

# TERMINATION OF GOVERNMENT QUARTERS

\_\_\_\_\_  
Name (Last, First MI)                      Grade/ Branch of Service                      Quarters Address

\_\_\_\_\_  
Squadron/Unit/Duty Station                      DOD ID/ EDIPI                      Duty Phone

\_\_\_\_\_  
Home Phone                      Cell phone                      E-mail

**Military Spouse Information**                      Mil Spouse's DOD ID/ EDIPI: \_\_\_\_\_

\_\_\_\_\_  
Name/Grade/ Branch of Service                      E-mail

\_\_\_\_\_  
Squadron/Unit/Duty Station                      Cellphone                      Duty Phone

**Pre-Inspection:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Scheduled by** \_\_\_\_\_

**Final-Inspection:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_ **Scheduled by** \_\_\_\_\_

_____ <b>GC</b>	_____ <b>NGC</b>
_____ <b>PCS / RETIREMENT / MIL SEPARATION ERD WITH ORDER</b>	_____ <b>RELO ON BASE / OFF BASE / DORMS CIV 5YRS / ETP / ERD W/O ORDER</b>
<b>Departure Date:</b> _____	<b>TMO (HHG):</b> _____ <b>(UB):</b> _____
<b>Loaner Furniture:</b> _____ YES    _____ NO	<b>60 Days Loaner FMO Delivery Date:</b> _____
<b><u>Documents Provided:</u></b> _____ <b>ORDERS</b> _____ <b>FLIGHT ITINERARY</b> _____ <b>TMO FORM 1299</b> _____ <b>OTHER</b>	

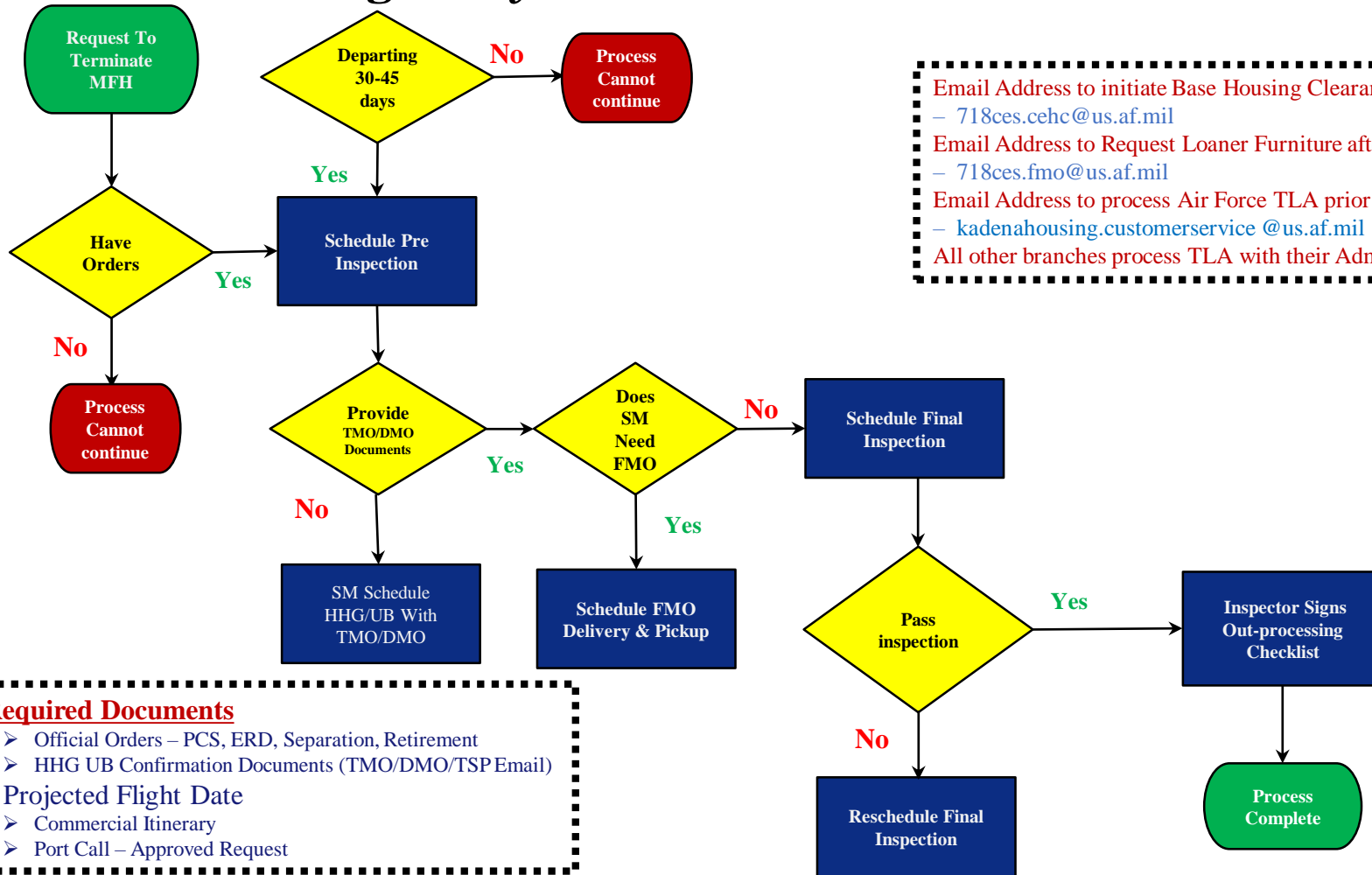
<b><u>TLA: AUTHORIZED UP TO 4 DAYS (Ensure departure date &amp; final inspection date comply with this policy)</u></b>	
<b>TLA Entitlement: from</b> _____ <b>to</b> _____ <b>Mbrs Initial</b> _____	<b>(Inclusive Dates)</b>
*//AF ONLY//* <b>TLA Requirements:</b> 2-PCS orders    Term Memo    2-TLA Receipts    Non availability LTR (if Off-base Lodging)	

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Date</b> _____ <b>Initials</b> _____	<input type="checkbox"/> <b>Pre / eMH</b>	<input type="checkbox"/> <b>Update Info</b>	<input type="checkbox"/> <b>File Folder</b>	<input type="checkbox"/> <b>Term Memo / LQA</b>
<b>Date</b> _____ <b>Initials</b> _____	<input type="checkbox"/> <b>FI / eMH</b>	<input type="checkbox"/> <b>Form 0-275 (RELO)</b>	<input type="checkbox"/> <b>P/U FMO</b> <b>Yes / No</b> _____	
			<input type="checkbox"/> <b>Loaner Kit</b> <b>Yes / No</b> _____	

# MFH Terminations – Standard PCS

*Integrity - Service - Excellence*



Email Address to initiate Base Housing Clearance –  
 – [718ces.cehc@us.af.mil](mailto:718ces.cehc@us.af.mil)  
 Email Address to Request Loaner Furniture after TMO goes  
 – [718ces.fmo@us.af.mil](mailto:718ces.fmo@us.af.mil)  
 Email Address to process Air Force TLA prior to departure  
 – [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil)  
 All other branches process TLA with their Admin Office

- Required Documents**
- Official Orders – PCS, ERD, Separation, Retirement
  - HHG UB Confirmation Documents (TMO/DMO/TSP Email)
  - Projected Flight Date
    - Commercial Itinerary
    - Port Call – Approved Request