



## **FAMILY HOUSING SERVICE CENTER (HSC)**

Naval Base Guam, Building 3190

Telephone: (671) 333-2081/82/83

Office Hours: Monday thru Wednesday & Friday 0730 – 1630

Thursday 0730-1430

Closed on Weekends and Federal Holidays

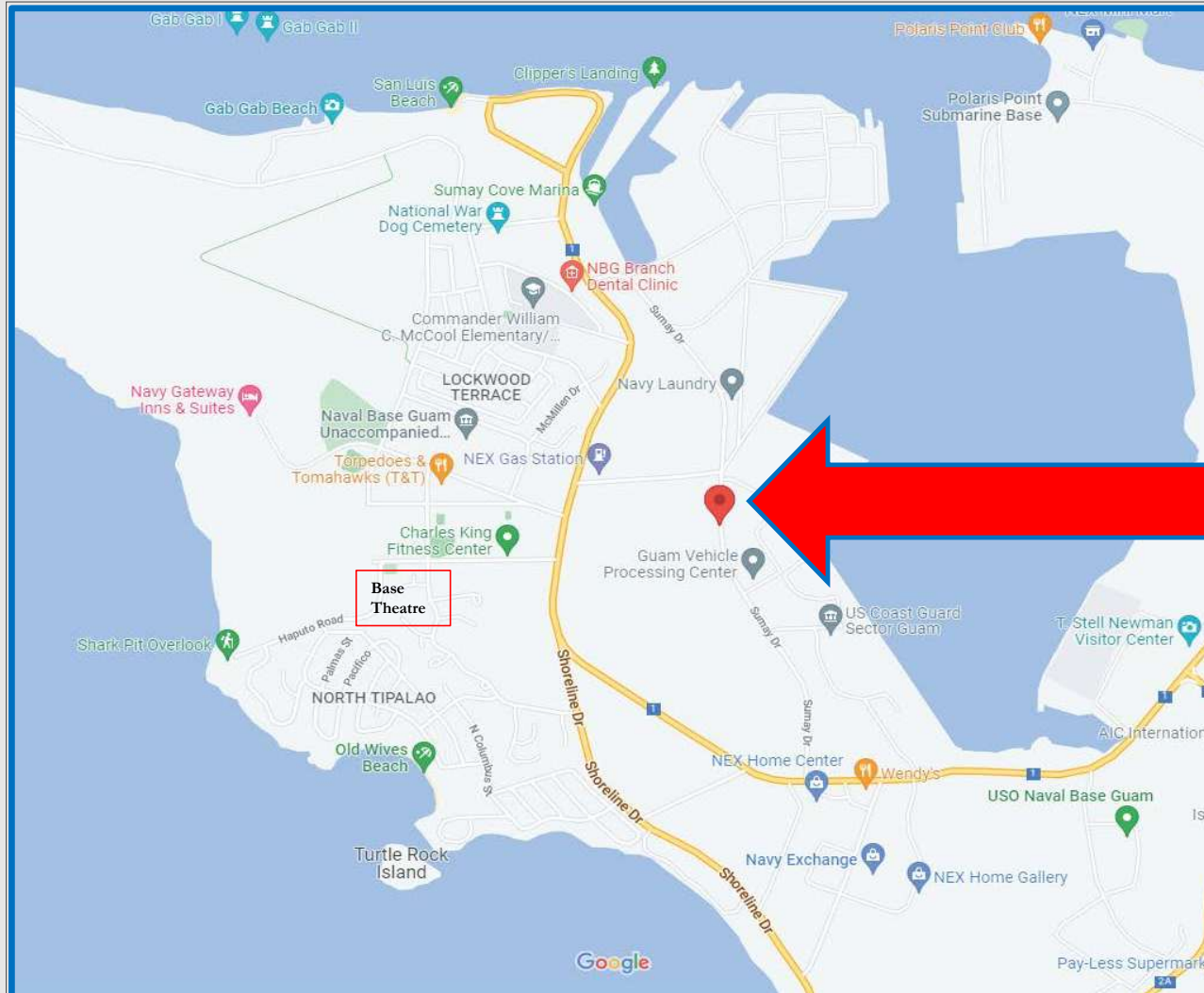
### **QUESTIONS/APPOINTMENTS/SCHEDULING**

For questions, appointments, and/or scheduling, use the email listed below:

[Guam\\_housing@us.navy.mil](mailto:Guam_housing@us.navy.mil)

**HOUSING WEBSITE:** A copy of the Housing Brief Slide is posted on the housing website: link provided below:

<https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Joint-Region-Marianas/NAVBASE-Guam/>



**The Family Housing  
Office is located in the  
CO's Headquarters at**

**Building 3190**

**3190 Sumay Dr, Santa  
Rita, Guam**

**ALL CUSTOMERS MUST ATTEND MANDATORY AREA ORIENTATION BRIEFING**

**(WITH THE EXCEPTION OF COAST GUARD MEMBERS WHO ARE ONLY REQUIRED TO ATTEND THE HOUSING BRIEF)**

FLEET & FAMILY  
SUPPORT CENTER  
(FFSC) CONTACT NO.  
671-333-2056/57  
TO REGISTER

**EFFECTIVE 20 FEBRUARY 2023 NBG HOUSING HAS IMPLEMENTED A MANDATORY ASSIGNMENT FOR ON-BASE HOUSING. THIS APPLIES TO ALL INCOMING ACCOMPANIED SERVICE MEMBERS E1 – O6 TO INCLUDE PREVIOUSLY-UNACCOMPANIED SERVICE MEMBERS RESIDING IN NBG UNACCOMPANIED HOUSING WHO SUBSEQUENTLY ACQUIRE AN ON-STATION, COMMAND SPONSORED DEPENDENT DURING THEIR TOUR.**

**AFTER ATTENDING THE HOUSING BRIEF MEMBERS WILL BE CONTACTED TO REPORT TO THE HSC VIA EMAIL OR PHONE CALL WITHIN TWO BUSINESS DAYS**

**MANDATORY ASSIGNMENT WILL BE IMPLEMENTED WHEN THE OCCUPANCY RATE IN EACH SPECIFIC BEDROOM CATEGORY IS AT OR BELOW 90%. THE MILITARY MEMBER WILL BE ASSIGNED TO MFH.**

**ASSIGNMENT TO MILITARY FAMILY HOUSING (MFH) IS MANDATORY WHEN THE OCCUPANCY RATE IN EACH SPECIFIC BEDROOM CATEGORY IS AT OR BELOW 90%.**

**90% OR LESS**

**ADDED TO WAITING LIST**

**\*OFFERED\***  
**CONTACT WAS MADE TO ALERT SERVICE MEMBER OF AVAILABLE UNITS FOR VIEWING**

**48 HRS TO SELECT/ACCEPT**

**UP TO 3 BUSINESS DAYS TO MOVE IN (TLA STOPS NOT LATER THAN 3 BUSINESS DAYS AFTER ACCEPTANCE.)**

**DECLINING MANDATORY ASSIGNMENT TO MFH BY EITHER FAILING TO SELECT A UNIT WHEN TWO OR MORE VALID MFH UNITS ARE OFFERED, OR BY DECLINING A SECOND VALID MFH UNIT OFFERED WILL RESULT IN LOSS OF ELIGIBILITY TO RECEIVE OVERSEAS HOUSING ALLOWANCE (OHA) AND MOVE IN-HOUSING ALLOWANCE (MIHA) ENTITLEMENTS FOR OFF BASE FOR THE DURATION OF THEIR TOUR. TLA TERMINATES ON DATE MANDATORY ASSIGNMENT IS DECLINED**

**ABOVE 90%**

**3 BUSINESS DAYS TO CHOOSE OHA OR MFH**

**OHA**

**THE MEMBER'S DECISION TO SEEK OFF BASE HOUSING IS IRREVOCABLE AND THE MEMBER WILL NOT BE SUBJECT TO MANDATORY MFH ASSIGNMENT FOR THE REMAINDER OF THEIR TOUR ON GUAM**

**MUST ACCEPT THE NEXT AVAILABLE OFFER, IF DECLINED THEY WILL BE REMOVED FROM ALL WAITLIST AND CONTINUE TO RECEIVE OHA FOR THE DURATION OF THEIR TOUR.**

**MFH**

**ADDED TO WAIT LIST**

**NO AVAILABILITY**

**WAIT ON TLA (UP TO 60 DAYS)**

**OPTIONS:**

**MONTH TO MONTH LISTING WILL BE PROVIDED BY HSC ALONG WITH LISTING OF VALIDATED HOMES (HOMES.MIL)**

**DOWNGRADE TO FEWER BEDROOM**

**MUST MEET FAMILY COMPOSITION CRITERIA SAMPLE VIEWING WILL BE GRANTED. IF UNIT IS ACCEPTED. RELOCATION IS NOT ALLOWED UNLESS THERE IS AN INCREASE IN FAMILY SIZE**

## **OCCUPANCY % BY BEDROOM CATEGORY AS OF 06/03/2025**

<b>2 Bedroom</b>	<b>96%</b>
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<b>3 Bedroom</b>	<b>86%</b>
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<b>4 Bedroom E8 or Above</b>	<b>89%</b>
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<b>4 Bedroom E7 or Below</b>	<b>85%</b>
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**NOTE: 2 bedroom qualifiers: 2 Dependents (E1-E6)**

**3 bedroom qualifiers: 3 Dependents or E7 & Above**

**4 bedroom qualifiers: 4 Dependents or O6 & Above**

# REQUEST FOR EXCEPTIONS TO MANDATORY MFH ASSIGNMENT POLICY

- MUST BE SUBMITTED TO THE HSC WITH ENDORSEMENT FROM THE REQUESTOR'S COMMANDING OFFICER OR OFFICER-IN-CHARGE NO LATER THAN 48 HOURS AFTER THE MEMBER'S INITIAL APPOINTMENT WITH THEIR ASSIGNED COUNSELOR.
- **(NBG ICO's APPROVAL WILL BE REQUIRED FOR SUBMISSION AFTER THE 48 HOUR DEADLINE)**
- MILITARY MEMBERS WILL RETAIN TLA ELIGIBILITY WHILE SUCH WAIVER REQUEST ARE REVIEWED.
- REQUESTOR'S ARE STRONGLY ADVISED TO NOT TAKE ANY ACTIONS THAT PRESUME APPROVAL PRIOR TO RECEIVING THE DECISION.
- THIS INCLUDES, BUT IS NOT LIMITED TO, ARRANGING AN OFF-BASE RENTAL PROPERTY.
- REQUESTORS WILL BE RESPONSIBLE FOR ANY CONSEQUENCES CAUSED BY THEIR OWN ACTIONS, INCLUDING FINANCIAL LIABILITIES.

# TLA PROCESS

**CHECK INTO THE COMMAND**  
**\*ORDERS MUST BE STAMPED TO INITIATE TLA**

**NGIS OR CNA**

**CONFIRM  
RESERVATION**  
**671-339-5139/5259**

**NGIS**

**UP TO 60 DAYS OF  
TLA  
BASED ON  
HOUSING  
AVAILABILITY**

**CNA**  
(CERTIFICATE OF NONAVAILABILITY)  
NO AVAILABILITY AT NGIS

**MUST BE FEMA APPROVED  
HOTEL**

**\*NO THIRD-PARTY BOOKINGS**  
( IE AGODA, BOOKING.COM OR EXPEDIA)  
**\*NO AIR BNB**  
**\*NO VRBO (VACATION RENTAL BY OWNER)**

**NOTE: HOTEL RECIEPTS MUST BE PAID AND  
ITEMIZED UPON SUBMITTING**

## ELIGIBILITY

**AUTHORIZED**

**TLA IS AUTHORIZED UP  
TO THE DATE THE UNIT  
IS READY FOR  
OCCUPANCY; NOT TO  
EXCEED 60 DAYS.**

**TLA WILL TERMINATE WHEN  
PRIVATE SECTOR HOUSING  
LEASE HAS BEEN APPROVED  
AND UNIT IS AVAILABLE FOR  
OCCUPANCY  
APPLICABLE BASED ON  
MANDATORY ASSIGNMENT  
POLICY**

**UP TO 3 DAYS TO  
MOVE IN**

**UNAUTHORIZED**

**SERVICE MEMBERS IN  
TRANSIT OR  
VACATIONING**

**UNACCOMPANIED  
SERVICE MEMBERS  
ATTACHED TO A SEA  
DUTY COMMAND**

**UP TO 60 DAYS OF TLA**

FOR PRIVATE RENTALS, SERVICE MEMBERS **MUST** SHOW PROOF OF “**ACTIVELY** SEEKING HOUSING (\*5 LISTINGS PER EVERY 10 DAYS)

# Documents Required to Process TLA

- ❖ Housing Referral Record (HRR)
- ❖ NGIS Certificate of Non Availability (if applicable)
- ❖ Itemized paid hotel receipt, reflecting a \$0 balance, submitted every ten days
- ❖ TLA brief sheet
- ❖ TLA Briefing & Acknowledgement
- ❖ TLA worksheet
- ❖ Note: TLA must be submitted to the Housing Service Center every 10 days by providing all the aforementioned documents, commencing from the date of command check in. TLA will be paid as a reimbursement and not processed in advanced.

# TLA Briefing & Acknowledgement

# TLA Briefing Sheet

JIREGMARIANASINST 7200.IC  
8 oct 20

ARRIVAL / DEPARTURE TEMPORARY LODGING ALLOWANCE (TLA) BRIEFING AND ACKNOWLEDGEMENT	
<b>ARRIVAL TLA:</b>  1) TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodging at personal expense. If authorized, incoming uniformed service members with or without family, may be authorized arrival TLA to commence as of the date reported to the permanent duty station (PDS).  2) Newly arriving members and/or dependents are required to check into the Housing Service Center (HSC) within the first working day after arrival.  3) In the event that Government transient quarters/accommodations are available, members and/or dependents will be required to reside in such quarters. If government transient accommodations are not available, members are required to obtain a certificate of "non-availability" from the Navy Gateways Inns and Suites (NGIS) prior to making reservations with a FEMA approved Hotel accommodations.  4) Members must have TLA eligibility verified by the Housing Office upon check-in and every 10 days thereafter, before TLA payments are processed by the military pay officers.  5) TLA authorization for an OCONUS PDS assignment requires actively seeking government or private sector housing and should not exceed 60 days when suitable housing is available at the member's duty station or preferred geographic location. A member who has applied to occupy Government Housing will lose TLA and will be removed from the housing waiting list if a housing assignment at the duty station or preferred geographic location is refused.  6) Uniformed service members who elect private sector housing will be authorized up to 60 days TLA to find private sector housing. TLA will terminate when private sector housing has been inspected and determined to be ready and reasonably available for occupancy by the Housing Office.	<b>ARRIVAL TLA CONT:</b>  7) Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members. Service members must obtain a Housing Referral Record for submittal and reimbursement, and must submit this document to their respective pay offices.  8) TLA authorization depends on the expenses incurred at the temporary lodging. All persons receiving TLA are required to obtain and keep receipts for lodging expenses to support TLA payment.  9) The use of temporary lodging, with facilities for preparing and consuming meals, is recommended to assist in reduction both the member's and Government's expense.  10) TLA entitlements can be terminated by failure to comply with TLA policy and when the Housing Authority has determined it is no longer necessary.  11) It is the member's responsibility to inform the Housing Office and military pay office upon occupying permanent housing to prevent TLA over payment.  <b>TLA Extension Request</b>  To request a TLA extension beyond 60 days, a member must submit a written request to the respective Local Housing Authority. The request must document all applicable information and detailed circumstances concerning the need to extend the TLA period, to include those of an extenuating or hardship nature. The written request must be endorsed by the member's respective Commanding Officer and Installation Commanding Officer (Housing Authority). The request must include a completed housing referral record covering the last 60 day period. Extended TLA, if provided, will be in increments of 10 or fewer days.
<b>DEPARTURE TLA:</b>  1) Service members must submit orders and flight itinerary for departure TLA briefing and processing. Departure TLA should not exceed the last 10 days before the day the member is to depart their permanent duty station. The member must still be attached to the command on Guam for departure TLA to be authorized.  2) In certain and adverse situations, requesting for additional TLA days must be submitted by written request providing full support justification. The request must be endorsed by the member's Commanding Officer.  3) TLA authorization depends on the expenses incurred at temporary lodging. An itemized billing accounting for dates of occupancy and a paid receipt with a cleared balance is required to support claim and proper reimbursement.  4) In the event that transient quarters/accommodations are available, member and / or dependents are required to reside in such quarters. If government transient accommodations are not available, members will be provided with an updated list of TLA approved accommodations in the private sector.	<b>DEPARTURE TLA CONT:</b>  5) Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members.  6) The use of temporary lodging with facilities for preparing and consuming meals is recommended to assist in reducing the member's and government's expense.  7) Government owned furniture is available for temporary loan for service members to continue to occupy permanent Government Quarter or private sector housing after household goods have been picked up for shipment.  8) Permanent Government Quarters or private sector housing should not be vacated sooner than necessary as any non-approved days will be at a personal expense.
<b>ACKNOWLEDGEMENT:</b>  I _____ acknowledge that I have read and understand my TLA eligibility as it applies to my arrival and departure from Guam. (Full Name, Rate/Rank, Date)	

JIREGMARIANAS 7200/2 (09-20)

Enclosure (4)

PERSUPPDET GUAM  
ARRIVAL TEMPORARY LODGING ALLOWANCE (TLA) BRIEFING SHEET

Name: _____	Rank/Rate: _____
Command: _____	UIC: _____ Work Phone: _____

TLA START DATE: \_\_\_\_\_ With Dependents: Yes \_\_\_ No \_\_\_  
Max Lodging: \_\_\_\_\_ Max Meals: \_\_\_\_\_ Max Daily Rate: \_\_\_\_\_

**I have been briefed and understand the provisions regarding entitlements to Temporary Lodging Allowance (TLA) and understand that: (PLEASE INITIAL EACH ITEM)**

\_\_\_\_\_ TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodging upon reporting at the new OCONUS permanent duty station (PDS).

\_\_\_\_\_ Arrival TLA is paid in 10-day increments up to a maximum of 60 days computed from the member's date of reporting at the new OCONUS PDS. Reporting date is based on the gaining command's stamped reporting date and time endorsement on the member's PCS orders.

\_\_\_\_\_ A member receiving TLA who is ordered on TDY after arrival at the new PDS, or who is ordered on deployment from the homeport of the ship may continue to receive TLA on the member's behalf when, because of the member's military assignment, the temporary quarters must be retained at the new PDS or homeport. A CO's certification, stating that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience, must be submitted with the claim. The member's share of the lodging cost is included as a TLA expense.

\_\_\_\_\_ When a member arrives at a command-sponsored dependent, TLA may be authorized if TLA authority determines that it is necessary that the member occupy temporary lodging at personal expense. Upon dependent's arrival (within the initial 60-day period), TLA may be authorized for member and/or dependent for the period that required use of temporary lodging.

\_\_\_\_\_ When the command-sponsored dependent arrives at or in the OCONUS PDS in advance of a member following Secretariat authorization for/approval of advance dependent travel, the dependent's TLA start date is the day of arrival.

\_\_\_\_\_ When a member receiving TLA is hospitalized after arrival at the new OCONUS PDS, the member may continue to receive TLA on the member's behalf. When, despite hospitalization, TLA quarters must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. A CO's certification, stating that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience, must be submitted with the claim.

\_\_\_\_\_ A member who had no dependent on arrival but who acquires a dependent after arrival is not eligible for TLA for the acquired dependent because the member was without dependent on the effective date of the PCS orders.

\_\_\_\_\_ TLA may be paid for any day a member is on leave in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Government quarters assignment.

\_\_\_\_\_ TLA is not payable for any day a member is on leave away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Government quarters assignment. The number of dependents who continue to occupy temporary lodging determines the rate payable.

\_\_\_\_\_ Unless TLA is terminated sooner for reasons as determined by the TLA Authority, TLA upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing.

\_\_\_\_\_ TLA lodging receipts must be submitted to the Housing office to be reviewed and then forwarded to PSD with the claim for processing. **Original lodging receipts are required to support TLA claims. Receipts must be issued directly by a TLA approved lodging/hotel facility and itemized to show the actual daily lodging cost and tax associated with the cost. Third party receipts (i.e. receipts issued by a booking agency) are not acceptable.** Any altered/tampered receipts will be disallowed and the entire claim will be denied and reported as fraudulent. Fraudulent claims will be referred to the proper authorities for investigation and appropriate disciplinary/administrative action.

\_\_\_\_\_ Depending on DFAS pay processing cutoff dates, TLA payments will be posted in the member's EFT account on the scheduled payday following the date the TLA document input is posted to the member's Master Military Pay Account. Upon request, immediate payment may be made.

\_\_\_\_\_  
Member signature                      Date

# Housing Referral Record (HRR)

JTREGMARIANASINST 7200.1C  
8 oct 20

HOUSING REFERRAL RECORD				
NAME	RAUS	DOD ID #	DATE	
ARRIVAL DATE OF MEMBER	NUMBER OF DEPS	PROTECTION FOR GOV'T QUARTERS ( ) WITHIN 30 DAYS OF ARRIVAL ( ) BEYOND 30 DAYS OF ARRIVAL		
ARRIVAL DATE OF DEPS	BURM REQUIREMENTS	ELECTED TO SECURE PRIVATE COMMUNITY HOUSING ( ) WITHIN 60 DAYS OF ARRIVAL		
TLA COMMENCEMENT DATE	NUMBER OF 10 DAY EXTENSIONS ( ) 31 ( ) 32 ( ) 33 ( ) 34 ( ) 35 ( ) 36 ( ) 37 ( ) 38 ( ) 39 ( ) 40 ( ) 41 ( ) 42 ***Extensions beyond 60 days require CJRM approval***			
To maintain continued eligibility for TLA, effort must be made to obtain housing for your dependents. Failure to (1) register with the Housing Authority, (2) aggressively seek permanent type living accommodations, or (3) register with the Housing Referral Office will be cause for termination of entitlement to TLA. If it becomes necessary to request an extension of TLA, the completeness and accuracy of this form will add in supporting your claim.				
REAL ESTATE AGENT CONTACTS				
COMPANY NAME		AGENT	DATE	
Follow up information on leads furnished through Housing Files, Realtors and Newspaper Advertisements.				
ADDRESS	RENT	NO OF BR.	REASON OF UNSUITABILITY	DATE
SIGNATURE OF MEMBER		DATE		
IT IS CERTIFIED THAT THE ABOVE NAMED MEMBER COMPLIED WITH FINANCIAL MANAGEMENT REGULATIONS AND JTREGMARIANAS INST 7200.1C IN ACTIVELY SEEKING PERMANENT TYPE QUARTERS.				
SIGNATURE (HOUSING AUTHORITY)		DATE		

JTREGMARIANAS 7200.1 (09-20)

Enclosure (3)

Service members who are authorized to live in the community will submit a completed HRR to the Housing Service Center. This documentation must reflecting that they are actively reviewing at least five rental units every ten day period, annotating all on enclosure 3.

# TLA Worksheet: ARMY & MARINES

## TEMPORARY LODGING ALLOWANCE (TLA) WORKSHEET

NAME (Last, First MI)		RANK/RATE
COMMAND REPORTING TO/FROM		ACCOMMODATIONS NAME AND ADDRESS
FAMILY MEMBERS ON STATION		
NAME (Last, First MI)	RELATIONSHIP	DATE OF BIRTH
	SPOT/USE	
	DEPENDANT UNDER AGE 18	
	DEPENDANT UNDER AGE 18	
	DEPENDANT UNDER AGE 18	
	DEPENDANT UNDER AGE 18	
	DEPENDANT UNDER AGE 18	
	DEPENDANT UNDER AGE 18	

### FOR ARRIVAL TLA

DATE MEMBER REPORTED TO PRESENT COMMAND:  
DATE FAMILY MEMBER(S) REPORTED TO PRESENT COMMAND:

THIS IS CLAIM NO. 1

MEMBER MUST PRESENT TLA AUTHORIZATION FROM THE HOUSING OFFICE AND A PAID LODGING RECEIPT. A FAMILY MEMBER WHO IS FILING TLA DUE TO THE ABSENCE OF THE SPONSOR MUST HAVE A GENERAL OR SPECIAL POWER OF ATTORNEY SPECIFICALLY STATING TLA IS AUTHORIZED FOR PROCESSING.

### FOR DEPARTURE TLA

ACTUAL DATE OF DETACHMENT:  
MEMBERS LIVING OFF-BASE MUST PRESENT A RENTAL RELEASE FROM THE LANDLORD OR REALTOR.  
MEMBER LIVING ON-BASE MUST PRESENT A SIGNED STATEMENT FROM THE HOUSING OFFICE CERTIFYING THE DATE GOVERNMENT QUARTERS WERE VACATED.

### MEMBER'S STATEMENT

I HAVE INCLUDED HEREIN ALL LODGING RECEIPTS FOR TLA. I CERTIFY THAT ☐ AM ☐ AM NOT IN A PER DIEM STATUS. I UNDERSTAND THAT IF I AM IN A TEMPORARY DUTY PER DIEM STATUS, ONLY MY FAMILY MEMBERS ARE ENTITLED TO TLA. I FURTHER CERTIFY THAT MY FAMILY MEMBERS AND ☐ DO NOT UTILIZE GOVERNMENT MESS FOR ANY MEALS DURING THIS PERIOD. MY TEMPORARY QUARTERS ☐ DO NOT CONTAIN FACILITIES FOR PREPARING AND CONSUMING MEALS.

### WARNINGS:

THE PENALTY FOR WILLFULLY MAKING FALSE CLAIM IS: MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT FOR FIVE YEARS, OR BOTH (U.S. CODE, TITLE 18, SECTION 287). BE ADVISED THAT ALL CLAIMS ARE SCREENED AND THOSE SUSPECTED OF BEING FRAUDULENT ARE TURNED OVER TO THE NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS).

### PRIVACY ACT STATEMENT:

THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 (PL 93-576) WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH INFORMATION ABOUT THEMSELVES AS TO THE FOLLOWING FACTS CONCERNING THE INFORMATION REQUESTED.

- AUTHORITY: 37 USC 1006
- PRINCIPAL PURPOSE: TO PROVIDE INFORMATION REQUIRED TO LEGALLY PAY TEMPORARY LODGING ALLOWANCE (TLA).
- ROUTINE USE: THE MEMBER PROVIDES INFORMATION ON COST AND TYPE OF LODGING WHICH IS USED TO COMPUTE ENTITLEMENT TO TLA. SUPPORTING DOCUMENTS ARE USED TO DETERMINE ELIGIBILITY AND AMOUNT OF ENTITLEMENT.
- MANDATORY OR VOLUNTARY DISCLOSURE: VOLUNTARY. IF MEMBER DOES NOT PROVIDE INFORMATION, TLA CANNOT BE PAID.

MEMBER SIGNATURE	DATE

Privacy Act-1974 as amended applies. This document may contain information which must be protected IAW DOD 5400.11R, and is For Official Use Only.

# TLA Worksheet: NAVY

CUI - (when filled in)			
<b>TEMPORARY LODGING ALLOWANCE (TLA) WORKSHEET</b> NPPSC 7220/5 (Rev. 03-2025)		PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1B	
<b>PRIVACY ACT STATEMENT</b> Authority: 37 USC 1006. Purpose: To provide information required to legally pay temporary lodging allowance (TLA). Routine Uses: The member provides information on cost and type of lodging which is used to compute entitlement to TLA. Supporting documents are used to determine eligibility and amount of entitlement. Disclosure: Voluntary. If member does not provide information, TLA cannot be paid.			
<b>I. References:</b> Joint Travel Regulations (JTR)			
1. Name (Last, First, MI):	2. Rank/Rate:	3. DoD ID:	4. UIC:
5. Command:	6. Name of Hotel:		
<b>7. Type of Travel</b> <span>Select from Drop Down</span>			
<b>II. Family Members On Station</b>			
Name (Last, First, MI)		Relationship	
+ x		<span>Select from Drop Down</span> Arrival Departure Extension Interim/Emergency Select from Drop Down	
Claim Number (if claim number is greater than 6, custom entry is enabled) <span>Select from Drop Down</span>			
Members must present TLA authorization from the housing office and a paid lodging receipt. A family member who is of the sponsor must have a general or special power of attorney specifically stating TLA is authorized for processing.			
<b>IV. For Departure TLA:</b>			
Actual Date of Detachment:		<span>Select from Drop Down</span> 1st 2nd 3rd 4th 5th 6th	
<b>V. Member's Certification Statement (to reduce delays, use drop-down and select the appropriate option):</b>			
I have included herein all lodging receipts for TLA.		<SELECT ONE>	
I certify that I AM in a per diem status.		I certify that I AM NOT in a per diem status.	
<SELECT ONE>		<SELECT ONE>	
I understand that if I am in a temporary duty per diem status, only my family members are entitled to TLA.			
<SELECT ONE>		<SELECT ONE>	
I further certify that my family member and I DID utilize government mess for any meals during this period.		I further certify that my family members and I DID NOT utilize government mess for any meals during this period.	
<SELECT ONE>		<SELECT ONE>	
My temporary quarters DO contain facilities for preparing and consuming meals.		My temporary quarters DO NOT contain facilities for preparing and consuming meals.	
<SELECT ONE>		<SELECT ONE>	
Member Name:		Signature:	
Housing Representative Name:		Signature:	
CO or Designated Official with DD-577:		Signature:	
Date:		Date:	
Date:		Date:	
Date:		Date:	
Reset Form Print Form			
CUI - (when filled in) Page 1 of 2			

Must be completed by the service member via electronic copy and will be provided by the Housing Service Center.

# TLA Worksheet: NAVY

2<sup>nd</sup> Page: Admin use only

CUI - (when filled in)

TEMPORARY LODGING ALLOWANCE (TLA) WORKSHEET NPPSC 7220/5 (Rev. 03-2025)		PREVIOUS EDITIONS ARE OBSOLETE Supporting Directive NPPSCINST 5213.1B
<b>VII. TLA Checklist</b>	<b>VIII. For Final Payment (additional requirements):</b>	
<input type="checkbox"/> Member reviewed and signed TLA briefing sheet and NPPSC 7220/5 Temporary Lodging Allowance (TLA) Worksheet	<input type="checkbox"/> Received Certification of Assignment to Quarters from Housing/Briefing Office or copy of Lease/Rental Agreement.	
<input type="checkbox"/> Received paid lodging receipts	<input type="checkbox"/> Received OHA Certificate signed by Housing Officer and the Member's Commanding Officer; Start OHA	
<input type="checkbox"/> Received TLA Authorization from housing office (original required for each TLA payment)	<input type="checkbox"/> Start COLA	
<input type="checkbox"/> Received certification for non-availability of unaccompanied/single personnel (original required for each TLA payment)	<input type="checkbox"/> Stop BAQ for personnel moving into Quarters (except members on unaccompanied tours)	
<input type="checkbox"/> Received "Active Housing Search Form" from Housing Office (required for 2nd and subsequent TLA payments)	<input type="checkbox"/> Update NAVPERS 1070/602 Dependency Application/Record of Emergency Data (Page 2)	
<input type="button" value="Reset Form"/> <input type="button" value="Print Form"/>		Page 2 of 2

CUI - (when filled in)

# Required Documents for Family Housing

- ❖ Application (DD form 1746)
- ❖ Stamped, checked-in orders
- ❖ Detaching Endorsement (Determines your placement on the waitlist)
- ❖ Page 2 (Dependency Application / Record of Emergency Data)
- ❖ Page 13 (Tour Election; Accompanied/Unaccompanied)
  - with the exception for all USCG, Army & Marine service members
- ❖ Command Sponsored Dependent(s)
- ❖ Flight itinerary for service member and dependent(s)

# Completed DD Form 1746

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and instructions on reverse.)</small>				1. TYPE SERVICE DESIRED <small>(X one or both)</small>	
				<input type="checkbox"/> a. MILITARY HOUSING <input type="checkbox"/> b. HOUSING	
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR <small>(Last, First, Middle Initial)</small>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <small>(Street, City, State, Zip Code)</small>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <small>(X one)</small>	
Name of Hotel, Ship or Bldg/Rm currently residing in		a. HOME <small>(Area Code)</small>		a. MILITARY MEMBER <input type="checkbox"/> c. CIVILIAN <input type="checkbox"/>	
		b. DUTY <small>(DSN)</small>		b. MILITARY SPOUSE <input type="checkbox"/> d. FOREIGN NATIONAL <input type="checkbox"/>	
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS <small>(X one)</small>			
		<input type="checkbox"/> a. VOLUNTARILY <input type="checkbox"/> b. INVOLUNTARILY			
11. I REQUEST HOUSING FOR <small>(X one)</small>		<b>SECTION II - MILITARY CAREER INFORMATION</b> <small>(Civilians skip to item 15.)</small>			
<input type="checkbox"/> a. SELF ONLY <input type="checkbox"/> b. SELF AND DEPENDENTS		<input type="checkbox"/> MILITARY APPLICANT <input type="checkbox"/> MILITARY SPOUSE			
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		14. DATES <small>(Enter in YYYYMM order)</small>			
		a. EFFECTIVE RANK/RATE DATE			
		b. ACTIVE DUTY SERVICE COMPUTATION			
		c. TIME REMAINING ON ACTIVE DUTY			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION			
		e. REPORT DATE			
		f. ESTIMATED FAMILY ARRIVAL DATE			
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME <small>(If more space is needed, continue on plain paper.)</small>					
a. NAME <small>(Last, First, Middle Initial)</small>		b. DATE OF BIRTH <small>(YYYYMM)</small>	c. SEX	d. RELATIONSHIP	e. REMARKS <small>(Handicap, health problems, expected additions to family, etc.)</small>
<b>SECTION IV - HOUSING DATA</b>					
16. COMMUNITY HOUSING DESIRED <small>(X as applicable)</small>					
a. PURCHASE HOUSE		d. RENT HOUSE	g. RENT MOBILE HOME SPACE		
b. PURCHASE CONDOMINIUM		e. RENT APARTMENT	h. SHARE		
c. PURCHASE MOBILE HOME		f. RENT MOBILE HOME	i. TRANSIENT		
17. AMENITIES DESIRED <small>(X as applicable. Write number in d and e.)</small>		18. DATE HOUSING NEEDED <small>(YYYYMM)</small>		19. PRICE RANGE <small>(Community Housing)</small>	
a. FURNISHED		e. NO BATHS			
b. UNFURNISHED		f. PETS <small>(Allowed)</small>			
c. AIR CONDITIONING		g. OTHER <small>(Explain)</small>			
d. NO BEDROOMS		20. LOCATION PREFERENCE <small>(Community Housing)</small>			
21. REMARKS					
Email Address					
22. SIGNATURE OF APPLICANT				23. DATE SUBMITTED <small>(YYYYMM)</small>	
<b>SECTION V - DISPOSITION <small>(To be completed by the Housing Office.)</small></b>					
24. MILITARY HOUSING					
a. APPLICATION RECEIVED <small>(YYYYMM and time)</small>		b. APPLICATION EFFECTIVE <small>(YYYYMM)</small>	c. DD FORM 1747 PROVIDED <small>(YYYYMM)</small>	d. HOUSING AVAILABILITY <small>(Burses indicated on DD Form 1747)</small>	
e. APPLICANT PLACED ON WAITING LIST		f. EFFECTIVE PLACEMENT <small>(YYYYMM)</small>	g. BEDROOMS REQUIRED	h. DATE UNIT ASSIGNED <small>(YYYYMM)</small>	
<b>SECTION VI - HOUSING REFERRAL CERTIFICATE</b>					
On this date I have received a listing of the housing restrictions approved by the Installation Commander, and I will not reside in any property on the restricted list. I have been briefed on (1) the services provided by the Housing Office, (2) the DoD program on equal opportunity for military personnel in off-base housing, and (3) nondiscrimination based on physical or mental handicaps.			In addition, if any facility refuses to rent or sell to me or I have reason to believe I am being discriminated against, I will promptly notify the Housing Office.		
25. SIGNATURE OF APPLICANT			26. DATE SIGNED <small>(YYYYMM)</small>		

DD Form 1746, SEP 93 (EG)

Previous editions may be used.

Designed using Perform Pro, VHS/DOIC, Aug 94

APPLICATION FOR ASSIGNMENT TO HOUSING <small>(Before completing form, read Privacy Act Statement and instructions on reverse.)</small>				1. TYPE SERVICE DESIRED <small>(X one or both)</small>	
				<input type="checkbox"/> a. MILITARY HOUSING <input type="checkbox"/> b. HOUSING	
<b>SECTION I - APPLICANT INFORMATION</b>					
2. NAME OF SPONSOR <small>(Last, First, Middle Initial)</small>		3. PAY GRADE	4. SSN	5. DOD COMPONENT	
6. ADDRESS <small>(Street, City, State, Zip Code)</small>		7. TELEPHONE NUMBER		8. STATUS OF APPLICANT <small>(X one)</small>	
Name of Hotel, Ship or Bldg/Rm currently residing in		a. HOME <small>(Area Code)</small>		a. MILITARY MEMBER <input type="checkbox"/> c. CIVILIAN <input type="checkbox"/>	
		b. DUTY <small>(DSN)</small>		b. MILITARY SPOUSE <input type="checkbox"/> d. FOREIGN NATIONAL <input type="checkbox"/>	
9. MARITAL STATUS		10. I AM SEPARATED FROM MY DEPENDENTS <small>(X one)</small>			
		<input type="checkbox"/> a. VOLUNTARILY <input type="checkbox"/> b. INVOLUNTARILY			
11. I REQUEST HOUSING FOR <small>(X one)</small>		<b>SECTION II - MILITARY CAREER INFORMATION</b> <small>(Civilians skip to item 15.)</small>			
<input type="checkbox"/> a. SELF ONLY <input type="checkbox"/> b. SELF AND DEPENDENTS		<input type="checkbox"/> MILITARY APPLICANT <input type="checkbox"/> MILITARY SPOUSE			
12. INSTALLATION/ORGANIZATION TRANSFERRED FROM		14. DATES <small>(Enter in YYYYMM order)</small>			
		a. EFFECTIVE RANK/RATE DATE			
		b. ACTIVE DUTY SERVICE COMPUTATION			
		c. TIME REMAINING ON ACTIVE DUTY			
13. INSTALLATION/ORGANIZATION TRANSFERRED TO		d. EFFECTIVE CHANGE IN DUTY STATION			
		e. REPORT DATE			
		f. ESTIMATED FAMILY ARRIVAL DATE			
<b>SECTION III - DEPENDENT DATA</b>					
15. DEPENDENTS RESIDING WITH ME <small>(If more space is needed, continue on plain paper.)</small>					
a. NAME <small>(Last, First, Middle Initial)</small>		b. DATE OF BIRTH <small>(YYYYMM)</small>	c. SEX	d. RELATIONSHIP	e. REMARKS <small>(Handicap, health problems, expected additions to family, etc.)</small>

**NOTE: IF YOU HAVE SUBMITTED THIS FORM VIA HEAT, YOU MAY INDICATE "HEAT APP" IN THE REMARKS SECTION AND UPDATE YOUR CURRENT ADDRESS, CONTACT NUMBER AND EMAIL INFORMATION PRIOR TO SUBMITTING PACKET.**

# Family Housing Areas

❖ Harbor View/ Bay View (2 Bedrooms Units)

❖ E1 – E6

❖ North Tipalao (3 and 4 Bedrooms Units)

❖ Enlisted and Officers

❖ Lockwood Terrace (3 and 4 Bedrooms Units)

❖ Enlisted and Officers

❖ Apra View (3 and 4 Bedroom Units)

❖ E8 and Above

- Once accepted, Government Housing is permanent with a minimum occupancy of one year.
- Service members interested in relocating off base may request through the HRP process provided they have at least one year remaining on PCS tour.
- Occupancy percentage will be based on the date request is submitted.
- For any damages to the property, outside normal wear and tear that is not listed on your discrepancy form, you will be held liable and charged based on the damage.

# Waiting Lists Timeline (In Months)

BEDROOM CATEGORY	E1 – E6	E7	E8 – O6
2 BEDROOMS	2 – 3	N/A	N/A
3 BEDROOMS	0 – 1	0 – 1	0 – 1
4 BEDROOMS	2 – 3	2 – 3	2 – 3

NOTE: 2 bedroom qualifiers: 2 Dependents (E1-E6)

3 bedroom qualifiers: 3 Dependents or E7 & Above

4 bedroom qualifiers: 4 Dependents or O6 & Above

# WHAT IS A SEQUENTIAL WAITING LIST?

- ❖ Applicants will be placed on their appropriate waiting list by bedroom
- ❖ To protect PII, applicants will be assigned a sequential number for identification purposes only
- ❖ Applicant's position on the waiting list is determined by control date

## WHAT IS A CONTROL DATE?

- ❖ Detachment date from previous Permanent Duty Station (PDS), if application is submitted within 30 days of report date or the date of receipt of the application by the Housing Service Center (HSC) if application is not submitted within 30 days of the reporting date
- ❖ Homeported Ships → Personnel attached to ships conducting a Change of Homeport to Guam: Date of promulgation on the CNO message for Change of Homeport Certificates; Not applicable to Guam based submarine tenders
- ❖ New Military Personnel → No earlier than enlistment or entry into Navy

## POTENTIAL WAITLIST FLUCTUATIONS?

- ❖ Your position number on the waiting list may fluctuate when an applicant with an earlier control date arrives on island and is merged into the waiting list or when a Key and Essential personnel arrive on the island and placed at the top of the waiting list as a "Priority 1".

# WHAT IS A SEQUENTIAL WAITING LIST?

- ❖ To protect sensitive information, customers will be provided an identification (ID) tracker number sequenced by bedroom entitlement; 2 bedroom = 2000 series, 3 bedroom = 3000 series, 4 bedroom = 4000 series. This ID tracker is for customers to check their position on the waitlist until an assignment is made, and does not determine position on the waitlist.
- ❖ To ensure process transparency, the Family Housing Office shall routinely update a housing waitlist on a weekly basis.
- ❖ The Family Housing Sequential Waitlist will be posted on the Bulletin Board Located at the Quarterdeck as you enter building 3190. Customers may also contact the Housing Service Center directly for status by providing their tracker ID.
- ❖ **FREEZE ZONE:** Freeze zone is the top ten percent of a waitlist and will not be altered by new arrivals regardless of rank or position. (with the exception of Key & Essential Personnel) When, as determined by the Housing Director, it is anticipated that assignment is scheduled to occur within 14 days the Housing Director may extend the freeze zone beyond the top 10 percent to include such personnel.
- ❖ **DEFERMENTS:** Applicants placed in a deferred status for such reasons as civilian lease commitments, deployment, family not in the area, and etc., will be placed on the inactive list. Upon completing all required documents the applicant will be re-activated on the waiting list and placed below the freeze zone.

8/15/2022

COUNTER COPY OF WAITING LIST						
WAITLISTS						*DEFERRED
PRIORITY NUMBER	POSITION NUMBER	FREEZE ZONE	DEFER DATE	CONTROL DATE	SEQUENCE NUMBER	
ENLISTED (2)						
2	1	Y		05/24/2022	2084	
2	2	Y		06/06/2022	2091	
2	3	Y		06/07/2022	2086	
2	4	Y		06/10/2022	2090	
2	5	N		06/10/2022	2093	
2	6	N		06/20/2022	2094	
2	16	N	08/18/2022	07/08/2022	2092	*
COUNTER COPY OF WAITING LIST						
WAITLISTS						*DEFERRED
PRIORITY NUMBER	POSITION NUMBER	FREEZE ZONE	DEFER DATE	CONTROL DATE	SEQUENCE NUMBER	
ENLISTED/OFFICER (3)						
2	1	Y		06/10/2022	3113	
2	2	Y		06/10/2022	3104	
2	3	Y		03/31/2022	4059	

## REMARKS:

**FREEZE ZONE:** Freeze zone is the top ten percent of a waitlist and will not be altered by new arrivals regardless of rank or position.

When, as determined by the Housing Director, it is anticipated that assignment is scheduled to occur within 14 days the Housing Director may extend the freeze zone beyond the top 10 percent to include such personnel.

**DEFERMENTS:** Applicants placed in a deferred status for such reasons as civilian lease commitments, deployment, family not in the area, and etc., will be placed on the inactive list. Upon completing all required documents the applicant will be re-activated on the waiting list and placed below the freeze zone.

# Required Documents for Off-Base Housing

- ❖ Application (DD form 1746)
- ❖ Individual Overseas Housing Allowance (OHA) Report (DD form 2367)
  - ❖ Lease Agreement (approved by HSC)
  - ❖ Military Clause
  - ❖ OHA Declaration
  - ❖ Detailed Sales and Rental Listing
- ❖ Stamped, checked-in orders
- ❖ Page 2 (Dependency Application /Record of Emergency Data)
- ❖ Page 13 (Tour Election; Accompanied/Unaccompanied)
  - with the exception for all USCG, Army & Marine service members
- ❖ Unaccompanied Housing Check Out Form (If Applicable)
- ❖ Members who are staying in UH must route with UH to obtain coversheet
- ❖ EFFECTIVE 10 January 2024, New Incoming Service Members, Paid E5 & Above (single) will no longer need to route for a cover sheet.

## OVERSEAS HOUSING ALLOWANCE (OHA) RATES

<https://www.defensetravel.dod.mil/site/ohaCalc.cfm>

### Overseas Housing Allowance Calculator

#### Location

GUAM - GU001

Drop-down menu contains only current locations. For past location data, enter a locality code.

#### Locality Code (optional)

To find a locality code, use the lookup tool below the OHA calculator.

#### Year Month Pay Period

2024 September 1st

#### Pay Grade Dependents

E-5 YES

Submit

### GUAM

LOCATION: GUAM , LOCATION CODE: G U 0 0 1

PAY PERIOD: 09-01-2024

For an E 5 with dependents, the Overseas Housing Allowances are as follows:

MONTHLY ALLOWANCES Effective: 19690101	AMOUNT
OHA Rental Allowance	\$ 2450.00
Utility/Recurring Maintenance Allowance	\$ 1576.00
Move-In-Housing Allowance (MIHA)	\$ 869.00

Climate code is: 3

Rate of Exchange (ROE): 1 / ROE Effective: 19690101

- ❖ Members will receive a one time Move In Housing Allowance (MIHA) of \$869.
- ❖ Members with utilities included in the lease will not receive the Utility/Recurring Maintenance Allowance.
- ❖ If either water or power is included in the lease, member will not receive the full utility allowance.
- ❖ OHA, MIHA, and Utility/Recurring Maintenance Allowance are subject to change based on OHA survey.
- ❖ For more information regarding pay entitlements you are encouraged to contact the command pay and personnel administrator (CPA) .

# Completed DD Form 2367

CUI (when filled in)

INDIVIDUAL OVERSEAS HOUSING ALLOWANCE (OHA) REPORT (Read Privacy Act Statement, Warning, and Instructions on reverse before completion)			
PART A - SERVICE MEMBER IDENTIFICATION AND HOUSING INFORMATION			
1. NAME (Last, First, Middle Initial)		2. RESIDENCE ADDRESS (Street, Apt. No., City, Country)	
3. PAY GRADE	4. SOCIAL SECURITY NUMBER	5. EFFECTIVE DATE OF LEASE/RENTAL/SALE AGREEMENT (YYYYMMDD)	
6. DUTY STATION OR HOMEPORT		7. IN WHAT CURRENCY IS YOUR RENT OR MORTGAGE PAID? (Select appropriate box) (See Instructions on reverse side if you pay rent 3 or more months in advance.)	
a. DUTY STATION NAME		<input type="checkbox"/> a. LOCAL CURRENCY, Name of Currency:	
b. CITY		<input type="checkbox"/> b. U.S. DOLLARS	
c. COUNTRY		8. IS YOUR RESIDENCE LEASED OR OWNED? (Select appropriate box)	
d. DUTY TELEPHONE NO.		ENTER THE MONTHLY RENT AMOUNT OR PURCHASE PRICE IN THE CURRENCY SELECTED ABOVE.	
9. ARE YOU ENTITLED TO AN OVERSEAS COST-OF-LIVING ALLOWANCE OR OVERSEAS HOUSING ALLOWANCE FOR DEPENDENTS RESIDING ELSEWHERE? (Select one)		<input type="checkbox"/> a. LEASED/RENTED	
<input type="checkbox"/> YES (Specify location)		Rent amount:	
<input type="checkbox"/> NO OR NOT APPLICABLE		<input type="checkbox"/> b. OWNED	
		Purchase price (excluding closing costs, taxes, etc.):	
HOMEOWNERS, SKIP QUESTION 10 AND GO DIRECTLY TO QUESTION 11			
10. UTILITIES (Excluding telephone) (Select appropriate box)			
<input type="checkbox"/> a. I SEPARATELY PAY FOR ALL UTILITIES. NONE ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD.			
<input type="checkbox"/> b. I DO NOT SEPARATELY PAY FOR ANY UTILITIES (excluding telephone). ALL UTILITIES ARE INCLUDED IN RENTAL/LEASE AGREEMENT AND PAID BY LANDLORD.			
<input type="checkbox"/> c. I SEPARATELY PAY FOR SOME UTILITIES (excluding telephone) AND SOME ARE INCLUDED IN RENTAL/LEASE AGREEMENT WITH LANDLORD. (Complete items (1) - (5) below indicating utilities/services of which your landlord provides the MAJORITY.)			
<input type="checkbox"/> (1) ELECTRICITY <input type="checkbox"/>			
<input type="checkbox"/> (2) HEATING <input type="checkbox"/>			
<input type="checkbox"/> (3) AIR CONDITIONING (Select if window units are used and the landlord provides electricity.) <input type="checkbox"/>			
<input type="checkbox"/> (4) WATER OR SEWER <input type="checkbox"/>			
<input type="checkbox"/> (5) TRASH DISPOSAL <input type="checkbox"/>			
11. TO DETERMINE IF YOU ARE A "SHARER" FOR HOUSING ALLOWANCE PURPOSES, SELECT THE APPROPRIATE BOX FOR EACH CATEGORY OF INDIVIDUAL OCCUPYING YOUR RESIDENCE. FOR EACH CATEGORY YOU SELECT, ENTER THE NUMBER REQUESTED IN THE BOX AT RIGHT, THEN RECORD THE TOTAL IN THE BOX AT THE BOTTOM. (NOTE: Do not count dependents unless covered by category c.)			
<input type="checkbox"/> a. MYSELF <input type="text"/> 1			
<input type="checkbox"/> b. SPOUSE WHO IS ALSO A SERVICE MEMBER (Enter "1") <input type="text"/>			
<input type="checkbox"/> c. SPOUSE OR OTHER DEPENDENT WHO IS A FEDERAL CIVILIAN EMPLOYEE ENTITLED TO LIVING QUARTERS ALLOWANCE (Enter number) <input type="text"/>			
<input type="checkbox"/> d. OTHER SERVICE MEMBERS ENTITLED TO A HOUSING ALLOWANCE (Enter number) <input type="text"/>			
<input type="checkbox"/> e. EXCLUDING DEPENDENTS, ANY OTHERS NOT COVERED ABOVE WHO PAY A PORTION OF THE RENT, MORTGAGE, AND/OR UTILITIES (Enter number) <input type="text"/>			
TOTAL (11a through 11e) (If result exceeds "11" you are considered a "share"). <input type="text"/> 1			
12. IF BOX 11.B. OR 11.D. IS MARKED, REPORT THEIR FULL NAME(S), SOCIAL SECURITY NUMBER(S) AND BRANCH OF SERVICE IN PART C "REMARKS" ON REVERSE.			
PART B - CERTIFICATIONS			
13. SERVICE MEMBER, I CERTIFY THAT:			
a. THE INFORMATION I HAVE REPORTED IS TRUE AND CORRECT.			
b. I WILL IMMEDIATELY INFORM MY COMMANDING OFFICER IF ANY CHANGES OCCUR TO THE INFORMATION I HAVE REPORTED.			
c. COPY OF MY HOUSING LEASE/RENTAL/SALE AGREEMENT (OR CERTIFICATION FROM LANDLORD) IS TRUE AND CORRECT, IF APPLICABLE.			
d. I HAVE READ THE OVERSEAS HOUSING ALLOWANCE BRIEFING SHEET PROVIDED BY MY COMMANDER OR AUTHORIZED REPRESENTATIVE, IF APPLICABLE.			
e. SIGNATURE <input type="text"/>		f. DATE SIGNED (YYYYMMDD) <input type="text"/>	
14. HOUSING OFFICER OR APPROPRIATE OFFICIAL, I HAVE REVIEWED AND VERIFIED THE MEMBER'S LEASE/RENTAL/SALE AGREEMENT AND INFORMATION FROM IT WAS PROPERLY REPORTED.			
a. MISCELLANEOUS PAYMENT AUTHORIZED? (Select one)			
<input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO			
IF YES, ENTITLEMENT IS: <input type="checkbox"/> (a) INITIAL <input type="checkbox"/> (b) SUBSEQUENT			
b. SIGNATURE <input type="text"/>		c. DATE SIGNED (YYYYMMDD) <input type="text"/>	
d. TITLE <input type="text"/>			
15. CERTIFYING OFFICIAL, I HAVE REVIEWED THIS ACTION AND CERTIFY THE ENTITLEMENT. IF APPLICABLE TO THIS ACTION, MEMBER IS AWARE OF HIS/HER ENTITLEMENTS AND RESPONSIBILITY TO REPORT ANY CHANGES.			
a. HOUSING ALLOWANCE ACTION (Select one)			
<input type="checkbox"/> (1) START <input type="checkbox"/> (3) STOP <input type="checkbox"/> (5) CANCEL*			
<input type="checkbox"/> (2) CHANGE <input type="checkbox"/> (4) CORRECT <input type="checkbox"/> (6) REPORT*			
*FOR AIR FORCE USE ONLY			
b. MISCELLANEOUS ENTITLEMENT (Select one)			
<input type="checkbox"/> (1) INITIAL <input type="checkbox"/> (2) SUBSEQUENT <input type="checkbox"/> (3) NONE			
c. EFFECTIVE DATE OF ACTION (YYYYMMDD) <input type="text"/>			
d. DOES MEMBER HAVE COMMAND-SPONSORED DEPENDENTS IN AREA OF PERMANENT DUTY STATION? <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO			
e. SIGNATURE <input type="text"/>		f. TITLE <input type="text"/>	
		g. DATE SIGNED (YYYYMMDD) <input type="text"/>	

DD FORM 2367, JAN 2024  
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R)  
CUI Category: PRIVCY  
DOC: #ECCCN  
POC: dohra.mc-alex.dhra-nq.mbx.forms@mail.mil

Page 1 of 2  
Reset

# **COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA)**

- ❖ TLA : 1st through Final Claim
- ❖ Assignment Letter
- ❖ OHA: New, Relocation, Recertification (i.e., change of status, lease expiration, rental amount increase/decrease, change of command)
- ❖ It is the service member's responsibility to process all documents with CPPA by obtaining a copy from the Housing office for submission
- ❖ For record purposes, housing will require a signature or email confirmation for all received/returned documents
- ❖ Coast Guard Members documents (TLA, OHA, Assignment Letter) are sent by Housing to command admin distro email for processing and member's will be included on email when sent.

## Loaner Furniture

- ❖ Loaner furniture is available for 90 days or until HHG arrive on island
- ❖ Available only to those awaiting household goods shipment
- ❖ All items can be delivered, set-up, and picked up at no cost

### RENTAL PARTNERSHIP PROGRAM (RPP)

- ❖ The RPP offers real cost savings to Service members living in the community. The RPP homes that are available have already been screened and inspected by the local Navy Housing Service Center (HSC).
- ❖ The program guarantees Service member(s) reduced rates and reduced or no security deposit and administrative fees.

## Housing Websites

[www.homes.mil](http://www.homes.mil)

- ❖ The properties listed have been inspected, approved by Navy Housing, and are move-in ready.
- ❖ This applies only to those unaccompanied or who fall into the “above 90% category”.
- ❖ If interested in a home on homes.mil, provide the Housing Service Center with a Listing ID # for the property via phone at 671-333-2081/2/3 or the email address below:

[Guam\\_Housing@us.navy.mil](mailto:Guam_Housing@us.navy.mil)

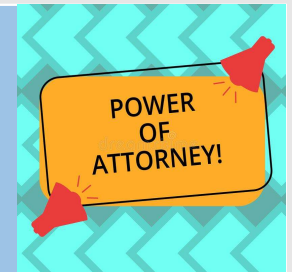
## CNIC Navy Housing Website

- ❖ For more information on other Housing related services you may log onto the CNIC Housing Website:
- ❖ <https://ffr.cnic.navy.mil/Navy-Housing/Housing-By-Region/Joint-Region-Marianas/NAVBASE-Guam/>

## GUAM ASSOCIATION OF REALTORS (G.A.R.)

- ❖ For information on how to get in contact with a licensed realtor, you may log on to the Guam Association of Realtors website below:
- ❖ <https://guamrealtors.com>

# IMPORTANCE OF A SPECIAL POWER OF ATTORNEY



If your family is on the waiting list for government housing when you deploy, notify the installation housing office before your deployment. If you give your spouse power of attorney — and give a copy to the installation housing office — before your deployment, your spouse and children may be able to accept and move into government housing. Providing a Special Power of Attorney to your spouse, parent, or trusted friend can help ensure he or she can address whatever needs to be done on your behalf while you are away. For more information, visit your local legal assistance office or create your own power of attorney using the link below:

[http://www.jag.navy.mil/legal\\_services/SPOA.htm](http://www.jag.navy.mil/legal_services/SPOA.htm)

Region Legal Service Office Western Pacific Branch Office Guam

PSC 455, Box 177, FPO AP 96540

COMM: 671-333-2061

DSN: 315-333-2061