

COAST GUARD ALASKA TEMPORARY LODGING ALLOWANCE (TLA) VERIFICATION

NAME <i>(Last, First, MI)</i>	RANK/RATE	EMPLID
-------------------------------	-----------	--------

COMMAND <i>(Reporting to/from)</i>	DUTY PHONE/CELL PHONE
------------------------------------	-----------------------

DAILY LODGING COST	NUMBER OF NIGHTS	COOKING FACILITIES? YES OR NO	LODGING FACILITY AND PHONE #
--------------------	------------------	----------------------------------	------------------------------

DEPENDENT INFORMATION

DEPENDENT NAMES <i>(Last, First, MI)</i>	RELATIONSHIP	AGE	ACCOMPANIED TO ALASKA?	DEPENDENTS ON ORDERS?

REPORTING THIS IS THE CLAIM

DATE MEMBER REPORTED TO PRESENT COMMAND:

DATE FAMILY MEMBER(S) REPORTED TO PRESENT COMMAND:

- DOCUMENTS REQUIRED: ENDORSED COPY OF PCS ORDERS
 ORIGINAL ZERO BALANCE LODGING RECEIPTS
 ITINERARY
 MULTIPLE CLAIMS WILL INCLUDE RECORD OF HOUSING SEARCH (BACK)
 FINAL CLAIM WILL INCLUDE COPY OF HOUSING LEASE/PURCHASE AGREEMENT

- TYPE OF HOUSING: GOVERNMENT
 RENTING
 BUYING

DEPARTURE

DATE OF DEPARTURE:

DATE HHG PICKED UP:

*AUTHORIZATION FOR DEPARTURE TLA BEGINS ON THE DATE HHG PACKOUT BEGINS IF MEMBER VACATES PRIVATE SECTOR OR GOVERNMENT HOUSING. TLA IS LIMITED TO 10 DAYS PRIOR TO PCS DEPARTURE.

- DOCUMENTS REQUIRED: ENDORSED COPY OF ORDERS
 ORIGINAL ZERO BALANCE LODGING RECEIPTS
 ITINERARY
 DD-1299 HHG FORM (PROVIDED BY TRANSPORTATION OFFICE)

TDY/LEAVE

WERE YOU OR ANY FAMILY ON LEAVE AWAY FROM DUTY STATION DURING THIS PERIOD? YES NO

IF YES PROVIDE NAMES, DATES, LOCATIONS:

WERE YOU TDY DURING THIS PERIOD? YES NO IF YES PROVIDE TDY DATES:

*MUST INCLUDE TDY ORDERS

UNACCOMPANIED MEMBER

IF ASSIGNED TO A CUTTER, IS SHIPBOARD BERTHING OR BARRACKS AVAILABLE? YES NO

COMMAND SIGNATURE:

HOUSING OFFICE SIGNATURE:

MEMBER SIGNATURE	DATE
------------------	------

I HAVE REVIEWED THE PACKET AND VERIFIED THE INFORMATION PROVIDED TO ME.

UNIT ADMIN SIGNATURE	DATE
----------------------	------

THE PAYMENT APPROVING OFFICIAL IS DIRECTED TO CREDIT A TEMPORARY LODGING ALLOWANCE PAYABLE TO THE ABOVE MEMBER. ALL PROVISIONS OF THE JTR HAVE BEEN COMPLIED WITH.

DEO SIGNATURE	DATE
---------------	------

RECORD OF HOUSING SEARCH

TO MAINTAIN CONTINUED ELIGIBILITY FOR TLA, EVERY EFFORT MUST BE MADE TO OBTAIN PERMANENT HOUSING. IF IT BECOMES NECESSARY TO REQUEST AN EXTENSION OF TLA, THE COMPLETENESS AND ACCURACY OF THIS FORM WILL SUPPORT YOUR REQUEST. ANY LACK OF INFORMATION MAY CAUSE A DELAY IN PROCESSING THIS CLAIM.

YOU ARE REQUIRED TO AGGRESSIVELY SEEK PERMANENT QUARTERS. YOU ARE NOT REQUIRED TO REPORT HOUSING SEARCH RESULTS IF YOU ARE ASSIGNED GOVERNMENT QUARTERS OR ARE "LOCKED IN" TO PURCHASING OR RENTING A HOME AND THE HOUSING OFFICE HAS BEEN MADE AWARE OF THESE TERMS.

YOU ARE REQUIRED TO RECORD YOUR HOUSING SEARCH PROGRESS IN THE SPACE PROVIDED BELOW. IF REPORTING, THIS MUST ACCOMPANY EACH AND EVERY APPLICATION FOR TLA PAYMENT.

DATE	ADDRESS	POC PHONE	UNSUITABLE/UNDESIRABLE REASONS

****REASONS FOR UNSUITABILITY ARE PEST INFESTATION, STRUCTURALLY UNSOUND, DOCUMENTED UNSAFE AREA, AND DOCUMENTED UNSATISFACTORY SCHOOLS (FOR THOSE WITH SCHOOL AGE CHILDREN). UNDESIRABLE REASONS INCLUDE TOO EXPENSIVE, TOO SMALL, OR NO PETS ALLOWED, ETC... THESE SHOULD BE LISTED ABOVE; HOWEVER, THESE REASONS DO NOT QUALIFY THE HOME AS UNSUITABLE. THE TLA AUTHORITY WILL REVIEW THESE REASONS AND MAKE DETERMINATIONS FOR FURTHER TLA ELIGIBILITY****