

**TEMPORARY LODGING ALLOWANCE (TLA) DEPARTURE/ALTERNATE TEMPORARY
LODGING CLAIM**

MEMBER INFORMATION

Name:	SSN:
Paygrade:	Phone Number:
Command:	UIC:
<input type="checkbox"/> Accompanied <input type="checkbox"/> Unaccompanied (at time of submission)	
Dependent(s) names residing in the area / Ages of Children (list oldest to youngest)	
_____	_____
_____	_____
_____	_____
Member's Departure Date: _____	Family Members' Departure Date: _____
TLA Entitlement Dates: _____ to _____. Requests for more than ten days for members departing requires a TLA extension request routed through Housing and member's Commanding Officer.	

TEMPORARY LODGING FACILITY INFORMATION

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

MEMBER CERTIFICATION

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

HOUSING SERVICE CENTER

TLA <input type="checkbox"/> is <input type="checkbox"/> is not recommended from _____ through _____			
Housing Termination Date: _____			
Remarks:			

Housing Representative (Print Name)	Signature	Date	Phone Extension

UNACCOMPANIED HOUSING OFFICE (Unaccompanied E4 and below only)

Transient Government Quarters are/are not available.		
UH Representative Signature	Date	Phone Extension

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.