

MEMORANDUM FOR Chief, Housing Management Division, ATTN: Assignment/CHRRS  
Branch, Fort Sill, OK 73503-5100

SUBJECT: Request to Terminate Assignment of Government Quarters

Request that I be permitted to terminate my assignment to government quarters located at \_\_\_\_\_ for reason(s) indicated below.

\_\_\_\_ a. My family has departed the commuting area at Fort Sill and is not expected to rejoin me at this installation during my current tour. In the event my family rejoins me, I understand that I must reapply for government quarters.

\_\_\_\_ b. Purchase/rent of a house off-post.

\_\_\_\_ c. I am pending retirement/separation and am currently without orders. I understand that a government expense move will not be authorized unless retirement/separation orders are in hand.

\_\_\_\_ d. Compassionate/medical reasons are documented by the attached correspondence.

\_\_\_\_ e. I expect to PCS to \_\_\_\_\_ on or about \_\_\_\_\_; but do not have orders yet. I expect to get these orders \_\_\_\_\_

\_\_\_\_ f. I am deploying and request to terminate my on-post family quarters. I understand when I return I will not receive priority assignment back into quarters.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Unit

\_\_\_\_\_  
Duty phone

ATZR-EHA 1st End

Chief, Housing Management Division, DPW DATE \_\_\_\_\_

FOR

Approved/disapproved.

\_\_\_\_\_  
Chief, Housing Management  
Division