



DEPARTMENT OF THE AIR FORCE
647TH AIR BASE GROUP
JOINT BASE PEARL HARBOR HICKAM HAWAII




MEMORANDUM FOR AIR FORCE PERSONNEL ASSIGNED TO THE ISLAND OF OAHU

FROM: 647 ABG/CC, DJBC-JBPHH

SUBJECT: Temporary Lodging Allowance (TLA) Policy upon Arrival

1. Per the Joint Travel Regulation (JTR), Ch. 9, §0903, *Temporary Lodging Allowance (TLA)*, the purpose of TLA is to partially reimburse service members for higher-than-normal expenses incurred during the occupancy of temporary lodging upon arrival at an OCONUS Permanent Duty Station. TLA begins on the first day temporary lodging is used and ends on the day before permanent government, privatized, or private-sector housing is occupied, or when the TLA Authority determines the allowance is no longer justified.
2. In order to receive TLA, service members must report to the Military Housing Office (MHO) within 72 hours of arrival on island. Service members and command-sponsored dependents are authorized up to a maximum of 60 days of TLA upon initial arrival while completing arrangements for permanent living accommodations. Members who fail to report to the MHO within 72 hours of arrival and who lack an acceptable reason for noncompliance will forfeit authorized TLA.
3. TLA will be authorized in up to 15-day increments, up to the maximum of 60 days. To maintain eligibility for the allowance, service members must perform a diligent and thorough private housing market search on the Record of Housing Search Form provided. A minimum of 10 listings must be viewed and documented for each increment of TLA. Service members must submit the form to the MHO until permanent on- or off-base housing is obtained, or the 60 days has expired, or the member may lose authorization for TLA.
4. Extensions of TLA beyond 60 days are by exception and only granted for extenuating circumstances beyond the service member's control. Please note that personal inconvenience to a member or dependent(s), or accepting a home offer with an availability date beyond 60 days are not valid justifications to extend TLA.
5. If you have any questions or concerns please call the Military Housing Office at 808-448-0856/6887 or email HickamHousing@navy.mil.


TAMMIE L. HARRIS, Colonel, USAF
Commander, 647th Air Base Group
Deputy Commander, JBPHH

Arrival Temporary Lodging Allowance (TLA) Brief

Name: _____ **TLA Start Date:** _____
(Rank, Last, First)

Email Address: _____

Upon determination of authorization for initial entitlement to arrival TLA, an individual must conduct an aggressive search for off base housing for each 15-day period of TLA. **Member is responsible to come into the Military Housing Office (MHO) every 15 days to process TLA documents.** Failure to do so will result in loss of authorized TLA. In an effort to assure continued entitlement of TLA for incoming individuals, the following guidelines are provided:

_____ 1. Each 15-day period of TLA, at least 10 suitable units must be viewed and placed on the Record of Housing Search form, which includes the requirements for adequate searches.

_____ 2. I understand that waiting only for on-base housing is not considered an aggressive search. I must provide the completed Record of Housing Search form or my TLA will not be continued.

_____ 3. TLA will end the day prior to the lease start date. Government Loaner Furniture is available and should be utilized by the member if Household Goods have not yet arrived on island. TLA will not be extended if member chooses not to use the Loaner Furniture or if Household Goods delivery is delayed for personal reasons.

_____ 4. If I elect to purchase a home, I must inform the MHO of my intent to do so upon arrival. I understand that TLA must end at 60 days or the closing date, whichever comes first. If the closing date is after the 60 days, I must arrange for temporary lodging myself, TLA extensions are not authorized.

_____ 5. If I accept on base housing or sign a lease agreement for off base housing with an availability date after 60 days, I must make every effort to find temporary lodging until the lease date. Signing a rental lease with a start date after 60 days of TLA is not a justifiable reason for an extension.

Statement of Acknowledgement

I certify that I have been thoroughly briefed on my responsibilities to conduct an aggressive diligent search for housing. I have been given a copy of the definitions of an adequate search and will comply. I understand that submitting a housing search record that is determined to be inadequate may result in the termination of my TLA entitlements.

Service Member's Signature

Date

MHO Counselor's Signature

Date



MILITARY HOUSING OFFICE
Joint Base Pearl Harbor-Hickam
Incoming TLA Checklist

The following hard copy documentation will be provided by the incoming member upon submitting for TLA:

- Orders and any amendments
- Flight itinerary for member and any command sponsored dependents
- Certificate of Non-Availability (CNA) from Navy Lodge or NGIS (if staying in a non-government hotel)
- Itemized zero balance receipt (must show each day and rate)*
- Housing Search Sheet - completed and signed by member (if no home was secured)*
- Housing Offer Letter from a Military Privatized Housing Office (Army IPC, Navy OMC, AF Hickam Communities, Marine Corps Housing) a signed rental lease from off-base housing, or a Home Purchase Agreement

*Member is required to provide these documents to MHO at for every 15 day increment. Please note: **If the documents are incomplete or inadequate, MHO will not accept the documents from the member. Member will need to return to MHO with hardcopy documents on hand.**

Service Member Name: _____ Rank: _____

Personal E-mail: _____ Cell Phone: _____

Arrival Date: _____

Please schedule your return appointment on or around: _____

If you have any questions or concerns please contact the Military Housing Office at:

Address: 200 Kokomalei Street, Bldg 6500

Email: jbphh.mho@navy.mil

Phone: 808-590-1402 or 808-312-0199

I acknowledge and will submit my TLA documents as stated above. I understand that failure to do so may make me ineligible or delay the processing for me to receive TLA.

SIGNATURE: _____ DATE: _____

ADDITIONAL SOURCES OF RENTALS/SALES

OFFICIAL DOD RENTAL LISTING WEBSITE	https://www.homes.mil
Craigslist	http://honolulu.craigslist.org
Hawaii Rental Ads	www.hawaiiirentalads.com
Hawaiian Humane Society (pet friendly rentals)	http://hawaiianhumane.org/petsinhousing
Honolulu Board of Realtors	http://www.hicentral.com
Honolulu Star Advertiser Newspaper	http://www.hawaiiclassifieds.com
Military by Owner	http://www.militarybyowner.com
Penny Saver	http://www.pennysaverhawaii.com
Rent	http://www.rent.com
Rentals Illustrated	http://www.rentalsillustrated.com
Rental Search Hawaii	http://www.rentalsearchhawaii.com
Sarges List	http://www.sargeslist.com
Trulia	http://www.trulia.com
Vacation Rentals by Owner	http://www.vrbo.com
Zillow	http://www.zillow.com

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 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.

Contact the Military Housing Office at 808-590-1402 or 808-312-0199 if you suspect a scam.

REVISED 20 March 2017

GOVERNMENT LOANER FURNITURE



Aloha! Do you need loaner furniture?

When you move into government or community housing and before your household, the Furnishing Management Office (FMO) can arrange to have loaner furniture delivered and pick up to your new home.

Our hours of operation are Monday to Friday from 0700-1600, We are closed during 1130 to 1230 for lunch.

For more Information, please call us at: (808) 448-0300

The Furnishing Management Office (FMO) is located at 510 Kuntz Avenue, Bldg. 1722 Hickam Field Honolulu, HI. 96818

BASIC ALLOWANCE FOR HOUSING

OVERVIEW

Basic Allowance for Housing (BAH) is a U.S.-based allowance that provides uniformed Service members equitable housing compensation based on housing costs in local housing markets when government quarters are not provided. A Service member stationed overseas, who does not have government housing available, is eligible for Overseas Housing Allowance (OHA). Approximately \$21 billion is paid to approximately 1 million members.

RATES

BAH rates are based on local area rental market data and vary by geographic duty station, pay grade and dependency status. The cost of utilities is also considered.

BAH is based only on rental properties, not homeownership costs like mortgage payments and property taxes.

BAH also includes rate protection. This means, if a member's current BAH rate is less than the previous year, the member receives at least the same amount of BAH as the previous year, provided that the member's duty location, rank and dependency status stays the same. If BAH rates go up, the member will receive the higher BAH rate as long as eligibility is uninterrupted. This ensures that members who have made long-term commitments in the form of a lease or contract are not penalized if the area's housing costs decrease.

HOUSING

BAH enables Service members to live off-base comparably to their civilian counterparts. It is not designed to cover all housing costs for all members. Some members may have out-of-pocket expenses, because rates are based on the median cost of rent. A member's actual expenses may be higher or lower based on a member's actual choice of housing and where they live.

Because members are free to make housing choices that best suit their needs, a member may choose to use all their housing allowance to rent more expensive housing close to the duty station, or have a longer commute for either a larger or less expensive house in an outlying area.

Visit the DTMO website for more information:

- BAH Calculator
- Frequently Asked Questions
- BAH Service Representatives
- BAH Rates
- BAH Video



Learn more at: www.defensetravel.dod.mil/site/bah.cfm

*Information current as of 8/2018



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

www.defensetravel.dod.mil

Loan Closet

Military and Family Support Center

(Formerly Fleet and Family Support Center/Airman and Family Readiness Center)

655 Vickers Avenue, Building 1105,

Joint Base Pearl Harbor Hickam

808-449-0319



Whether you have just arrived or are leaving Hawai'i, Military and Family Support Center (MFSC), has a loan closet that will meet your needs until your household goods have arrived or after they've been shipped. **All you need is a copy of your orders and the basic loan closet items are available at no charge.** Available to Active Duty service members, Joint Base Pearl Harbor Hickam personnel, and their family members. **Hours of operation are Tuesday through Thursday from 8:00 a.m. to 3:30 p.m. (Closed from 11:00 a.m. to 12:00 p.m. for lunch). Each Month, on the Second Thursday of the Month, the Loan Closet is Closed from 12:00 p.m. to 3:30 p.m. for Training.**

Kit for Family of 4

Kitchen Ware

Dinner Ware

Pots & Pans

Bottle & Can Opener

No Linens Available

Optional Items

Coffee Maker

Toaster

Fan

Iron & Ironing Board

Rice Cooker

Vacuum

Microwave

Blender

Baby Items

High Chair

Playpen (Pack & Play)

Safety Gate

Stroller



Directions from the Hickam main gate:

Enter the main gate by using the middle or left lane.

Stay straight; the flight line will be on your left.

Enter Atterbury Circle and take the FOURTH exit onto Vickers Ave.

Pass the Aloha Conference Center, which will be on your right.

Take the first right onto Scott Circle.

Turn left onto Worthington Ave.

The Loan Closet is the single glass door in the middle of the building.

There are 2 RESERVED stalls right in front.