

Military Family Housing Termination Procedures

Step 1. Schedule a pack-out date

Upon receiving PCS orders, schedule a pack-out date with FISC Outbound Personal Property Office located at Bldg. 5013, DSN 243-7062 with a copy of your orders. Go to Step 2 once you have received your HHG pack out dates.

Step 2. Intent to Vacate form

Visit your local Housing Office with a copy of your orders to fill out an Intent to Vacate Form at least 30 days prior to the estimated vacate date, preferably upon receipt of detaching orders. Approximate dates are acceptable for the purpose of completing the vacate forms. Once you receive a confirmed flight date please contact your local Housing Office (Yokosuka: 243-6784, Ikego: 246-8027) to update your Intent to Vacate form to schedule your final inspection. Loaner furniture can also be requested during this visit.

Step 3. Final Check-Out Inspection

Attend the scheduled appointments made in Step 2. Command Check-out card must be signed at the Final Inspection.

Step 4. Reinstate OHA/LQA

Military: Upon clearance of government quarters, you will receive 2 copies of the termination memorandum to submit to detaching and gaining Disbursing Office.

Civilian: Upon clearance of government quarters, you will receive a copy of Military Pay Order (DD-114) to submit to HRO Yokosuka.

Other Information

Termination of Telephone and Internet

Contact the Base Communication Office (BCO), Bldg. 1555, at DSN 243-4600 with a set of your new PCS orders. Please be advised that final bills require two (2) business days to process.

Renting pots and pan

Contact the Fleet Family Service Center, Yokosuka at 243-3372 and Ikego at 246-8052. Hours of operation Monday, Tuesday, Wednesday and Friday 0800-1630 - every Thursday 0800-1430.

Navy Lodge Reservations

We recommend you make your reservations as early as possible to ensure that your desired TLATQSE accommodations have rooms available.

NOTICE OF INTENT TO VACATE (For Dual Military: Please put both information)

SPONSOR NAME (LAST, FIRST, MI)			RATE/RANK	
COMMAND	HOUSE ADDRESS	NO. OF BDRMS	PHONE (HOME)	PHONE (W)
FORWARDING ADDRESS		NEW DUTY STATION		
DEPARTURE (FLIGHT) DATE FROM JAPAN		HHG PACK-OUT DATE: EXPRESS PACK OUT DATE:		
CFAY HSG EMPLOYEE ONLY		DATE	TIME	
MAINTENANCE INSPECTION:				
FINAL INSPECTION:				
LOANER FURNITURE:		DELIVERY DATE:	PICK UP DATE:	
(CFAY HSG EMP)				

1. All personal items will be **removed before the final inspection time and the quarters will be vacated on the date.**
2. TLA/TQSA will start on the same day as the final inspection. Moving into temporary accommodations before final inspection will be **at your own expense.** Members who do not elect loaner furnishings and do not have an approved itinerary for the entire family, including pets will not be approved for TLA over **the initial entitlement of 10 days.** Additionally, pets will not be taken into consideration for any TLA over **the initial 10 entitlement.**
3. Your housing inspector will stamp and provide you with your termination memo at the final inspection. Damages outside of normal wear and tear at your quarters will be billed through DFAS. Your Command check out sheet can be signed by the inspector at the completion of the final inspection.

I UNDERSTAND ALL OF THE ABOVE CONDITIONS FOR VACATING MILITARY FAMILY HOUSING.

Resident's Signature

Date

Upon Completion
FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE

HOUSING SERVICES CENTER YOKOSUKA

VACATE QUESTIONNAIRE

Please check applicable box to each question.

	Yes	No	N/A
Were you satisfied with your overall experience?			

	Excellent	Good	OK	Poor	Awful	N/A
Facility Appearance						
Employee / Staff Attitude						
Timeliness of Service						
Unit Condition upon Move-In						

	Yes	No	N/A
Did the product or service meet your needs?			

Comments & Recommendations for Improvement

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Name

Rank / Grade

Quarters #

Thank you for your cooperation.