



WEASEL NOTAM – 35FW-17-02
Military Family Housing Policy
13 Jul 20



PURPOSE: Establish the 35th Fighter Wing Military Family Housing policy.

COMMANDER'S INTENT: Provide clarity and transparency regarding the housing assignment policies and procedures for military and civilian members assigned to Misawa AB.

BACKGROUND: Housing assignments and Temporary Lodging Allowance (TLA) are managed and implemented IAW AFI 32-6000, *Housing Management*, 35th Fighter Wing *On-Base First Policy Memorandum* (dated 30 Aug 16), and the 35th Mission Support Group *Temporary Lodging Allowance Authorization for Misawa AB, Japan Memorandum* (dated 16 Jun 15).

IMPLEMENTATION:

1. The local Housing Management Office (HMO) will determine if on-base family housing (OBFH) is available within 30 days of your arrival. Based on the information below, you must accept an OBFH unit that meets your grade and family size entitlement IAW AFI 32-6000. If there are no units available within your authorization, the HMO may offer you a unit with one bedroom above your entitlement.
 - a. AFI 32-6000, Table A2.1 defines your authorized family housing eligibility criteria.
 - b. AFI 32-6000, Table A2.2 details the range of potential bedroom authorizations based on your grade.
 - c. AFI 32-6000, Table A2.3 establishes the precise number of bedrooms authorized based on your family size, and both the age and gender of your command-sponsored dependent children.
2. If OBFH is not available within 30 days of arrival, you are permitted to secure housing in the local community. In this scenario, you will have up to 30 days of Temporary Lodging Allowance (TLA) to secure acceptable community housing.
3. Requests for exceptions to policy (ETP) are required in writing. Upon receipt of your request, the HMO will forward it to the appropriate authority level for consideration. If possible, please submit your ETP request prior to arriving at Misawa AB, as your TLA will be terminated after you have been offered two OBFH units that meet your entitlement. If you are already in OBFH, and your ETP request to relocate is approved, then this is considered a voluntary move. You are responsible for the reimbursement of Change of Occupancy Maintenance costs and must personally pay for the movement of your household goods. Guidance on submission formats can be found in the AFH 33-337, *Tongue and Quill*. The HMO can also provide templates for specific ETP requests.

a. Examples of ETP requests (involving relocation to a different housing unit) that will not be considered for approval are:

- (1) Pet accommodations and/or Home-based Businesses.
- (2) Personal preference (e.g. moving from the North Area to Main Base, first floor versus second floor, or townhome versus tower) unless the justification can truly validate a hardship.
- (3) Disputes between neighbors.
- (4) Shipping a quantity of household goods that surpass levels recommended on orders or Misawa AB Housing Webpage (<http://www.housing.af.mil/misawa/>).

b. Examples of ETP requests that are generally considered for approval, subject to inventory availability, are:

- (1) Long Term Medical issues that have proper documentation from the 35th Medical Group. The HMO does not request any information subject to the Health Information Privacy Act, only signed documentation from the 35 MDG that there is a medically-qualified issue where relocation can be reasonably expected to improve the quality of life for the member or command-sponsored dependent.
- (2) Unaccompanied personnel, currently living off-base, that marry and wish to remain off-base will be granted this ETP provided they move in together into one of their current residences. Other circumstances will be reviewed by the 35 FW/CC on a case-by-case basis.
- (3) IAW AFI 32-6000, single members living in the Dorms who become pregnant, and intend on command sponsoring the child, are authorized to move into OBFH 120 days prior to expected delivery date with documentation provided by a qualified physician.
- (4) Unaccompanied key and essential (K&E) personnel who wish to reside within their entitlement rather than a temporarily diverted military family housing tower.

4. Members may request a home with a lower number of bedrooms than they are entitled IAW AFI 32-6000, Table A2.2. However, due to inventory availability, a home with a lower number of bedrooms will not be offered.

5. Regarding AFI 32-6000, Table A2.2, higher-headquarters confirmed that the “x” in the Company Grade Officer (CGO) 2-bedroom category is misaligned due to the software used to publish the Instruction. CGOs and Warrant Officers have the same 2-bedroom entitlements. If a CGO’s family size falls into said specification within AFI 32-6000, Table A2.3, and a 2-bedroom OBFH is available, then they will be assigned a 2-bedroom home.

Table A2.2. Bedroom Authorization Based on Grade.

HOUSING CATEGORY	GRADE	2 BR ³	3 BR	4 BR	5 BR ²
General Officer	0-7 thru 0-10			X	X
Senior Officer	0-6			X	X
Field Grade Officer	0-4 thru 0-5 W-4 thru W-5		X X	X X	X X
Company Grade Officer	0-1 thru 0-3 W-1 thru W-3	X ¹ X ¹	X X	X X	X X
Command Chief Master Sergeant (CCM) ^{4,5}	E-9			X	X
Chief Master Sergeant ⁵	E-9		X	X	X
Senior NCO	E-7 and E-8		X	X	X
Junior NCO/Junior Enlisted	E-1 thru E-6	X	X	X	X
Notes: 1. If available in these categories. 2. If available in grade category, base five-bedroom entitlement on number of dependents. 3. Member entitled to two-bedrooms is placed on two-bedroom waiting list but may request one-bedroom unit, when available. 4. See AF/CCC approved list. 5. CCMs and other E-9 positions approved as K&E are entitled to a four-bedroom unit. All other E-9s are eligible for three or four bedroom housing based on family size and composition.					

6. The HMO only upgrades a member into the next higher bedroom category when a unit in their own entitlement is not available. For example:

a. A CGO entitled a 2-bedroom unit arrives to Misawa AB and that category is 100% occupied, then the HMO would offer a 3-bedroom CGO home to the member.

b. If two CGOs, both entitled 2-bedroom units, arrive at the same time and only one 2-bedroom home is available, then the member with the greater number of command-sponsored dependents would be upgraded to a 3-bedroom CGO home, while the other CGO would be assigned the available 2-bedroom home. If the number of dependents is equal, then the ranking CGO would be upgraded to a 3-bedroom CGO home.

7. Members who have not yet arrived at Misawa AB, and who provide proof of a promotion line number that would put them in a new category (i.e. CGO to FGO, NCO to SNCO), may be assigned the housing category that corresponds with their projected grade if inventory is available. Members who are promoted while already stationed at Misawa AB and have at least 12 months remaining on station may relocate at their own expense, as this is considered a voluntary move for your convenience.

8. A member loses their line number or is demoted below their current category (i.e. FGO to CGO, SNCO to NCO), with more than six months left on station, will be force-moved to the category reflecting their new grade. This move would be government funded. Approval to avoid a forced-moved resides with the 35 MSG/CC.

9. Mil-to-Mil families are entitled to homes that fall into the grade category and bedroom size of the highest ranking family member. Mil-to-Mil families are not authorized to combine their bedroom entitlements. Forexample:

a. If two E7s are married, each with a 3-bedroom entitlement, they may not combine their entitlements to request a 6-bedroom unit. However, if they have additional dependents, then AFI 32-6000, Table A2.3 establishes the precise number of bedrooms authorized based on family size, and the age and gender of their command-sponsored dependent children.

b. If two members of different rank are married, then the entitlement associated with the highest grade will be offered.

10. Department of Defense civilians, assigned to Misawa AB on a government-funded PCS, may live in OBFH and will be treated as follows:

a. All civilian Key and Essential (K&E) personnel are required to live on-base and will be housed according to their military grade equivalent as shown in AFI 32-6000, Table A3.1. K&E positions are listed on the 35 FW Commander's Key and Essential Designation Letter. Military and K&E civilian personnel have priority in OBFH.

b. Non-K&E civilians have the option to either live on or off-base, but if inventory permits, non-K&E personnel may reside on-base in housing that is in excess of the needs of military and K&E civilian personnel. Excess housing is in the Junior Enlisted Category of Housing. Non-K&E civilian personnel do have the option of submitting a request for Exception to Policy for Grade Equivalent On-Base Housing to the Housing Management Office for 35 FW/CC consideration.

c. All civilians understand, and agree, that after five years residing in OBFH they may be required to move off-base.

POC: Contact 35 CES/CEIH at housing@us.af.mil, 226-3200 for specific questions about this NOTAM.

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