JTREG MARIANAS INSTRUCTION 7200.1D

From: Commander, Joint Region Marianas

Subj: POLICY CONCERNING PAYMENT OF TEMPORARY LODGING ALLOWANCE IN GUAM

Ref: (a) DoD 7000.14-R, Financial Management Regulation, Chap. 68
     (b) DoD 4165.63M
     (c) CNICINST M-11103.1
     (d) OSD AT&L Memo of 16 Apr 2014

Encl: (1) Sample of Arrival Temporary Lodging Allowance Extension Request with Endorsements
      (2) Sample of Departure Temporary Lodging Allowance Extension Request with Endorsements
      (3) Housing Referral Record, JTREGMARIANAS 7200/1 (09-20)
      (4) TLA Briefing Sheet, JTREGMARIANAS 7200/2 (09-20)
      (5) JTREGMARIANAS 7200/03 form 7213/1 Special Circumstances TLA Request and Claim
      (6) JTREGMARIANAS 7200/04 form 7214/1 Special Circumstances TLA Checklist

1. Purpose. To establish policy and procedure for the administration of Temporary Lodging Allowance (TLA) for military component personnel per references (a) through (d), and utilizing enclosures (1) through (5). The Office of the Secretary of Defense has mandated that enterprise Military Housing (eMH) as the authoritative data source for housing assets in Department of Defense (DoD) real property databases per reference (d).

2. Cancellation. JTREGMARIANASINST 7200.1C.

3. Scope and Applicability. This instruction applies to all personnel permanently assigned to Guam.

4. Background. The intended purpose of TLA is to partially pay Service members for more than normal expenses incurred by a Service member/dependent(s) while occupying temporary lodging under the following conditions:
Subj: POLICY CONCERNING PAYMENT OF TEMPORARY LODGING ALLOWANCE IN GUAM

a. Upon initial arrival to an Outside the Continental United States (OCONUS) Permanent Duty Station (PDS) while seeking/awaiting assignment to government quarters or private sector housing;

b. Immediately preceding a Permanent Change of Station (PCS) departure from OCONUS after housing has been vacated;

c. While a Service member without a dependent is seeking permanent Government quarters or housing following a Temporary Duty (TDY) assignment of 90 or more days after vacating permanent Government quarters or private-sector housing before beginning the TDY;

d. During a Service member’s hospitalization when a dependent must use temporary lodging OCONUS because the Service member was hospitalized enroute between PDS locations; and

e. When Commander, Joint Region Marianas (CJRM) or CJRM’s delegate determines TLA is necessary for a Service member already established in permanent Government quarters, private-sector housing, or privatized housing, and the Service member must vacate or is waiting to reoccupy said quarters or housing for reasons beyond the Service member’s control.

5. Policy

a. All Service members are required to check-in with the Housing Service Center (HSC) under the following conditions:

(1) Within the first working day after arrival;

(2) Immediately after vacating government quarters or other Permanent living accommodations to execute PCS; and

(3) When Service members must vacate permanent quarters for reasons beyond their control, either permanently or temporarily.

b. Local HSCs will assist Service members with reviewing of housing options such as government quarters, Rental Partnership Properties, and community housing. Service members authorized to live in the community will submit to their servicing HSC, documentation reflecting they are either actively seeking community housing every ten (10) days. In order for their TLA to continue, HSCs will assist Service members with reviewing at least five (5) rental units every ten (10) day period, annotating all on enclosure (3).

c. Service member shall process TLA claims in ten (10) day increments for reimbursement purposes.
Subject: POLICY CONCERNING PAYMENT OF TEMPORARY LODGING ALLOWANCE IN GUAM

d. Service members must not delay moving into housing facilities for the sole purpose of collecting TLA at personal financial gain. Such instances identified by the HSC will be addressed to the Service member's command, Personnel Support Detachment (PSD) and finance office. TLA claims of this nature will not be endorsed by the Housing Installation Program Director (IPD) for approval.

e. The Housing IPD has been delegated the authority to certify payment of arrival TLA for the first sixty (60) days for Service members reporting to PDS; departure TLA not to exceed ten (10) days for Service members departing their PDS. Service members may request an extension of TLA entitlements as follows:

(1) Request(s) for an extension beyond the entitlement of sixty (60) days of arrival, TLA must be submitted by the Service member and addressed to CJRM via the Service member's Commanding Officer (CO)/Officer-in-Charge (OIC) and Installation Commanding Officer (ICO) using enclosure (1).

(2) Request(s) for an extension beyond the entitlement of ten (10) days of departure, TLA extension request must be submitted by the Service member and address to CJRM via the Service member's CO/OIC and the ICO using enclosure (2).

(3) Service member claiming TLA must submit enclosure (1) to CJRM for extension of arrival TLA. The Service member must also forward information outlined in enclosure (1) as justification for extended entitlement consideration. The Service member is responsible for providing complete data in support of TLA extension request(s).

f. The IPD endorsements will verify the date the Service member applied for government housing and/or for community housing referral using enclosure (3). The endorsement will also provide a move-in date and verify that personnel have aggressively sought off-base housing.

g. CO/OIC endorsements of TLA extension requests will verify the information contained in the basic request, and will contain a recommendation of approval or disapproval.

h. TLA may not exceed 120 days. If TLA exceeds 120 days, refer to the DoD FMR, 7A, Chapter 68 for further guidance.

6. Special Circumstance TLA. When CJRM or their TLA delegate determines that additional TLA is necessary for a Service member because he or she must vacate or is waiting to reoccupy their permanent government quarters, private-sector housing, or privatized housing in Guam due to Acts of God, Typhoon, fire, flood, earthquake, riot, civil unrest, or other disturbances, special circumstance TLA (SC-TLA) is authorized. The following procedures and limitations govern SC-TLA in Guam:

a. SC-TLA will not exceed sixty (60) days.
Subj: POLICY CONCERNING PAYMENT OF TEMPORARY LODGING ALLOWANCE IN GUAM

b. Service members whose primary residence is uninhabitable, without water, or electricity at their HSC Approved residence must complete and submit enclosure (5) to Housing Service Center TLA Branch.

c. Every two (2) days, Service members must verify that the status of their residence remains temporarily or permanently uninhabitable or that their water or electricity remains unavailable.

d. Service member will note the status of said habitability and/or utilities on a Special Circumstances TLA checklist form listed in enclosure (6) and submit this form to Navy Housing Service Center every ten (10) days.

e. Every 15 days, the Service member’s command will send a command representative with the effected service member and verify the status of the Service member’s residence. The command representative will validate status on the service members housing conditions on the Special Circumstances TLA checklist form.

f. At any time if the Service member’s home becomes habitable and their utilities return to an operable state/status, the Service member must do the following actions:

   (1) Inform Navy Housing to cancel any future TLA payments;

   (2) Cancel any remaining temporary lodging reservations;

   (3) Checkout of their respective temporary lodging; and

   (4) Return home.

7. Action. ICO’s will ensure the TLA program is managed in accordance with references (a) through (d).

   a. Determine/validate the length of time needed for Service members and/or dependent(s) to receive TLA payments.

   b. Ensure TLA reimbursements are limited to only those facilities that operate as hotel/transient-like accommodations in accordance with reference (a). Federal Emergency Management Agency (FEMA) approved accommodations meet this requirement when base transient lodging is not available.

   c. Ensure housing personnel are thoroughly familiar with TLA entitlement requirements and limitations.

   d. Establish procedures to obtain, submit, and complete required documentation to include government forms and necessary statements, receipts, etc., from service providers.

   e. Maintain accurate and detailed records of TLA application/approval and related actions of the housing and disbursing offices.
f. Maintain arrival/departure TLA statistics to include average days on TLA and total costs in accordance with references (c) and (d).

g. Review TLA program annually to ensure compliance with governing directives, efficiency of administration and quality of service to eligible Service members. Facilitate TLA claims process in conjunction with the servicing PSD.

8. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, JRJ J93 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy (SECNAV), and Navy policy and statutory authority using OPNAV 5215/40 (Review of instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, Paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is recognized.

[Signature]

**B. R. NICHOLSON**

Releasability and distribution
This instruction is available electronically via the CNIC 02 Portal at [https://g2.enic.navy.mil/JRM/SitePages/Home.aspx](https://g2.enic.navy.mil/JRM/SitePages/Home.aspx)
From: IS3 (SW) John J. Doe, USN  
To: Commander, Joint Region Marianas  
Via: (1) Commander, Unit (Member's Commanding Officer)  
(2) Commander, Installation

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF ARRIVAL TEMPORARY LODGING ALLOWANCE

Ref: (a) JTREGMARIANASINST 7200.IC

1. Per paragraph 4b of reference (a), request a Temporary Lodging Allowance (TLA) extension beyond 60 days. The following information is forwarded as my justification for the entitlement:

   a. Name, Grade, Rate, DoD ID, and Command.
   b. Date of marriage.
   c. Effective date of orders (date of arrival minus travel time).
   d. Travel Status of family members (concurrent/non-concurrent).
   e. Number of personnel concerned (include member and all family members).
   f. Member's date of arrival.
   g. Family members' date of arrival.
   h. Number of days requested and date extension is to commence.
   i. Date applied for government and private rental housing.
   j. Description of TLA accommodation (number of bedrooms and cooking Facilities available or not available).
   k. Efforts to obtain private rental housing.
   l. Justification of extension (explanation of circumstances).
   m. Number of days paid TLA to date.
   n. Date expected to move into government or private housing.

2. Point of contact at my command is Name, Phone Number, E-mail Address.

(Signature)
J. J. DOE

Enclosure (1)
FIRST ENDORSEMENT on IS3(SW) John J. Doe, USN ltr of DD MMM YY

From: Commander, Unit (Member’s Commanding Officer)
To: Commander, Joint Region Marianas
Via: Commander, Installation

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF ARRIVALTEMPORARY LODGING ALLOWANCE

1. Forwarded, recommending approval/disapproval.

2. Commanding Officer/Officer-in-Charge provide justification and certification of unusual circumstances.

(Signature)
Commanding Officer
SECOND ENDORSEMENT on IS3(SW) John J. Doe, USN ltr of DD MMM YY

From: Commander, Installation
To: Commander, Joint Region Marianas

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF ARRIVAL TEMPORARY LODGING ALLOWANCE

Ref: (a) Housing Referral Record

1. Forwarded, recommending approval/disapproval.

2. Member applied for government housing and for private housing referrals on (date). Since that time, our records indicate the member has/has not diligently pursued private rental housing. Suitable private rental housing per reference (a), is/is not available. Government/private permanent quarters will be available. Member expects to move-in (date).

3. Point of contact is Name, Phone number, E-mail address.

(Signature)
Commanding Officer

3 Enclosure (1)
From: IS3(SW) John J. Doe, USN
To: Commander, Joint Region Marianas
Via: (1) Commander, Unit (Member's command)
      (2) Commander, Installation

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING ALLOWANCE

Ref: (a) JTREGMARIANASINST 7200.1C

1. Per paragraph 4d of reference (a), request departure Temporary Lodging Allowance (TLA) beyond ten (10) days. The following information is forwarded as justification for the entitlement:

   a. Name/Grade/Rate, DoD ID, Unit.
   b. Number of Personnel concerned.
   c. Date vacated quarters.
   d. Date household goods shipped.
   e. Date of confirmed flight date.
   f. Justification for extension of departure TLA beyond one day. (fully explain the circumstances.)

2. Point of contact at my command is Name, Phone Number, E-mail Address.

   (Signature)
   J. J. DOE

Enclosure (2)
FIRST ENDORSEMENT on IS3(SW) John J. Doe, USN, ltr of DD MMM YY

From: Commander, Unit (Member's command)
To: Commander, Joint Region Marianas
Via: Commander, Installation

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING ALLOWANCE

1. Forwarded, recommending approval/disapproval.

(Signature)
Commanding Officer
SECOND ENDORSEMENT on IS3(SW/AW) John J. Doe, USN, ltr of DD MMM YY

From: Commander, Installation
To: Commander, Joint Region Marianas

Subj: REQUEST FOR EXTENSION OF DEPARTURE TEMPORARY LODGING ALLOWANCE

1. Forwarded, recommending approval/disapproval.

(Signature)
Commanding Officer
### HOUSING REFERRAL RECORD

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<th>DOD ID #</th>
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<th>NUMBER OF DEPS</th>
<th>PROJECTION FOR GOV’T QUARTERS</th>
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<th>ARRIVAL DATE OF DEPS</th>
<th>BDRM REQUIREMENTS</th>
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<th>TLA COMMENCEMENT DATE</th>
<th>NUMBER OF 10 DAY EXTENSIONS</th>
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***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

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Follow up information on leads furnished through Housing Files, Realtors and Newspaper Advertisements:

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<th>ADDRESS</th>
<th>RENT</th>
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IT IS CERTIFIED THAT THE ABOVE NAMED MEMBER COMPLIED WITH FINANCIAL MANAGEMENT REGULATIONS AND JTREGMARIANAS INST 7200.1C IN ACTIVELY SEEKING PERMANENT TYPE QUARTERS.

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<th>SIGNATURE (HOUSING AUTHORITY)</th>
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JTREGMARIANAS 7200/1 (09-20)
# ARRIVAL / DEPARTURE TEMPORARY LODGING ALLOWANCE (TLA)
## BRIEFING AND ACKNOWLEDGEMENT
### ARRIVAL TLA:
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 are 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.
### ARRIVAL TLA CONT:
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.

## TLA Extension Request
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.

### DEPARTURE TLA:
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 lodging 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, members must be 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.

### DEPARTURE TLA CONT:
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.

### ACKNOWLEDGEMENT:
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)

JTREGMARIANAS 7200/2 (09-20)

Enclosure (4)
SPECIAL CIRCUMSTANCES TEMPORARY LODGING ALLOWANCE (TLA) REQUEST AND CLAIM

MEMBER INFORMATION

Name: ___________________________  DOD#: ___________________________  Rank/Paygrade: ___________________________

Command: ___________________________  UIC: ___________________________  Date Reported: ___________________________

Phone Number: ___________________________  Accompanied: O  Unaccompanied: O (at time of submission)

Marital Status: O Single  O Married/Military-Military Couple  O Single w/ Dependents

Dependent(s) names residing in the area/ Ages of Children (list oldest to youngest)

TJA/TEMPORARY LODGING FACILITY INFORMATION

Hotel Name: ___________________________  Adequate Kitchen Facilities (as per regulations): O Yes O No

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

HOUSING SERVICE CENTER

SPECIAL TLA O is O is not recommended for period _________ to _________

Remarks: ___________________________

Housing Representative Signature: ___________________________  Date: ___________________________  Phone: ___________________________

(COO MAY SIGN IF CONDUCTED VIA PHONCON)

JMR TLA COORDINATOR DETERMINATION

SPECIAL TIA O is O is not approved for period _________ to _________

Remarks: ___________________________

JMR TLA Coordinator (Print Name): ___________________________  Signature: ___________________________  Date: ___________________________  Phone: ___________________________

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.

JRM SPECIAL CIRCUMSTANCES TLA 7200.10 Form 7213/1

Enclosure (5)
**SPECIAL CIRCUMSTANCE TLA CHECKLIST**

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<th>NAME</th>
<th>RANK</th>
<th>DOD ID#</th>
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<tr>
<th>DATE RESIDENCE VACATED</th>
<th>ADDRESS</th>
<th>PROJECTION FOR RETURN TO QUARTERS</th>
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<th>NUMBER OF DEPS</th>
<th>DATE ALTERNATIVE LODGING OCCUPIED</th>
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<th>SC-TLA COMMENCEMENT DATE</th>
<th>NUMBER OF 10 DAY EXTENSIONS</th>
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***Extensions beyond 60 days require CJRAI approval***

To maintain continued eligibility for SC-TLA, effort must be made to verify habitability and status of utilities of Guam primary residence. (1) Failure to register with the Housing Authority, (2) failure to verify habitability and status of utilities every two days, or (3) to ensure Command Representative verify Guam primary residence status every 15 days will result in termination of SC-TLA. If it becomes necessary to request an extension of SC-TLA, the completeness and accuracy of this form will add in supporting your claim.

### Status of Guam Primary Residence

<table>
<thead>
<tr>
<th>DATE</th>
<th>WATER</th>
<th>ELECTRICITY</th>
<th>HABITABILITY</th>
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<tr>
<td></td>
<td>YES / NO</td>
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**SIGNATURE OF MEMBER**

**DATE**

**SIGNATURE OF COMMAND REPRESENTATIVE (DAY 15)**

**DATE**

IT IS CERTIFIED THAT THE ABOVE NAMED MEMBER COMPLIED WITH FINANCIAL MANAGEMENT REGULATIONS AND JTREGMARIANAS INST 7200.1D IN VERIFYING HABITABILITY AND STATUS OF UTILITIES OF PRIMARY GUAM RESIDENCE.

**SIGNATURE OF HOUSING AUTHORITY**

**DATE**

**SC-TLA CHECKLIST**

7200/04 form 7213/1