

TEMPORARY LODGING ALLOWANCE ARRIVAL/ALTERNATE TEMPORARY LODGING CLAIM

MEMBER INFORMATION

Name:	SSN:	Rank/Paygrade:
Command:	UIC:	Date Reported:
Phone Number:	<input type="checkbox"/> Accompanied <input type="checkbox"/> Unaccompanied (at time of submission)	
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Military-Military Couple <input type="checkbox"/> Single w/Dependents	
Dependent(s) names residing in the area / Ages of Children (list oldest to youngest)		

Date family arrived		

TLA/TEMPORARY LODGING FACILITY INFORMATION

Hotel Name:	Adequate Kitchen Facilities (as per regulations): <input type="checkbox"/> Yes <input type="checkbox"/> No
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MEMBER CERTIFICATION

I CERTIFY THE ABOVE INFORMATION IS TRUE AND COMPLETE: _____	Signature/Rank/Date
* Certificate of Non-Availability from Navy Lodge is required for alternate Lodging	

MEMBER'S DEPARTMENT HEAD

_____	_____	_____	_____
Department Head Signature (over 30 days)	Rank / Name	Date	Phone Extension

HOUSING SERVICE CENTER

TLA <input type="checkbox"/> is <input type="checkbox"/> is not recommended from _____ through _____			
Total Number of days in TLA at end of this TLA period: _____			
Expected Date of Occupancy: _____		Contract Appointment Date: _____	
Remarks: _____			

Housing tours were conducted this period on the following dates with each tour consisting of viewing at least five residences: _____			

Designated TLA Housing Rep (Print Name)		Signature	Date
			Phone Extension

COMMAND ENDORSEMENT - HOUSING DIRECTOR DETERMINATION

Housing Director Determination: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved _____	Signature	Date
(45-60 days)		

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 552a(b). The principle purpose of the information provided is used to identify the member and his or her service record. The information will be used to assist officials and employees of the Department of the Navy in determining eligibility for and approving or disapproving of the reenlistment being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.