

# 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: \_\_\_\_\_



# 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.



## 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.



## 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.

STEP  
01



## 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

STEP  
02

STEP  
03

## 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.

STEP  
04

STEP  
05



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

# Rental Resources

## Off-post

|                                    |   |
|------------------------------------|---|
| Homes.mil                          | <a href="https://www.homes.mil">https://www.homes.mil</a>   |
| Apartments.com                     | <a href="http://www.apartments.com/hawaii">www.apartments.com/hawaii</a>  |
| Automated Housing Referral Network | <a href="http://www.ahrn.com">www.ahrn.com</a>  |
| Craigslist                         | <a href="http://honolulu.craigslist.org/oah/">http://honolulu.craigslist.org/oah/</a>   |
| Hawaiian Rental Guide              | <a href="http://www.hawaiianrentalguide.com">www.hawaiianrentalguide.com</a>  |
| Homes.com                          | <a href="http://www.homes.com">www.homes.com</a>  |
| Honolulu Board of Realtors         | <a href="http://www.hicentral.com">www.hicentral.com</a>  |
| Honolulu Star Advertiser           | <a href="http://homes.hawaiiislandhomes.com/realestate/search/for-rent">http://homes.hawaiiislandhomes.com/realestate/search/for-rent</a> |
| Military by Owner                  | <a href="http://www.militarybyowner.com">www.militarybyowner.com</a>  |
| Rent                               | <a href="http://www.rent.com">www.rent.com</a>  |
| Rental Search Hawaii               | <a href="http://www.rentalsearchhawaii.com">www.rentalsearchhawaii.com</a>  |
| Zillow                             | <a href="http://www.zillow.com">www.zillow.com</a>  |
| Trulia                             | <a href="http://www.trulia.com">www.trulia.com</a>  |
| Military.com Rentals               | <a href="http://apartments.oodle.military.com/for-rent/">http://apartments.oodle.military.com/for-rent/</a>                               |
| Illustrated                        | <a href="http://www.rentalsillustrated.com">www.rentalsillustrated.com</a>  |

## On-post

### Island Palm Communities (Army)

#### **North Regional Office**

215 Duck Road, Building 950  
Schofield Barracks, HI 96857  
808-275-3700

#### **South Regional Office**

111 7<sup>th</sup> Street, Building 1004  
Fort Shafter, HI 96858  
808-275-3800

### Pearl Harbor Housing (Navy)

4825 Bougainville Drive, Building 2652  
Navy Aloha Center  
Honolulu, HI 96818  
808-474-1820 / 1821

### Hickam Communities (Air Force)

211 Mercury Street  
Honolulu, HI 96818  
808-423-2300

### MCBH Family Housing (Marines)

1571 Lawrence Road  
MCBH Kaneohe Bay, HI 96863  
808-257-1257

### Base Honolulu Housing Office (Coast Guard)

Pass & ID / Admin Building 400 Sand Island Parkway  
Honolulu, HI 96819  
808-842-2071/2073/2022

## NOTE:

While the majority of listings are legitimate, please be aware that individuals do post property listings to scam potential renters/buyers. Remember, if it is too good to be true, it probably is. Unless you or someone you trust has physically seen a property, do not send personal or financial information to a third party. Always deal locally and in person. Do not wire funds via Western Union, MoneyGram, or any other wire service. Websites like **Crimemapping.com**, etc. is also a great tool to help with your housing research.

# TLA RATES FOR OAHU

| SM Status            | Meals  | Lodging |
|----------------------|--------|---------|
| Single               | 96.85  | 115.05  |
| Married              | 149.00 | 177.00  |
| Married w/1 Child    | 186.25 | 221.25  |
| Over 12              | 201.15 | 238.95  |
| Married w/2 Children | 223.50 | 265.50  |
| 1 over 12            | 238.40 | 283.20  |
| 2 over 12            | 253.30 | 300.90  |
| Married w/3 Children | 260.75 | 309.75  |
| 1 over 12            | 275.65 | 327.45  |
| 2 over 12            | 290.55 | 345.15  |
| 3 over 12            | 305.45 | 362.85  |
| Married w/4 Children | 298.00 | 354.00  |
| 1 over 12            | 312.90 | 371.70  |
| 2 over 12            | 327.80 | 389.40  |
| 3 over 12            | 342.70 | 407.10  |
| 4 over 12            | 357.60 | 424.80  |
| Married w/5 Children | 335.25 | 398.25  |
| 1 over 12            | 350.15 | 415.95  |
| 2 over 12            | 365.05 | 433.65  |
| 3 over 12            | 379.95 | 451.35  |
| 4 over 12            | 394.85 | 469.05  |
| 5 over 12            | 409.75 | 486.75  |

**\*DO NOT** reserve your hotel on websites like, Expedia.com, Hotels.com, etc.

**\*Daily room rates are set by the hotel. When making reservations, please ensure the room rate is within your TLA authorization. See below to determine your daily rate.**

**\*VACATION RENTALS/ TIMESHARES/ MWR CABINS/ BED & BREAKFASTS ARE NOT TLA APPROVED.**

**\*Note if service member is single with dependents, use married for 1<sup>st</sup> dependent.**

**\*50% for meals in hotels with kitchen.**

**\*Finance DOES NOT REIMBURSE for late checkouts, resort charges & taxes, parking tips, room service, etc.**

## 2020 BAH RATES FOR OAHU

| BAH With Dependents | BAH Without Dependents | BAH With Dependents | BAH Without Dependents |
|---------------------|------------------------|---------------------|------------------------|
| 01E \$3,171         | 01E \$2,916            | E1 – E4 \$2,784     | E1 – E4 \$2,088        |
| 02E \$3,402         | 02E \$2,931            | E5 \$2,913          | E5 \$2,397             |
| E03E \$3,555        | 03E \$2,955            | E6 \$2,967          | E6 \$2,664             |
| 01 \$2,925          | 01 \$2,655             | E7 \$3,132          | E7 \$2,787             |
| 02 \$2,964          | 02 \$2,871             | E8 \$3,318          | E8 \$2,928             |
| 03 \$3,426          | 03 \$2,943             | E9 \$3,507          | E9 \$2,937             |
| 04 \$3,702          | 04 \$3,144             | W1 \$2,979          | W1 \$2,748             |
| 05 \$3,894          | 05 \$3,252             | W2 \$3,210          | W2 \$2,925             |
| 06 \$3,927          | 06 \$3,423             | W3 \$3,438          | W3 \$2,940             |
| 07-010 \$3,966      | 07-010 \$3,486         | W4 \$3,537          | W4 \$3,003             |
|                     |                        | W5 \$3,660          | W5 \$3,177             |

## HOUSING ACCOMMODATIONS SEARCH SHEET

### DATA REQUIRED BY THE PRIVACY ACT

**AUTHORITY:** IAW DoD 7000, 14-R, FMR, Volume 7A, Chapter 68, 6804  
**DISCLOSURE:** Mandatory submission to HSO for Temporary Lodging Allowance (TLA)  
**PRINCIPAL PURPOSES:** Supporting document to provide justification for requesting extension of TLA  
**ROUTINE USES:** Referrals to the Finance and Accounting Office  
**INSTRUCTIONS:** Minimum of 9 property listings required for each 10 days of TLA Authorized  
**NAME:**

Housing Search Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Return to HSO: \_\_\_\_\_

|                        |                                |         |              |                              | For<br>HSO /<br>UPH<br>Use |
|------------------------|--------------------------------|---------|--------------|------------------------------|----------------------------|
| Date & Time<br>Visited | Name, Address,<br>Phone Number | Virtual | In<br>Person | Reason for<br>Non-Acceptance |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
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|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |

SERVICE MEMBER'S SIGNATURE

DATE

COUNSELOR'S SIGNATURE

DATE

## HOUSING ACCOMMODATIONS SEARCH SHEET

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|                        |                                |         |              |                              | For<br>HSO /<br>UPH<br>Use |
|------------------------|--------------------------------|---------|--------------|------------------------------|----------------------------|
| Date & Time<br>Visited | Name, Address,<br>Phone Number | Virtual | In<br>Person | Reason for<br>Non-Acceptance |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
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|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |
|                        |                                |         |              |                              |                            |

SERVICE MEMBER'S SIGNATURE

DATE

COUNSELOR'S SIGNATURE

DATE

# Renewal TLA for Off - Post Housing

## Step 1

Decide what type of Housing you will be looking for and determine your families most important needs and wants.

## Step 2

Decide how you will break up your BAH between, Rent / Mortgage, Utilities and Insurance.

**Housing + Utilities + Insurance = \$\$\$**

## Step 3

Start contacting landlords, property management companies and Realtors to inquire about the properties that you are interested in....And sign your Contract.

\*If you have not signed a contract within 30 days of your arrival, at least 18 searches must be recorded on your Mandatory search sheet.

## Step 4

On day 30, attend the virtual Renewal Briefing @ 1100, Mon-Fri, at:

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

Email your Mandatory Search Sheet, and Lease Agreement or Purchase Contract along with your household goods status to the HSO group box at:

[usarmy.schofield.usag.mbx.housing-services-office@mail.mil](mailto:usarmy.schofield.usag.mbx.housing-services-office@mail.mil)

## Step 5

Start paying for your house once your contract starts. If you signed a rental agreement, decide if you will continue to reside in the hotel until your household goods are delivered. If you move into your home without your household goods being delivered, you are not eligible for **MEALS** OR LODGING.

\*\*To turn on your electricity, Water/Sewage or Gas visit the Housing Service Office for deposit waiver form\*\*

## Step 6

If you are deciding to stay in the hotel and **not** move into your home, email your confirmed household goods delivery date to the HSO group box. If you have any questions or need clarification, attend the virtual Renewal Brief @ 1100, Mon-Fri.

**Housing  
HSO Services  
Office**  
215 Duck Rd, Bldg. 950  
Schofield Barracks, HI 96857  
(808) 655-3073



# Renewal TLA for On-post Housing

## Step 1



Visit the desired on-post housing office to get on their waitlist and turn in needed documents.

## Step 2

If housing is available for your rank and family size, your leasing consultant will attach your name to a home and get you an offer letter for the house.



## Step 3



If housing is not available for your rank and family size, make sure that you are searching for other available housing and recording searches on your Mandatory search sheet.

At least 18 searches must be recorded.

## Step 4

On day 30, attend the virtual Renewal Briefing @ 1100, Mon-Fri, at: <https://conference.apps.mil/webconf/TLABrief>  
Email your Mandatory Search Sheet, Offer Letter or Lease Agreement along with your household goods status to the HSO group box at: [usarmy.schofield.usag.mbx.housing-services-office@mail.mil](mailto:usarmy.schofield.usag.mbx.housing-services-office@mail.mil)



## Step 5



JPPSO – (808) 473-7750



If you rent with Island Palm Communities, you are allowed to wait in the hotel until your household goods are delivered to the residence. If you move into your home without your household goods being delivered you will not be eligible for TLA (**MEALS** OR LODGING).

If you rent with **Navy, Air Force or Marines** your TLA will end on your lease start date.

## Step 6

If you are deciding to stay in the hotel and **not** move into your home, email your confirmed household goods delivery date to the HSO group box. If you have any questions or need clarification, attend the virtual Renewal Brief @ 1100, Mon-Fri.



215 Duck Rd, Bldg. 950  
Schofield Barracks, HI 96857  
(808) 655 - 3073



# DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRINCIPAL PURPOSE: To provide utility companies with information to approve requests for the waiver of security deposit requirements.

ROUTINE USES: Used to collect any monies due to the utility company and to obtain waiver of security deposit requirement.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of Social Security Number (SSN) and other information is voluntary; however, without this information, the waiver of security deposits may not be granted.

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## SECTION A

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Commander

1. Request verification of the following information: (Check one)

\_\_\_a. Hawaiian Electric Co.

ATTN: Credit Dept.  
900 Richards Street  
Honolulu, HI 96813  
Phone: 548-7311  
Fax: 543-7799

\_\_\_b. Hawai'i Gas

ATTN: Credit Dept.  
P.O. Box 3000  
Honolulu, HI 96842  
Phone: 535-5933, Ext. 2  
Fax: 594-5522

\_\_\_c. Board of Water Supply

ATTN: Credit Dept.  
630 South Beretania Street  
Honolulu, HI 96813  
Phone: 748-5000, Ext. 3  
[www.hbws.org](http://www.hbws.org)

2. Name: \_\_\_\_\_  
(Last) (First) (MI)

3. SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

4. Permanent Mailing Address: \_\_\_\_\_

5. I authorize the release of my SSN and my present or future mailing address to the company identified in paragraph 1 above if the company asserts that it waives a security deposit requirement for me and that I am indebted to the company. I understand that this waiver of my rights under the Privacy Act will continue until such time as I revoke the above authorization.

\_\_\_\_\_  
(Member's Signature)

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## SECTION B

From: Commander/First Sergeant Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

To: Hawaiian Electric Company / Hawai'i Gas / Board of Water Supply

I verify that the information in paragraph 2 is correct.

\_\_\_\_\_  
By direction

# OAHU UTILITY COMPANY INFORMATION

| Company  |   | Deposit   |
|--|---|---|
| <p>Spectrum<br/>200 Akamainui Street<br/>Mililani, HI 96889<br/>643-2100<br/><a href="http://www.oceanic.com">www.oceanic.com</a></p>                      |    | None Required   |
| <p>Hawaiian Telcom<br/>1177 Bishop Street<br/>Honolulu, HI 96813<br/>643-3456<br/><a href="http://www.hawaiiantel.com">www.hawaiiantel.com</a></p>         |    | None Required   |
| <p>Hawaiian Electric Company<br/>900 Richards Street<br/>Honolulu, HI 96813<br/>548-7311<br/><a href="http://www.heco.com">www.heco.com</a></p>            |   | <p>Waived for Military w/form</p> <p><b>FAX: 543-7799</b></p> |
| <p>Board of Water Supply<br/>630 South Beretania Street<br/>Honolulu, HI 96813<br/>748-5000, Ext. 3<br/><a href="http://www.hbws.org">www.hbws.org</a></p> |  | Waived for Military w/form                                    |
| <p>Hawaii Gas<br/>515 Kamakee Street<br/>Honolulu, HI 96814<br/>535-5933, Ext. 2<br/><a href="http://www.hawaiigas.com">www.hawaiigas.com</a></p>          |  | <p>Waived for Military w/form</p> <p><b>FAX: 594-5522</b></p> |

Revised: 18 SEP 18

Refer to the telephone directory for other utility companies



**Housing Services Office**  
**215 Duck Road, Building 950**  
**Schofield Barracks, HI 96857**

Monday – Friday (closed holidays)



## **1100 – Virtual Brief for Renewal TLA**

Log on at: <https://conference.apps.mil/webconf/TLABrief>

**Email documents to:**

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

**Housing Search Sheet**

**On-Post Housing Offer Letter and On-Post Lease**

**Signed Off-Post Lease**

**Purchase contract signed by seller**

**Household Goods e-mail with scheduled delivery date**

\*HSO group box is always open. Feel free to email your documents at any time.

\*At this briefing, HSO will answer any TLA questions you may have and give advice in regards to house hunting.

**TLA FINANCE:** 673 Ayers Ave, Bldg. 750, Room #103

Schofield Barracks, HI 96857

or via email: usarmy.schofield.usarpac.mbx.125th-fmsu-tla1@mail.mil

**\*\*Finance does not make copies\*\***

**0900 to 1500** – Monday, Tuesday, Wednesday, & Friday

**1230-1500** – Thursday

**To be reimbursed by Finance**, single sided copies of the following documents are required:

1. **TLA authorization Memo** EMAILED from the Schofield Barracks Housing Services Office (HSO)
2. **PCS Orders** with all amendments
3. **DA Form 31** with signatures and control number
4. **Flight Itinerary** for SM and any command sponsored dependents
5. **Itemized, zero (0) balance hotel receipt** listing the day-to-day hotel charges, plus any applicable sales tax. **Receipt must show PAID IN FULL.**

\* Online hotel receipts WILL NOT BE ACCEPTED. Sites like Expedia.com, Hotels.com, etc., reservation confirmation receipts or any pre-payment receipts are not acceptable

#### **THINGS TO REMEMBER**

- SM must reside in a TLA approved hotel to be reimbursed. Contact HSO to obtain a list of these hotels.
- You may be exempt from the Transit Accommodations Tax (TAT) of up to 15% that the hotels charge, by informing them that you are on TLA and are not in a visiting status. They may need your TLA memo for verification. TLA Finance will only reimburse the standard 4.71% General Excise Tax (GET).

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215 Duck Road, Bldg. 950  
Schofield Barracks, HI 96857

**Your day 30 is \_\_\_\_\_.**

**Attend the virtual 1100 Renewal Briefing on or before the above date.**

- \*Mandatory search sheet
- \*On post housing offer letter (if applicable)
- \*On- or off-post lease agreement (if applicable)
- \*Purchase contract (if applicable)
- \*Household goods email confirmation
- \*Your TLA entitlement is based on the documents you provide

***Initial TLA is authorized in accordance with DoD 7000, Volume 7A, Chapter 68, 6804 and Local Policy Letter USAG HI – 19, Temporary Lodging Allowance (TLA)***