

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.

3. If there are no damages to the quarters, your housing inspector will give you the BAH Memo at the final inspection. However, if there are damages to your quarters, you will have to obtain the BAH Memo at the Housing Facilities Management Division or at the Ikego Housing Site Office after you have completed payment at Personnel Support Detachment. With this BAH Memo, your Command Check-Out Card can be signed at the front desk of the Housing Facilities Management Division or Ikego Housing Site Office.

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

Resident's Signature

Date

Upon Completion
FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE

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 BAH 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, pans and bed sheets

Contact the Fleet Family Service Center, Yokosuka at 243-9632 and Ikego at 246-8052.

Navy Lodge Reservations

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

HOUSING SERVICES CENTER YOKOSUKA VACATE QUESTIONNAIRE

Please check applicable box to each question.

	Yes	No	N/A
Were you satisfied with your overall experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent	Good	OK	Poor	Awful	N/A
Facility Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee / Staff Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit Condition upon Move-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Did the product or service meet your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments & Recommendations for Improvement

Name

Rank / Grade

Quarters #

Thank you for your cooperation.

5

Measures to Protect Your Health While Moving in a COVID-19 Environment



14 Apr 2020

1

Work with your chain of command and transportation office to reschedule your pack-out or delivery if you are not comfortable with movers entering your home.

- Visit <https://www.move.mil/customer-service> to find the contact info for your local shipping office.

2

Discuss health related concerns before any work begins in your residence. Use the following questions to frame this discussion. If any party (including family members present at the residence) answers 'Yes' to any one of these questions, the pack-out or delivery should not proceed:

- Have you (or anyone in your party) had a fever of 100.4 or greater in the last 72-hrs?
- Do you (or anyone in your party) have a cough?
- Are you (anyone in your party) experiencing shortness of breath or difficulty breathing?
- Have you (or anyone in your party) had any EXPOSURE to or CONTACT with a POSITIVE or SUSPECTED COVID-19 person?

3

Limit the number of family members in the residence to those needed to supervise your move.

- If this is not possible, prepare a dedicated room where family members can stay while personnel are working.
- Moving companies have also been directed to bring the minimum number of personnel required to handle the shipment.

4

Wear cloth face coverings. Anyone in your home during your move, whether on or off a military installation, should follow CDC guidelines on the use of face coverings.

- A cloth face covering shall extend above the nose without interfering with eyewear, and below the chin to cover the mouth and nostrils completely.
- CDC guidance on use and instructions for homemade face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

5

Routinely clean frequently touched surfaces.

- Visit <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html> for cleaning guidance.