

Authorization to reside off base must be approved, and the mandatory off-base housing briefing must be completed prior to proceeding with the following steps.

OFF BASE CHECKLIST

This checklist is provided to assist with the process of securing off base housing and should be followed step by step as applicable. Direct questions to the Kadena Housing Office at 634-0582.

COMPLETE & SUBMIT DD FORM 1746 (APPLICATION FOR HOUSING)

- _____ PCS Orders to Okinawa and Amendments
- _____ **Accompanied Members**
- _____ Authorization To Reside Off Base Memo Approved by Squadron Commander
- _____ Dependent Entry/Area Clearance (Navy and USMC only)
- _____ **Unaccompanied Members**
- _____ Authorization/Approval to Reside Off Base (All E4 & Below/All Services):
 - USAF Authorization from AF Unaccompanied Housing
 - USA Approved ETP by Army Garrison or Unaccompanied Housing
 - USMC AA Package/ETP Approved through MCIPAC
 - USN E4 and below Special Request CHIT (E4 and below also needs CNA)
- _____ **Civilian Members**
- _____ Civilians - Transportation Agreement/Employment Letter

☐ CHECK YOUR OHA RATE via website: <http://defensetravel.dod.mil/>

LOCALITY CODE: **JP027**
LOCATION: **OKINAWA (OK)**

Civilians - Confirm your allowance with your HRO/CPO

☐ SELECT AN OFF BASE HOUSING UNIT

******Home must be visible on Homes.mil. Any other home will not be accepted******

- _____ Negotiate lease agreement with agency (Active Duty = No utilities can be included in rent)
- _____ Obtain Draft Lease from agency. The draft lease does NOT need a move-in date determined yet. The agency will also provide you with the summary of move-in expenses (our office does not need for processing)
- _____ Submit draft lease to Kadena Housing Office at kadenahousing.customerservice@us.af.mil to have the lease assigned to a counselor for validation, who will also schedule you OHA appointment.
- _____ Return to the Agency's office with validated lease to sign the lease agreement.

☐ REQUEST OHA ADVANCE

- _____ **Validated Draft Lease/Summary of Expense Sheet is needed**
- _____ Advance OHA requires Unit Commander Approval
- _____ **USAF** Complete Form AF1039
- _____ **USMC** Prepare Administrative Action Package - AA Form NAVMC 10274
- _____ **USN** Prepare Special Request Chit
- _____ **USA** Prepare DA Form 4187
- _____ Take Completed Advance OHA Packet to your local Finance

☐ REQUEST GOVERNMENT FURNITURE (if authorized) - DELIVERY REQUIRES 3 BUSINESS DAYS

- _____ Submit Form 24 to request items. Can send with draft lease, or after validation is completed.
- _____ Obtain furniture delivery date _____

☐ TLA (AIR FORCE MEMBERS ONLY) Processed every 10 days

- _____ Bring hotel/lodging receipt and two copies of your orders to the Housing Office
- _____ Bring TLA Data Sheet (indicating housing units viewed during the TLA period)

Note: Incoming TLA should not exceed 20 days. TLA can be stopped prior to the 20-days, if it is determined that you have not aggressively searched for housing or you refuse/decline adequate housing. Homes must be inspected, rent amount approved and visible on Homes.mil to be considered "Move In Ready".

☐ OVERSEAS HOUSING ALLOWANCE (OHA)/LIVING QUARTERS ALLOWANCE (LQA)

_____ **Appointment will be scheduled during lease validation by counselor. Bring the following:**

- _____ Bring Signed Lease Agreement (with Han stamp) to Housing Office _____
- _____ Termination paperwork from dorms/barracks/MFH (Mandatory if applicable)
- _____ Bring paid receipt for Agency Fee (Mandatory to process reimbursement)

☐ TAKE COMPLETED OHA PACKET TO YOUR FINANCE/IPAC/PSD

_____ **DD Form 2367/Signed Lease Agreement & DD Form 2556/Agency Fee Receipt**

USAF	Kadena Housing Office	USN	Command Admin
USMC	IPAC (Foster Bldg 5699 2F)	USA	Finance (Torii Station Bldg 216)
Civilians	Servicing Human Resource Office/Civilian Personnel Office		