



Departure TLA Brief



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Housing Services Office (HSO)
215 Duck Rd, Building 950 Schofield Barracks, HI 96857
U.S. Army Installation Management Command

Required Departure TLA Documents

- **PCS/Separation/Retirement Orders**
 - Including any Amendments
- **DA form 31 or IPPS-A Leave Authorization**
- **Flight itinerary**
 - Service Member
 - Dependents
- **Household Good Pick Up Information**
 - DD1299 from Transportation
 - Government Bill of Lading (GBL)
 - Email Confirmation from Shipping Company
- **E-mail Your Documents with your information to:**
 - usarmy.schofield.usag.mbx.housing-services-office@army.mil



- **E5 and below**
 - with command sponsored dependents on orders
 - on a current CNA
- **E6 and above**
- **Contact HSO to confirm TLA eligibility**



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- **Departure TLA may be authorized up to 10 days from the start date of your leave, as long as household goods have been picked up, and is leaving the PDS vicinity.**
- **Early Return of Dependent(s) orders (ERD) are not eligible for TLA entitlements unless specifically stated.**



Dual Military Authorization

- **The last departing SM may be authorized up to 10 days from the start date of their leave.**
- **The SM leaving first is expected to continue to reside in the joint domicile.**
 - If the dual military couple maintains separate households in the PDS vicinity, each SM is authorized TLA.
 - Local lease agreements or housing terminations will be required.



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TLA RATES FOR OAHU		
As of 01 February 2023		
SM Status	Meals	Lodging
Single	102.50	202.00
Married	157.00	202.00
Married w/1 Child	196.25	252.50
Over 12	211.95	272.70
Married w/2 Children	235.50	303.00
1 over 12	251.20	323.20
2 over 12	266.90	343.40
Married w/3 Children	274.75	353.50
1 over 12	290.45	373.70
2 over 12	306.15	393.90
3 over 12	321.85	414.10
Married w/4 Children	314.00	404.00
1 over 12	329.70	424.20
2 over 12	345.40	444.40
3 over 12	361.10	464.60
4 over 12	376.80	484.80
Married w/5 Children	353.25	454.50
1 over 12	368.95	474.70
2 over 12	384.65	494.90
3 over 12	400.35	515.10
4 over 12	416.05	535.30
5 over 12	431.75	555.50

If you are dual military or a single parent, please contact the housing office or finance for your actual rate as it is NOT reflected on this chart



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- **Daily room rates are set by the hotel. When making reservations, please ensure the room rate is within your TLA authorization.**
- **Unless otherwise annotated, hotels are located in Waikiki.**
- **No online hotel receipts will be accepted.**
 - Expedia.com
 - Hotels.com
 - Airbnb
 - Priceline.com, etc.
- **Rooms with kitchen receive half the TLA meal rate**
 - The presence of a stove and oven, work area, refrigerator, sink, water, table, chairs, and cooking and eating utensils is evidence of adequate cooking and eating facilities.

To receive a copy of the TLA approved hotels list please email:

usarmy.schofield.usag.mbx.housing-services-office@army.mil



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- Resort Fees
 - Late Check Out
 - Parking
 - Room Service
 - Pet Fees
-
- You may be exempt from the Transit Accommodations Tax (TAT).
Check with the hotel when making reservation.
 - TLA is not authorized while residing in your residence for **meals or lodging.**



Required Documents for Finance


- **TLA Memo**
 - Issued by the Housing Services Office
- **PCS/Separation/Retirement Orders**
 - Including any Amendments
- **DA form 31 or IPPS-A Leave Authorization**
- **Flight itinerary**
 - Service Member
 - Dependents
- **Hotel Receipt**
 - Itemized, zero (0) balanced receipt listing day-to-day hotel charges, including any applicable taxes
 - Must show **PAID IN FULL**
- **DoD ID Number**
 - 11-digit number found on the back of your CAC

- **NOTE:** The TLA Memo alone does not constitute TLA payment.




- **Location**
 - Soldier Support Center
 - 673 Ayers Avenue, Bldg. 750, Rm. 103
 - Schofield Barracks, HI 96857
- **Operating Hours**
 - 0900-1500 Monday, Tuesday, Wednesday, Thursday
 - 1230-1500 Friday
- **Phone Number**
 - (808) 655-1244







Army Housing Online User Services





Housing America's Soldiers and Families




START HERE 


Select Your Installation 



Installation Region Map








X by @USArmyHousing X #usarmyhousing

Find your next duty station here 





This is the Army's official website for Soldiers and Families to look for information regarding Army Family Housing (Privatized & Government Owned), Unaccompanied Housing (UH), or Off-Post Housing. It includes detailed reference information and quick links for Army installations all over the world. Inside you will find floorplans and housing policies that pertain to your next duty station.

<https://www.housing.army.mil>



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Please remember to give your Landlord or on-post community center 30 Days written notice to vacate your home once you received your orders to leave the PDS Vicinity.



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Office hours: M, T, W, F 0800-1600 and Thurs, 0800-1500

Contact HSO at 808-655-7700

Email: usarmy.schofield.usag.mbx.housing-services-office@army.mil



How are we doing at providing you with HSO assistance? Please provide us feedback by scanning the QR code. Thank you in advance!



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