

**PSD CHECKLIST  
FOR SPONSOR TRAINING**  
*(questions to ask your newcomer prior to arrival)*

- UPON CONTACT WITH MEMBER**
  - ❑ Verify if member will be accompanied by dependents and how many
  - ❑ Ascertain whether member desires temporary lodging facilities with or without cooking facilities
  
- VERIFY MAXIMUM TLA ENTITLEMENT**
  - ❑ Contact PSD prior to booking any TLA accommodation to verify member's maximum TLA entitlement. Due to rate fluctuation, the per diem rate for London could increase or decrease at any time.
  - ❑ To obtain an accurate TLA entitlement for the member, you will need to provide PSD with the number of family members, their ages, and if the member will be residing in TLA with cooking facilities.
  
- UPON RECEIPT OF PORT CALL**
  - ❑ Upon confirmation of travel arrangements, contact PSD to schedule a check-in appointment.
  - ❑ Notify member that his/her current PSD must input his/her detaching endorsement (SH03) with the ADSN of 7301. This will help to alleviate a possible delay in pay processing upon reporting.
  
- SCHEDULED APPOINTMENT WITH PSD**
  - ❑ Ensure member brings with him/her to the PSD appointment:
    - = Service Record
    - = Original Orders
    - = Airline ticket receipts
    - = Other receipts (lodging or any expense over \$75.00)
  
- TLA TIPS**
  - ❑ After member has entered TLA, advise that TLA claims must be turned in as early as possible (every ten days).
  - ❑ Ensure dates and amounts entered on TLA claim match receipts.