

Departure TLA Brief

*** Email Documents to HSO Group Box:**

usarmy.schofield.usag.mbx.housing-services-office@mail.mil

- *PCS Orders and ALL Amendments
- *DA Form 31 (with leave dates)
- *Flight Itinerary (all family members)
- *DD 1299 (household goods w/ block 12b)

Do you have a Spouse: Yes _____ No _____

Is your Spouse in the military? No _____ Yes _____

(If Yes) Name: _____ Branch: _____

****Service Member's Phone Number:** _____

Spouse's Phone Number: _____

****E-Mail (Military):** _____

E-Mail (Civilian): _____

Hotel: _____

Staying w/Friends or Relatives? Yes: _____ No: _____