

# DHHQ Office Move and Closeout Request Form



Please Complete Section 1 and Submit to: [DHAFacilities@dha.mil](mailto:DHAFacilities@dha.mil)

\*Please allow 5 to 7 business days to complete a move of three or less employees.

\*Please allow 2 weeks to complete a move of three or more employees.

SECTION 1: CLOSEOUT AND OFFICE MOVE REQUEST INFORMATION					
Date:		Requested Closeout/Move Date:*			
Gov't POC:		Email:		Phone #:	
Alt POC:		Email:		Phone #:	
Name	Current Location	Requested Location	Current Phone Number	# of Moving Boxes	Accessories to be Moved (Fax, Scanner, Printer, etc.)
SECTION 2: DHA FACILITIES OFFICE MOVE APPROVAL					
Approved Not Approved		Name:		Signature:	
Today's Date:			Tentative Move date:		
Comments:					
SECTION 3: OFFICE CLEARING PROCEDURES					
TO BE COMPLETED AT THE DEPARTING OFFICE LOCATION BY DHA FACILITIES STAFF AND EMPLOYEE					
Inspecting Office	Completed		Name (Last, First)		Signature
Security (Key Turn-in)	Yes	No			
IT	Yes	No			
Telecom	Yes	No			
Property	Yes	No			
Office/Cubicle status:				Ticket #:	
Completed	Name/Date:		Signature:		