



# 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 signs into Hawaii using form DA 31. Contact HSO for a list of TLA approved Hotels.



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

Attend the virtual Arrival TLA Brief @ 0900, M-F at:

<https://conference.apps.mil/webconf/TLABrief>

REQUIRED DOCUMENTS FOR TLA:

- 1) PCS Orders
- 2) DA 31
- 3) Flight Itinerary



## 3. House Searching

SM's are required to search for housing while on TLA. Housing must be secured during the initial 45 day TLA period. If SM secures housing within 45 days, up to 60 days may be authorized depending on the move in date. Additional information will be given at the virtual 1100 Renewal TLA brief.



## 4. Securing Housing

Is having a signed lease, on-post housing offer letter or purchase agreement.

*Additional information on household goods (HHG's) will be given at the 1100 Renewal TLA Brief.*

In general, you may be eligible to continue to stay in the hotel if:

- 1) You have an Army housing lease but no HHG's.
- 2) You have an Off-post housing agreement but no HHG's.



## 5. Renewal Brief

Attend the virtual Renewal Brief @ 1100, M-F. Email your search sheet, on/off post lease agreement, purchase agreement and HHG's delivery confirmation to the HSO group box.



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