

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 DA 4187 signed by Army Unaccompanied Housing

USMC AA Package 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 correct base inspection for our office to validate the draft lease******

_____ 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 this)

_____ 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.

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 (as applicable)

_____ Bring paid receipt for Agency Fee

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