

PORT TO HOME



A MILITARY FAMILY HOUSING INITIATIVE TO STREAMLINE THE HOUSING PROCESS IN OKINAWA

The Port to Home program provides inbound service members a way to move directly into permanent family housing quarters upon arrival on Okinawa.

(Contingent on housing inventory availability)

Who can participate?

All inbound members on Accompanied orders with a locally appointed Sponsor.

The process should be initiated at least 30 days before arrival on Okinawa.

What are the required documents?*

- Orders
- DD 1746- Application for Housing
- AF Form 4422- Sex Offender Disclosure
- Special Power of Attorney (PoA)
- Flight Itineraries
- Area Clearance for Dependents (USMC only)
- Dependent Entry Approval (USN Only)

**Visit www.Kadena.af.mil/Kadena_Housing_Office/ for current forms, checklist and flow chart*

THE PROCESS:

1. Inbound members initiate the process by contacting kadenahousing.customerservice@us.af.mil with orders, DD 1746 and a written email request to be enrolled in Port to Home.
2. Provide all other required documents as instructed after enrollment. Housing offers cannot be generated until all documents are received.
3. A Housing Counselor will reach out to the local Sponsor identified on the PoA in advance of the member's arrival date. The Sponsor will view home offers and provide photos/videos/FaceTime to the member. The member will accept a home and the Sponsor will sign documents on behalf of the member.
4. The Sponsor will pick up keys to the home 48 hours before member arrival and prepare the house.
5. The member can go directly to their home upon arrival at Okinawa!