. Give Notice to Vacate

Remember to give your on-post community center or landlord appropriate notice to vacate as outlined in your lease agreement.

Failure to give appropriate notice may result in financial responsibility for rent after vacating.

4. Book Hotel

HSO can provide a list of TLA approved hotels. Please ensure eligibility for TLA prior to booking.

It is recommended to contact the hotel directly to book accommodations at the TLA rate.

5. Finance

Submit documents to Finance to receive reimbursement. Finance will need:

- 1) PCS Orders
- 2) IPPS-A Leave Authorization
- 3) Flight Itinerary
- 4) TLA Memo
- 5) Zero-balance Hotel Receipt listing day to day charges

Reminders:

- 1) E5 and below must have Command Sponsored dependents on orders to be eligible for TLA.
- 2) SM cannot be on leave during the TLA period.
- 3) TLA is a reimbursement.