



WEASEL NOTAM – 35FW-17-02
Military Housing Assignment Policy
27 May 2026



PURPOSE: Establish the 35th Fighter Wing (FW) Military Housing assignment policy.

COMMANDER'S INTENT: To provide clear and transparent housing assignment policies and procedures for military and civilian members assigned to Misawa Air Base (MAB). In accordance with United States Forces Japan (USFJ) policy (12 Mar 21), the overall on-base MFH unit occupancy goal of 90%. The 35 FW Accompanied On-Base policy supports this goal, ensuring efficient use of on-base housing resources. The 35 FW has established an Unaccompanied On-Base policy, requiring all unaccompanied enlisted personnel E-1 through E-6 of all branches to be mandatorily assigned to on base housing.

BACKGROUND: Housing assignments and Temporary Lodging Allowance (TLA) are managed according to AFI 32-6000, Housing Management and policies contained within this NOTAM.

IMPLEMENTATION:

1. The Military Housing Office (MHO) will determine a member's eligibility to reside on or off-base.

a. General

(1) Reporting to the MHO: Upon arrival at MAB, all accompanied or unaccompanied members E-4 and above with 34 months' time in service (TIS) are expected to report to the MHO within 1 duty day. Other unaccompanied members will report to the Unaccompanied Housing (UH) Management Office. If circumstances prevent this, sponsors or members must notify the MHO within one (1) duty day to avoid potential TLA disruptions.

(a) Prompt Reporting: If a member does not report to the MHO within one (1) duty day of arrival (excluding Wing Family/Goal Days and Federal Holidays) or notify the MHO of a delay, the member's TLA may be stopped.

(2) Eligibility and Unit Offers: The MHO will confirm the member's category and bedroom entitlement. If inventory permits, the MHO will offer up to two (2) available units or place member on the waitlist for a unit projected to be available within 30 calendar days.

(a) Unit Selection Preferences: IAW AFI 32-6000, paragraph 1.2.27.34, MAB establishes the following policy:

1 Preference Requests: MHO will attempt to provide unit(s) which offer a variety of preferences; however, inventory may disallow the member's preferences. Failure to accept offered unit(s) based on preferences will result in TLA termination (e.g., if offered two units, one North and one Main base, the member must make a choice). Examples of preferences include:

a North or Main Base location, central air-conditioning vs. window air-conditioning units, H-style, townhome, or tower, yard condition, carpet vs. laminate, sun direction,

neighbors' pet(s), and other non-life, health, and safety requests.

b Requests driven by specific medical reasons that are not justified by a healthcare provider's supporting documentation.

(a) Air Conditioning: Accompanied members will not be mandatorily assigned to housing units without air conditioning. However, members may request to live in a house without air conditioning if desired due to location or other features. If a member voluntarily elects to move into a house without air conditioning, they must maintain residence for the standard 1-year period and any relocation afterward would be considered voluntary. The relocation after 1-year would not require an ETP (unless desiring off-base housing ahead of the waitlist process). Unaccompanied members will be housed in homes with air conditioning; however, that air conditioning might be centralized air conditioning or window units.

b. Military Family Housing

(1) Eligibility: IAW AFI 32-6000, eligible military and civilians may be assigned to on-base government-controlled MFH units. Members must be on active duty and eligible for the with-dependent rate Basic Allowance for Housing (BAH). Exceptions include military members-married-to-military members (mil-to-mil) personnel with no dependents and unaccompanied Key and Essential (K&E) members.

(a) Accompanied Tours: IAW AFI 32-6000, OCONUS areas, personnel serving an accompanied tour must arrive with or will be joined by authorized command-sponsored dependents within 30 days. The member's PCS orders with authorized dependent travel clearance will be used to determine if the member is present for duty and will be joined by their dependents within 30 days. Generally, this information is contained in block 13 and the remarks section of USAF PCS orders.

1 Delayed Dependent Travel: If a member arrives on accompanied orders stating the family is delayed more than thirty (30) days (delayed dependent travel approved), they must secure housing in the local community. The member must report to the MHO upon arrival of dependents for file review and counseling, but an Exception to Policy (ETP) to remain off-base will not be required.

2 Dependent Concurrent Travel: If a member arrives on accompanied orders with concurrent travel approved, dependents cleared to travel and are present or will be present within 30 days of member's arrival, the member will be eligible for MFH. If the members are not cleared to travel, the member must have amended orders stating, "delayed dependent travel" and the member will secure housing in the local community. At such point the Delayed Dependent Travel paragraph applies.

3 Non-Command Sponsored Dependents: If a member arrives on accompanied orders but dependents are not command sponsored, the member must secure housing in the local community. Once command sponsorship is approved, the member must report to the MHO for file review and counseling, but an ETP to remain off-base will not be required. The members' PCS orders should reflect this command sponsorship. Additionally, the MPF and command team will be notified that a member has arrived without command sponsorship.

4 Dual BAH/Overseas Housing Allowance (OHA) Entitlement: For dual BAH/OHA entitlement, the member will not be housed in MFH unless the member provides an approved secretarial waiver. Members without a secretarial waiver may lose housing benefits (BAH/OHA) for their dependents if placed in an on-base MFH unit.

5 Verification of Arrival: The MHO can request flight itinerary or additional documentation showing proof of arrival (i.e., SOFA stamp) confirming members are arriving with all dependents listed on their application or orders to confirm entitlements. If the member does not provide proof, they will be required to visit the MHO with all dependents once they have arrived.

(2) MFH Occupancy Monitoring: The MHO will monitor and track MFH occupancy rates. The MHO will determine members' eligibility to reside on/off base according to the occupancy rate on their arrival date and document in eMH upon initial counseling.

(a) Occupancy Below 90%: Members may be given the opportunity to view up to two (2) available units based on available inventory, within their entitlement. Should they elect to turn down any of the homes viewed due to personal housing preferences (as defined in para 1.a.(2)(a)1.), their TLA will be terminated after the initial offered units are available for occupancy.

(b) Occupancy Over 90%: Members will be given the option to reside off-base if they are not K&E. TLA will be authorized as necessary for the member and/or dependents to occupy temporary lodging until they move to their permanent unit in line with the TLA policies contained within this NOTAM.

(c) Stipulations:

1 Unit Availability: If a MFH unit is available within thirty (30) days of member's arrival, based on their grade and family size, the member must accept a unit that meets their entitlement IAW AFI 32-6000, Table A2.2 & A2.3. If there are no units available within the member's entitlement, the MHO may offer a unit one bedroom above the earned entitlement.

2 Off-Base Option: If a MFH unit is not available directly above the earned entitlement, the member is authorized to seek off-base housing or submit an ETP for additional TLA until an on-base housing unit becomes available. The MHO will issue a Certificate of Non-Availability (CNA) to authorize the initiation of an off-base move.

(d) Off-Base Authorization Memorandum: If a MFH eligible member is provided an off-base authorization MFR or CNA from the MHO, the service member will be able to reside off the installation. Once housed off the installation, the service member will not be required to relocate to an on-base MFH unit without squadron or group commander direction.

(e) Mil-to-Mil Families: The MHO will assign Mil-to-Mil families to the first available MFH 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.

(f) If a member arrived on unaccompanied orders and currently resides off-base, and command sponsors a dependent, they must report to the MHO immediately to update their records, counseling, and file review. If their DEROS is less than 12 months, they will remain

off-base. If their DEROS is more than 12 months, the member has the option to move on base but will not be forced/require an ETP. If a member arrived on unaccompanied orders and resides in on-base unaccompanied housing, and command sponsors a dependent they will be required to relocate into a military family housing unit or off-base as defined in para 1.b.(2).

(g) Mil-Spouse Already Stationed: If a member arrives on unaccompanied, accompanied, or join spouse orders, with a mil-spouse already stationed at MAB and residing off-base, both members must report to the MHO immediately to update their records, complete counseling, and file review. An ETP will not be required to remain off base, unless one member is K&E. For Mil-to-Mil members, 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.

(h) Documented Medical Issues: If a member or a dependent has a documented long-term medical issue, communicate that to the MHO upon arrival to MAB or once an issue arises. The MHO will attempt to accommodate the member's needs, inventory permitting. The MHO does not request any information subject to the Health Insurance Portability and Accountability Act (HIPAA), only signed documentation from a physician that there is a medically qualifying issue requiring special housing needs. The documentation must be specific on the type of accommodation required and the accommodation must be linked to the medical condition. This is considered a voluntary move (self-move, self-clean, the member pays for damage and change of maintenance fees) to improve the member's quality of life.

(i) Humanitarian PCS: If the member or their family comes to Misawa with the intent to take care of elderly or terminally ill extended family members living off-base, the member's orders must state their PCS is humanitarian. Members must provide sufficient documentation, from a medical provider, outlining the extended family member's medical needs and why it is imperative they reside off-base versus on-base. The member may also consider working through 35 FSS (DEERS Office) to make their extended family member a secondary dependent which would allow them to live with the member on-base.

(j) Promotion Line Numbers: Inbound members or members currently stationed at MAB, who provide proof of a promotion line number that would put them in a new category (i.e. CGO to FGO, JNCO to SNCO), will be assigned to that housing category, inventory permitting.

1 Promotions While Stationed: Members who are promoted while stationed at MAB, with the exception of preferred housing (i.e. Chief Prestige or Senior Officer Quarters), may elect to voluntarily move at their own expense. The MHO will offer up to two units within the member's housing category if inventory is available. Members voluntarily relocating will perform a self-move/self-clean, pay for damages, and Change of Occupancy Maintenance (COM) charges (if applicable).

2 Loss of Line Number/Demotion: A member who loses their line number or is demoted, which places them in a MFH category below their current category (i.e., FGO to CGO, SNCO to JNCO) and they have more than six months left on station, may be force-moved to the category reflecting their new grade. This move would be government funded.

c. Two-bedroom Unaccompanied Housing (UH)

(1) Inbound Unaccompanied Members: E-4 (with 34 months TIS) through E-6 personnel will be housed in two-bedroom UH or off-base. Unaccompanied members required to reside on base will

not have a roommate. **NOTE:** for U.S. Navy personnel, only personnel in the paid rank of E-5 or higher are eligible for these units.

(a) Upon arrival, if Misawa AB UH is under 90% UH occupancy: Members will be housed on-base in two-bedroom UH. Members will be offered up to two (2) units (pending inventory availability) or be placed on the waiting list for a unit projected to be available within 30 calendar days. Should a member elect to turn down the unit(s) viewed, due to personal housing preferences, the member's TLA will be terminated after the initial unit offered is available for occupancy.

(b) Upon arrival, if Misawa AB is over 90% UH occupancy: Members will be given the option to reside either on or off base. TLA will be paid for the time it is necessary for the member to occupy temporary lodging, until they move to their permanent housing unit. Note: TLA may be terminated if an on-base UH unit is or becomes available prior to off-base homes being available.

(c) The following stipulations apply:

1 Unaccompanied members, with dependents residing elsewhere, will lose BAH/OHA entitlements for their dependents if member elects to reside in on-base two-bedroom UH (FMR 7000.14-R, VOLUME 7A, Chapter 26, 8.0 Government Quarters). Thus, these members will not be forced to reside on-base unless designated as K&E.

2 If a UH home is not available within 30 days of arrival, members can secure off-base housing. The UH Office will issue a CNA to authorize off-base occupancy.

(2) UH Dormitory Step-up to two-bedroom UH

(a) Unaccompanied members who reside in the dorms and advance to E-4 (with 36 months TIS) must have at least 6 months remaining on station to be eligible for a two-bedroom UH unit. Members must provide a copy of their orders and Letter of Intent (LOI) signed by their First Sergeant and UH Office confirming eligibility. This move is a self-move/self-clean move. **NOTE:** For U.S. Navy personnel, only paid E-5 are eligible for these units.

1 The UH Office will maintain a waiting list if necessary.

2 Unaccompanied members who are eligible to vacate the dorms and relocate to UH or off-base are not mandatory movers and will not be allowed to relocate unless the dorm occupancy is >90%. This move will be considered voluntary.

(3) Unaccompanied K&E members will be assigned a 2-bedroom unit on-base, with the following note:

(a) Location preference requests will not be considered.

(4) Unaccompanied personnel E-7 and above (who are not K&E) are automatically authorized to live off-base and do not require a CNA.

(5) Pets for two-bedroom UH

(a) Inbound personnel are authorized up to two dogs or cats, or one of each; inbound

members are allowed no more than two non-caged pets.

(b) Members relocating from the dormitories to a two-bedroom UH unit are authorized one non-caged pet.

d. Civilians Residing On-Base:

(1) Eligibility: Non-K&E civilians are expected to reside off-base. If MFH units are available in excess of the needs of the military personnel, U.S. government civilians can occupy MFH units and will follow the same process as military members for housing selection. For accompanied U.S. civilians required to reside on-base, civilian-to-military grade equivalencies are outlined in Table A3.1 of AFI 32-6000.

(a) LQA Forfeiture: Civilians receiving LQA who choose to live on-base will forfeit their LQA.

(b) Grade Equivalence: The MFH unit offered may or may not be grade equivalent for non-K&E civilians. Due to limited officer housing, it is unlikely that officer housing will be offered to civilians. K&E civilians will be offered grade-equivalent housing contingent on inventory but will be required to occupy MFH regardless of grade equivalence.

(c) Relocation Requirements: If a need arises to house more military personnel or after five (5) years of residing in MFH, non-K&E civilians will be required to move off-base via a government-funded move.

2. EXCEPTIONS TO POLICY:

a. ETP Requirements: Requests for ETP are required in writing and must demonstrate a unique or extremely difficult situation requiring ETP approval. All ETP requests must be signed by the member's Squadron Commander (SQ/CC). MHO will not route ETPs that are not signed by SQ/CC or acting commander (on G-series orders).

(1) Non-Valid Requests: If SQ/CC or GP/CC determines the request is not valid (i.e. not a unique or extremely difficult situation), the ETP will be terminated and returned to the member. If the member disagrees with their squadron or group commander, they have the opportunity for a one-time appeal to the 35 CES/CC commander. The appeal relates to the validity of their request and is not necessarily approval of the ETP.

b. ETP Process: Upon receipt of the member's request, the MHO will determine eligibility. Once ETP eligibility is reviewed, MHO will either return the ETP package back to the member (not accepted) or forward it to the appropriate authority for consideration. If possible, members should submit ETP requests prior to arriving at MAB, as their TLA will be terminated once a unit that meets their entitlement is ready, and temporary furnishings can be delivered, regardless of the requested ETP.

(1) Acceptable ETP Requests:

(a) Family Child Care Provider Relocation: Members who apply to be a Family Child Care (FCC) provider and gain approval must provide supporting documentation to relocate to a larger home. COM fees will be waived, and members will perform a self-move/self-clean, paying for any significant damages beyond normal wear and tear.

(b) Additional Pets: Requests for additional pets will be considered on a case-by-case basis.

(c) Dependent Work/School: Members requesting to reside off-base due to a command-sponsored dependent's work or school requirements must provide a verification letter confirming the requirements. If applicable, the letter must be translated and will be verified by the MHO.

(d) Marital Discord: IAW FMR DoD 7000.14-R Volume 7A, Chapter 26, 8.1.3.2, when there is a separation agreement, pending divorce, or marital discord that requires one Service member to obtain alternative private-sector housing, the Service member not occupying family quarters must obtain a statement from the installation housing officer that Government housing is not assigned to that Service member in order to be authorized payment of a housing allowance.

1 Mil-Mil Members: Mil-Mil members submitting ETP requests pertaining to marital discord must submit supporting documents.

2 Court Documentation: Members who have already filed with the courts will not need an ETP but must provide court documentation with a case number to the MHO.

3 Separate Domiciles: Upon approval to receive separate domiciles, the MHO will determine housing eligibility on a case-by-case basis.

(e) Unaccompanied Members: Unaccompanied members requesting to terminate the dorms without a command-sponsored dependent, expecting fathers, or any other hardship requests. The MHO will follow delegation authority for UH requests for off-base residency (with allowances), including the Commanders Authority to Release an Expecting Father (Attachment).

(2) Unacceptable ETP Requests:

(a) Accommodations: Requests for a larger home or off-base housing to accommodate pets, HBBs, or personal belongings (whether acquired here or shipped when PCSing).

(b) Personal Preferences: Requests pertaining to personal preferences such as, but not limited to, reasons listed in section 1.a.(2)(a)1.) of this document, as well as:

1 Requests related to disputes between neighbors and resident negligence.

2 Requests to reside off-base because of a prospective or non-command-sponsored spouse, foreign national spouse, etc.

3 Requests to live in MFH with exotic animals, "aggressive" or "potentially aggressive" breeds or those deemed aggressive IAW AFI 32-6000 para 2.21.1. (Refer to the "Housing Brochure" for additional information.)

(c) Excessive Pets: Requests for three dogs in a government housing unit will not be considered if the third dog is acquired while stationed at MAB.

(d) Mandatory Residency: Any resident residing in MFH requesting to move off-base prior to

meeting their 1-year mandatory residency.

c. Off-Base Authorization: Members (accompanied or unaccompanied) currently residing off-base will not need to submit an ETP to remain off-base if an MFR or CNA was issued by the MHO authorizing the member to live off-base.

(1) On-Base Move (Government Funded): If a member was required to live off-base, such as delayed dependent travel, and later wishes to reside on-base, they will be authorized a one-time government-funded move. The move must be initiated immediately after the member's initial 6-month lease ends. All other moves onto base are considered voluntary.

d. Voluntary Moves: Approved ETPs are classified as voluntary moves. For voluntary moves, the MHO may provide up to two alternative housing units within the member's authorized housing category. In exchange, members who opt for a voluntary move must agree to: (1) conduct their own move and cleaning, (2) cover any damages, and (3) pay COM fees, if applicable.

3. OFF BASE WAITLIST

a. 90% Waitlist: Members must wait to meet their one-year mandatory residency, then contact the MHO to be placed on the 90% waitlist for the opportunity to reside off-base. The MHO will notify members of eligibility, and the member will be required to report to the MHO upon notification. Members must follow the relocation requirements outlined in the notification.

(1) Authorization to Live Off-Base: As long as the base occupancy rate remains at 90% or above, members will be authorized to live off-base.

(2) Move Costs: The move is considered voluntary, and the member will be responsible for all associated costs, including COM and damage fees.

4. TEMPORARY LODGING ALLOWANCE (TLA)

a. TLA is defined by this local policy and within the limitations of DoD Financial Management Regulation, 7000.14-R, Vol 7A, Chapter 68.

b. TLA Authorization: TLA is authorized for accompanied members and their command sponsored dependents. TLA is also authorized for unaccompanied members. TLA may be authorized when a member is on leave or permissive travel in the PDS vicinity. TLA is not authorized for voluntary moves including Early Return of Dependents.

c. Per FMR 7000.14-R, Volume 7A, Chapter 68; 4.3.1.6.1. TLA begins the day temporary lodging is first used and ends on the day before permanent Government quarters, private-sector housing, or privatized housing is reoccupied. Per FMR 7000.14-R, Volume 7A, Chapter 68; 4.3.1.6.3.2. TLA ends if Service member fails to accept adequate permanent Government quarters, or when the OCONUS TLA Authority determines TLA is no longer justified.

d. PCS Arrival:

(1) On-base Housing: Inbound members (accompanied and unaccompanied) authorized to reside on-base are initially authorized up to 10 calendar days of TLA beginning on their arrival date.

(a) Members assigned to MFH will only be authorized TLA up to the date the first home

offered is available and move-in ready.

(2) Off-base Housing: Inbound members authorized to seek off-base housing will have up to 10 days of TLA to secure community housing.

(a) All members are required to aggressively seek available vacant quarters within the first 10 days of arrival on Misawa Air Base. Aggressively seeking quarters is defined as visiting/viewing a minimum of 8-10 homes within 10 days. Members that can provide documentation that they are aggressively seeking housing may be authorized up to 20 days, if needed. If members are unable to secure housing in the first 20 days, members will need to request a TLA extension by providing documented proof of aggressive house hunting. The MHO will provide a checklist that requires the Japanese landlord's stamp for verification. After 10 days of arrival, if an adequate housing unit is available on-base, TLA may be terminated and the member directed to live on-base regardless of the current occupancy rate.

(b) If a service member chooses to initiate a rental contract for a home that is not readily available for move in, TLA may be terminated if the home availability is greater than 10 days.

(3) TLA Arrival Extensions: The Housing Management Element Chief (35 CES/CEIH) may extend TLA entitlements up to 30 days, in 10-day increments (14 days for Senior Officer Quarters). The Installation Management Flight Chief may extend TLA entitlements up to 45 days. The 35 CES/CC/CD may extend TLA entitlements for up to 60 days. Requests for TLA extensions greater than 60 days will be processed through the MHO for 35 MSG/CC approval/disapproval.

e. PCS Departure:

(1) Off-Base Residents: Members residing in off-base housing are authorized up to 10 days of TLA immediately preceding their departure date and after member vacates private-sector housing in connection with a PCS order. Members will not be authorized TLA prior to passing their termination inspection and vacating an off-base housing unit.

(2) On-Base Residents: Members residing in on-base MFH are authorized up to 10 days of TLA. Members are authorized to occupy TLF no more than 2 days prior to passing their Termination Inspection and vacating government quarters within the 10 day period.

(3) TLA Departure Extensions: The 35 CES/CC/CD may extend TLA greater than 10 days and up to 30 days. Requests for TLA extension greater than 30 days will be processed through the MHO for 35 MSG/CC approval/disapproval.

(a) Automatic Extensions that do not require 35 CES/CC/CD approval.

1 One-day extensions due to U.S Federal Holidays.

2 When an office is closed for Japanese holidays (for example, Golden Week) and military members cannot conduct business as usual.

3 Rotator delay.

5. If you have any questions, please contact the MAB Military Housing Office (MHO), at DSN: 226-3200 or via email at: housing@us.af.mil.

A handwritten signature in black ink, appearing to read 'Pd+1' followed by a stylized flourish.

PAUL T. DAVIDSON, Colonel, USAF
Commander, 35th Fighter Wing

Attachment
Commanders' Authority to Release an Expecting Father from an Unaccompanied Housing
Assignment, AF/A4



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC



MEMORANDUM FOR ALMAJCOM/A4
SF/S4O

FROM: AF/A4

SUBJECT: Commanders' Authority to Release an Expecting Father from an Unaccompanied Housing Assignment

A Department of the Air Force cross-functional team recently reviewed policies for gender inclusion. During the review, the team raised a concern on whether Air Force policy permits an expecting father to move out of the dorms when his partner is pregnant.

Commanders have the authority to address this situation. AFI 32-6000, Housing Management, paragraph 1.2.27.38. Specifies that installation commanders approve unaccompanied housing requests for off-base residency with allowances. Paragraph 2.11.2. adds that Commanders may allow members experiencing a hardship to move out of unaccompanied housing. My team is drafting an update to AFI 32-6000 to clarify Commanders' existing authorities.

Please direct questions concerning unaccompanied housing assignment policies to Mr. Alvin Boone, Senior Air Force Housing Manager, at alvin.boone.1@us.af.mil.

WARREN D. BERRY
Lieutenant General, USAF
DCS/Logistics, Engineering & Force Protection.

cc:
ALCES/CC
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