

Arrival TLA 5 Step Process

1. Sign into Hawaii

TLA may be authorized for single E6 and above or a Service Member (SM) with command sponsored dependents after the Service Member is arrived in IPPS-A. Contact HSO for a list of TLA approved Hotels.



3. House Searching

SM's are required to search for housing while on TLA. Housing must be secured during the initial 30 day TLA period. If SM secures housing within 30 days, up to 60 days may be authorized depending on the move in date.



5. Renewal

If housing has not been secured within 30 days, a completed housing accommodations search sheet is required to receive the 3rd TLA memo for a maximum of 30 days.

STEP
01



2. Attend TLA Brief (@ 0900 M-F)

Attend the virtual Arrival TLA Brief @ 0900, M-F at: [Teams Link](#)

STEP
02

REQUIRED DOCUMENTS FOR TLA:

- 1)PCS Orders
- 2)Adjusted IPPS-A Leave Authorization
- 3)Flight Itinerary

STEP
03

4. Securing Housing

Is having an off-post lease, housing offer letter with the Army, Navy, Air Force, or Marine Corps PPV Housing Provider, or purchase agreement, signed by you and the other party.

STEP
04

STEP
05



**TLA is about finding your home and reimbursement.
Come prepared**