



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR 718 CES/CEH

SUBJECT: ABSENCE FROM QUARTERS

RANK/NAME: _____

BRANCH OF SERVICE/UNIT: _____

ADDRESS _____

PHONE: _____ (work)/ _____ (cell)

EMAIL ADDRESS: _____

1. I will be absent from my assigned MFH unit from: ___/___/___ til ___/___/___.
2. I can be reached at: _____.
3. The following individual will be responsible for proper care of my pet and/or my grounds:
 - a. Name: _____
 - b. Address: _____
 - c. Phone number: _____
 - d. Email address: _____
 - e. Signature: _____

____ I understand that I must submit this form if my absence is for more than 5 days.
____ I understand that this form is not valid for more than 30 days. -
____ I understand that I am responsible for the actions of the individual while they are at my home. I must inform them of all the laws, rules, and regulations that apply.

Signature: _____ Date: ___/___/___

Housing Rep: _____ Date: ___/___/___