



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



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*, and the 35th Mission Support Group *Temporary Lodging Allowance Authorization for Misawa AB, Japan* Memorandum (dated 17 April 20).

IMPLEMENTATION:

1. The local Military Housing Office (MHO) will determine if you are eligible for on-base family housing (FH) and if it is available within 30 days of your arrival. Based on your grade and family size, you must accept a FH unit that meets your entitlement IAW AFI 32-6000. If there are no units available within your entitlement, the MHO may offer you a unit with one bedroom above your entitlement. For accompanied US civilians required to reside in FH, civilian-to-military grade equivalencies are outlined in Attachment 3, Table A3.1 of AFI 32-6000. Unaccompanied personnel required to reside in FH will be housed IAW the adequacy standards outlined in Attachment 8, Table A8.1 of AFI 32-6000.
2. The MHO will monitor and track FH occupancy rates. The overall occupancy goal for FH at Misawa AB is 98 percent, per AFI 32-6000, para 1.2.27.26.
3. Upon your arrival to Misawa AB and confirmed eligibility to reside in FH, the MHO will offer up to two FH units within your entitlement, should inventory permit. Your TLA will stop on the date your FH unit is available to move in and temporary furnishings can be delivered.
4. If FH is not available within 30 days of arrival or you are ineligible to reside in FH, you are permitted to secure housing in the local community. In this scenario, you will have up to 30 days of TLA to secure acceptable off-base housing, but must report to the MHO every 10 days to report progress you've made in acquiring a house.
5. When arriving on accompanied orders that state your family is delayed more than 30 days, you are permitted to secure housing in the local community. In addition, you must report to the MHO 30 days prior to the arrival of dependents for assignment to FH.
6. If you are arriving on accompanied orders with a spouse already stationed at Misawa AB residing off-base, both members must report to the MHO immediately for an assignment to FH.

7. If you arrive on unaccompanied orders and currently reside off-base, and get married or command sponsor a dependent, you must report to the MHO immediately for an assignment to FH. If the DEROS is less than 12 months, you may remain off-base with the understanding Overseas Housing Allowance (OHA) will only cover one residence per family. This also applies to unaccompanied dorm residents marrying a member already residing off-base.

8. If you are an unaccompanied member living in the dorms and become pregnant, you are authorized to move into FH within 60 days of the expected delivery date; as long as you intend to command sponsor the child. Member must provide the MHO with documentation from a qualified physician and letter of intent to command sponsor the dependent signed by the member and Unit Commander or First Sergeant.

9. If you or a family member have a documented long term medical issue, communicate that to the MHO upon arrival to Misawa AB or once issue arises so they can accommodate your quality of life needs, inventory permitting. The MHO 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 requiring special quality of life housing needs. This is considered a voluntary move (self-move, self-clean, member pays for damage and change of occupancy maintenance) to improve your quality of life.

10. If you or your family come to Misawa with the intent to take care of elderly or terminally ill extended family members living off-base, an approved Exception to Policy is required in order to receive OHA and reside off-base. Your orders must state your PCS is a humanitarian and/or you must provide sufficient documentation from a medical provider that outlines the extended family member's medical needs and why it's imperative that you reside off-base versus in FH. You may also consider working through DFAS to make your extended family member a secondary dependent which would allow them to live with you in FH.

11. The MHO will assign Mil-to-Mil families to a FH unit that falls into the grade category and bedroom size of the highest ranking member. Mil-to-Mil families are not authorized to combine their bedroom entitlements.

12. Inbound or arriving members to Misawa AB who provide proof of a promotion line number that would put them in a new category (i.e. CGO to FGO, NCO to SNCO), will be assigned that category, inventory permitting. Members who are promoted while stationed at Misawa AB may relocate at their own expense, as this is considered a voluntary move for your own convenience.

13. A member who loses their line number or is demoted, which places them in a FH category below their current category (i.e. FGO to CGO, SNCO to NCO) and they have more than six months left on station, will be force-moved to the category reflecting their new grade. This move would be government funded.

14. Non-K&E civilians are expected to reside off-base. If there is FH in excess to the needs of the military personnel then U.S. government civilians can occupy FH.

a. Civilians receiving LQA, that desire to live on-base, may be offered FH but will forfeit their LQA. If a civilian PCS does not include LQA and the member desires to reside on-base, they must pay a monthly charge based on the established maximum LQA rate for their grade.

b. The FH unit offered may or may not be grade equivalent for non-K&E civilians.

c. If a need arises to house more military personnel or after five years of residing in FH, non-K&E civilians may be required to move off-base via a government funded move.

15. Requests for Exceptions to Policy are required in writing and must demonstrate a unique or extremely difficult situation that is not common to other individuals at Misawa AB. Upon receipt of your request, the MHO will forward it to the appropriate authority level for consideration. If possible, submit ETP requests prior to arriving at Misawa AB, as your TLA will be terminated once a unit that meets your entitlement is ready and temporary furnishings can be delivered for you to move in. Examples of ETP requests that will not be accepted for consideration through the MHO are:

a. Requests for a larger home to accommodate pets, home-based businesses or personal belongings (whether acquired here or shipped when PCSing).

b. Requests pertaining to personal preference (e.g. move from North to Main Base, move to an air-conditioned unit, move to first floor versus second floor or townhome versus tower) unless the justification can truly validate a unique or extremely difficult uncommon situation.

c. Requests related to disputes between neighbors.

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