

## Out processing Military Family Housing (MFH)

Please send all on base termination inquiries, documentation, and request to [718ces.cehc@us.af.mil](mailto:718ces.cehc@us.af.mil) with sponsors full name, home address and departure date in the subject line for quick reference as we **prioritize by flight date.**

Use the below checklist and provided links to aide in your housing termination process.

### 1. Loaner Furniture:

- \_\_\_ Request 60 Days Loaner Furniture (if needed after TMO/DMO pick up)
- \_\_\_ Any questions pertaining to furniture pickup or delivery, please contact Furnishings Management Section at [718ces.fms@us.af.mil](mailto:718ces.fms@us.af.mil) or call 634-1625.

### 2. Pre inspection: Please contact us **no sooner** than 60 days prior to your departure date – inspections will be **scheduled within 30 days prior to departure**)

- \_\_\_ Orders (PCS, ERD, ETP approval, TMO/DMO endorsement)
- \_\_\_ On Base Termination Sheet ([TERMINATION OF GOVERNMENT QUATERS](#))
- \_\_\_ TLA Statement Of Understanding ([Temporary Lodging Allowance\(TLA\) Statement of Understanding](#))

### 3. Final inspection: inspections will be scheduled 30 days prior to departure and when all required documents have been provided. TMO/DMO must be finalized prior to scheduling to ensure when the home will be empty)

- \_\_\_ Confirmed TMO/DMO pick up dates (Household Goods and Unaccompanied Baggage shipments may have different dates)
- \_\_\_ Projected flight date (Flight Itinerary not needed)

## Out processing Off base Housing

1. Print a copy of the Off-base Housing Clearance package: ([Off-Base Quarters Clearance Package](#))
  - a. Notify Housing Agency/Property Owner in writing that you are vacating the home. Most notice of intent to vacate must be given at least 14 days prior. Check your lease for exact number of days needed for notification.
  - b. Schedule pickup of any government furniture and/or appliances (if applicable). Email: [718ces.fms@us.af.mil](mailto:718ces.fms@us.af.mil) at least 3 business days in advance of preferred date for pickup.
  - c. Once you pass Final Inspection of your quarters, make sure Agency/Property Owner signs your clearance form with their red Han stamp.
  - d. Turn in completed Off base Clearance package and a copy of your Orders to Kadena MFH. Bring in unit checkout sheet if applicable.

## Filing TLA Claim for Outbound

TLA (Ensure departure date & final inspection date comply with this policy)

\_\_\_\_ Authorized up to 10 days after final inspection has passed.

\_\_\_\_ Any questions pertaining to the TLA policy please contact:

Air Force and Space Force: **Kadena Housing Office**

Marine Corps: **IPAC**

Navy: **Local Admin (S1)**

Army: **Torii Station Finance**

**AF Only: Provide the below information/documents to the front desk at Kadena Housing or send via email to [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil) :**

- Copy of Orders (Please provide both Orders for Dual Military Members)
- Housing/Dorm Termination Memo
- Itemized Paid Receipt from Lodging
- Non-Availability Letter from Shogun Inn (if applicable)
- Copy of Approved ETP (If applicable)

**AF Only Include the following information to your email**

DOD ID#:

Permanent Housing Termination date and address:

Number of dependents travelling with Sponsor:

Cooking Facilities in the Room: Stove, Oven, Cooking/Eating Utensils

Did you use the DFAC?

Mili to Mil information (if applicable): Name/Rank/Branch of Service: DOD ID #: