

## Informational Move-Out (PCS) Briefing

Planning to PCS?

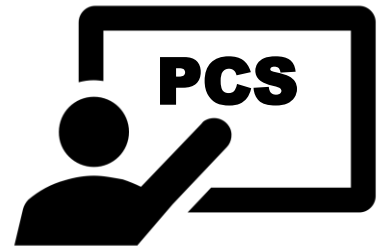
Get a head start by attending one of our informational move-out briefings.

We'll share details to help you effectively plan and coordinate your upcoming PCS process, to ensure a smoother transition for you and your family. Get in-depth information on a variety of PCS-related topics and considerations, including:

- How to give proper notice
- Cleaning expectations and policies for a smooth move-out
- Settling your finances
- Get answers to your specific PCS-related questions
- And more!

### Hickam Communities' informational move-out (PCS) briefing weekly on Wednesdays

- Location: Ka Makani Community Center
- Address: 1215 Owens Street, Honolulu, HI 96818
- Time: 4:00pm-5:00pm



### Departure Temporary Lodging Allowance (TLA) Processing

Service member will process departure TLA with the Housing Management Office (HMO) located at 200 Kokomalei Street, Bldg 6500 (in the same office as Hickam Communities) prior to departure. Departure TLA is authorized for up to 10 days upon departure. Departure TLA CANNOT be processed at new duty station.

SM must check in with the designated transient lodging, NGIS Royal Alaka'i, located at 15-G Street, Bldg 1153, Hickam AFB (448-5400) prior to making any lodging arrangements. If there is no availability, SM will be issued a Non-Availability Lodging Form and must stay in a TLA approved hotel to get properly reimbursed TLA. A list of these hotels can be provided by the HMO. Please ensure you receive the Non-Availability Lodging Form prior to the start of your TLA, these forms CANNOT be backdated. Vacation rentals ARE NOT authorized. The HMO will provide a hotel room tax exemption letter for TLA personnel.

Finance requires an itemized daily receipt for proper reimbursement (no online receipts). Payment will be made to the SM on the 1<sup>st</sup> or mid-month pay. SM and command sponsored dependents will receive reimbursement for lodging and a per diem for meals each day. The HMO will take all departing TLA documents to Finance daily on a transmittal letter.

### Documents required for Departure TLA (Up to 10 days):

- PCS, ETS, Retirement Orders (Command sponsored dependents must be listed to receive TLA) 2 copies
- Flight itinerary (late departure authorized for flights departing after 1800).
- Non-availability Lodging Form from the NGIS Royal Alaka'i (if applicable)
- Paid itemized daily hotel receipt

**MEALS ONLY TLA:** SM and command sponsored dependents are authorized TLA for MEALS only when staying with a friend or relative. Lodging expenses are not allowed while staying with friends/relatives.