

# Arrival TLA Brief

**\* Email Documents to HSO Group Box:**

**usarmy.schofield.usag.mbx.housing-services-office@mail.mil**

- \*PCS Orders and ALL Amendments
- \*DA Form 31 (signed in off leave form with control number)
- \*Flight Itinerary or Boarding Passes (all family members)

Extras:

- DD 1299 (Household Goods Packing and Pick-up)
- On-Post Housing Offer Letter / Lease
- Off-Post Housing Lease / Purchase Agreement and any Counter Offers
- Email from transportation with household goods delivery date to your new house

Do you have a Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Is your Spouse in the military? No \_\_\_\_\_ Yes \_\_\_\_\_  
(if Yes) Name: \_\_\_\_\_ Branch: \_\_\_\_\_

**\*\*Service Member's Phone Number:** \_\_\_\_\_

Spouse's Phone Number: \_\_\_\_\_

**\*\*E-Mail (Military):** \_\_\_\_\_

E-Mail (Civilian): \_\_\_\_\_

Hotel: \_\_\_\_\_

Staying w/Friends or Relatives? Yes: \_\_\_\_\_ No: \_\_\_\_\_