



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

DATE: \_\_\_\_\_

MEMORANDUM FOR 718 CES/CEH

SUBJECT: RETENTION OF QUARTERS FOR \_\_\_\_\_  
(ADDRESS)

RANK/NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ BRANCH OF SERVICE: \_\_\_\_\_

CELL: \_\_\_\_\_ WORK: \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

1. Myself or dependent(s) will be absent from my assigned MFH unit from: \_\_\_\_\_

2. (If applicable) The following individual will be responsible for proper care of my pet and/or my grounds:

a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone number: \_\_\_\_\_

d. Email address: \_\_\_\_\_

e. Signature: \_\_\_\_\_

\_\_\_\_ I understand that I must submit this form if my absence is for more than 30 days.

\_\_\_\_ (If applicable) I have provided a copy of my orders/memo (i.e. ERD, FEML, EMERGENCY)

\_\_\_\_ I have provided a Special Power of Attorney for individual responsible for my home.

\_\_\_\_ I understand that I am responsible for the actions of the individual while they are at my home. I must inform them of all the laws, rules, and regulations that apply.

\_\_\_\_ I understand I am financially responsible for any negligent damage done to the home during my absence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Rep: \_\_\_\_\_ Date: \_\_\_\_\_