

### **Outprocessing MFH**

To Schedule Pre and Final Inspection, please provide a copy of PCS/Retirement/Separation Orders:

1. Copy of Orders (Required for Pre-Inspection)
2. TMO paperwork (DD form 1299) - Required for Final Inspection
3. Projected Flight Date or Flight Itinerary – Required for Final Inspection

Email: [718ces.cehc@us.af.mil](mailto:718ces.cehc@us.af.mil)

### **Outprocessing from Off base Housing**

1. Print a copy of the TLA Statement of Understanding, fill it out, sign, and date and email to [718ces.cehc@us.af.mil](mailto:718ces.cehc@us.af.mil)
2. Print a copy of the Offbase Housing Clearance:
  - a. Notify Housing Agency/Property Owner in writing that you are vacating your house. Noticed must be given at least 14 days prior of intent.
  - b. Schedule pickup of any government furnitures and/or appliances (if applicable).  
Email: [718ces.fms@us.af.mil](mailto:718ces.fms@us.af.mil).
  - c. Once you pass Final Inspection of your quarters, make sure Agency/Property Owner signs your clearance form with red Han stamp.
  - d. Turn in completed Offbase Clearance package and a copy of your Orders to Kadena MFH.

### **Filing TLA Claims for Outbound AF**

**For all other branch of service, please contact IPAC/PSD/Army Finance Office or Civilian HR.**

1. Paid Itemized receipts
2. Copy of PCS/Retirement/Separation Orders (dual military must provide copies of both orders)
3. Non-Availability (Non-A) statement from Shogun Inn, if applicable
4. Permanent housing termination memo (dorms, permanent housing)
5. Include the following information to your email:
  - a. DOD ID#:
  - b. Permanent Housing Termination date/address:
  - c. Number of dependents travelling with Sponsor:
  - d. Cooking Facilities in the Room: Stove, Oven, Cooking/Eating Utensils
  - e. Did you use DFAC?
  - f. Mili to Mil information (if applicable):  
Name/Rank/Branch of Service:  
DOD ID #:

Email all the above paperwork to [718ces.cehc@us.af.mil](mailto:718ces.cehc@us.af.mil)