



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

DATE: _____

MEMORANDUM FOR 718 CES/CEH

SUBJECT: RETENTION OF QUARTERS FOR _____
(UNIT #)

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: _____ to _____
2. (If applicable) The following individual will be responsible for proper care of my pet and/or my grounds:
 - a. Name: _____
 - b. Unit #: _____
 - c. Phone number: _____
 - d. Email address: _____
 - e. Signature: _____

____ Due to Okinawa climate and weather conditions I understand that I must submit this form if my absence is for 5 days or more.

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

____ 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.

____ I have provided a Special Power of Attorney for individual responsible for my home (30+ days absent only).

____ I understand that I am responsible for the actions of the individual while they are at my home.

Signature: _____ Date: _____

Housing Rep: _____ Date: _____