

TLA Outbound

PLEASE FORWARD THIS PAPERWORK WITH THE FOLLOWING DOCUMENTS TO:
kadenahousing.customerservice@us.af.mil

A Copy of Orders (Please Provide Both Orders for Dual Military Members)

Housing/Dorm Termination Memo

A Copy of Itemized Paid Receipt from Lodging

(Non-Availability Letter from Shogun Inn)

Name: _____ Pay Grade: _____ DOD ID Number: _____

Email Address: _____ Date of Departure: _____

Number of Command Sponsored Dependents Traveled Together: _____

Terminated Residential Address: _____

Termination Date: _____

Name of Lodging: _____ Room Number: _____

Check-In Date: _____ Check-Out Date: _____

Cooking Facilities in the Room: STOVE / OVEN / COOKING UTENSILS / EATING UTENSILS

Did you eat at Government Dining Facilities/DFAC?

Please fill in below for Active Duty Military Spouse:

Name: _____ Branch of Service _____

Email Address: _____ DOD ID Number: _____

Japanese Local Phone Number: _____ Pay Grade: _____

- a. Kadena Housing Office will email the processed TLA paperwork to the email above.
- b. Reimbursement / Per Diem will be added into mypay.
- c. Please expect the payment in (2) to (6) weeks.
- d. Due to Privacy Act of 1974 please authorize housing to send your receipt to a non-government email.

Signature & Date: _____