

Housing Management Office

Bldg 937

Office Hours: M, T, W, F 0730-1530

Thursdays 0730-1430

DSN: 225-3252/9258

Email: 374ceshousing@us.af.mil

Furnishings Management Office

Bldg 4145

Office Hours: M, T, W, F 0730-1600

Thursdays 0730-1300

DSN: 225-9114/8802

Unaccompanied Housing Office

Bldg 125 Rm 113

Office Hours: Monday—Friday 0730-1530

DSN: 225-9145/5709

Email: 374ces.adl.section@us.af.mil



374 CES/CEIH

Building 937

Office Hours:

Monday, Tuesday, Wednesday, Friday: 0730-1530

Thursday: 0730-1430

DSN: 225-3252/9258

Email: 374ceshousing@us.af.mil

COVID-19 YOKOTA HOUSING OUTBOUND INSTRUCTIONS

INFORMATIONAL HANDOUT



Building Thriving Housing
Communities

OUTBOUND FAMILY HOUSING INSTRUCTIONS

1. Schedule official travel date, household goods pickup date, and Kanto Lodging reservation (up to 3 days).
 2. Send email to 374ces.ceih.familyhousing@us.af.mil with
 - Copy of PCS orders
 - Housing unit #
 - Contact info (email & phone)
 3. Housing counselor will reply to you with applicable paperwork.
 4. Complete paperwork and email back to counselor.
 5. Housing counselor will contact you to schedule pre and final inspections.
 6. If you will need loaner furniture after HHG pick-up, call FMO to request at 225-9114. Email PCS orders to FMO at 374ces.ceihf.fmo@us.af.mil.
 7. Meet housing inspector at your housing unit on scheduled date for pre-final inspection.
 8. Take corrective actions following pre inspection if needed.
 9. Meet housing inspector at your housing unit on scheduled date for final inspection.
 10. Sign termination paperwork and give unit keys to housing inspector.
 11. Stay at Kanto Lodge and depart Yokota.
 12. Email Kanto Lodge final receipt to 374ces.ceih.TLAreceipts@us.af.mil. Must have zero balance.
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OUTBOUND OFF-BASE HOUSING INSTRUCTIONS

1. Schedule official travel date, household goods pickup date, and Kanto Lodging reservation (up to 10 days).
 2. Call FMO at DSN 225-9114 to schedule furnishings pickup date.
 3. Email PCS orders to FMO at 374ces.ceihf.fmo@us.af.mil.
 4. Send email to 374ces.ceih.offbasehousing@us.af.mil with
 - Copy of PCS orders
 - Departure date
 - HHG pick-up date
 - FMO pick-up date
 - Contact info (email & phone)
 5. Housing counselor will notify landlord of lease termination after coordinating with customer and reply with applicable paperwork.
 6. Complete paperwork and email back to counselor.
 7. Check –in to Kanto Lodge.
 8. Complete termination inspection with landlord and receive termination clearance statement from landlord.
 9. Email termination clearance statement to housing counselor.
 10. Stay at Kanto Lodge and depart Yokota.
 11. Email Kanto Lodge final receipt to 374ces.ceih.offbasehousing@us.af.mil. Must have zero balance.
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OUTBOUND DORMS INSTRUCTIONS

1. Go to Unaccompanied Housing Office with a copy of your PCS orders.
 2. Schedule pre and final inspections with your ADL or dorm counselor.
 3. Meet ADL at your dorm for pre-inspection.
 4. Take corrective actions following pre-inspection.
 5. Meet ADL at your dorm for final inspection.
 6. Sign termination paperwork and give dorm key to ADL.
 7. Stay at Kanto Lodge and depart Yokota.
 8. Email Kanto Lodge final receipt to muriel.howard.1.jp@us.af.mil and shinkichi.miyagi.jp@us.af.mil. Must have zero balance.
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