

## **MISAWA HOUSING FAQS**

### 1. What is the process to apply for government housing?

Please submit an advance application for housing (DD Form 1746), with a complete copy of your PCS orders, through the Housing Management Office (HMO) at your losing installation. The effective date of the application is the date you depart your prior installation (including members with TDY en-route) or the date ordered to active duty (for newly appointed members). If this is your first duty assignment, please e-mail [housing@us.af.mil](mailto:housing@us.af.mil) to complete your submission.

Applications can also be submitted upon arrival at your first visit to the HMO, although advanced applications better equip us to prepare for your arrival. The HMO staff will assist in the completion of the application and will review PCS orders and housing options with you. Please be sure your application identifies and includes supporting documentation for any impending promotion or gain of dependents so that a housing unit that best meets your needs and fits your entitlement can be targeted for you.

### 2. What housing allowances am I eligible for?

Military members are entitled to various allowances to ensure the transition to a new location is as smooth and stress free as possible. For information about your allowances, visit the Defense Travel Management Office website. If you have any questions, contact your local Housing Management Office.

### 3. Where will my children go to school at my new location?

Misawa AB has on-base Department of Defense Dependents Schools (DoDDS) available for grade school through high-school. Off-base schooling options are available, although they are predominantly offered only in the Japanese language. For specific information about schools at Misawa AB, please visit <http://www.dodea.edu/EdgrenHS/index.cfm> for High School information and <http://www.dodea.edu/SollarsES/index.cfm> for Elementary School information.

### 4. How do I begin out-processing from housing?

Members should give at least 40 days advance notice-of-intent to terminate government-controlled family housing. However, if this is a short notice assignment, please contact the Housing Management Office (HMO) immediately so they can schedule your termination inspections. The HMO will schedule you for a pre-termination and final inspection of your home. The pre-termination inspection is to provide you with important information to help you to meet final inspection requirements. If you have a copy of your orders, please provide a copy to the HMO. They will also assist you with submitting an advance housing application to your gaining installation if you are planning on living on-base at your next location.

### 5. Do I have to live in the dorms if I'm a permanent party unaccompanied Airman?

Most junior enlisted unaccompanied Airmen live in the dormitory. It is mandatory for Priority 1 (key and essential personnel) and Priority 2 (E-1 to E-3 and E-4 with less than 3 years' service) unaccompanied personnel to live in the dormitory. Other unaccompanied personnel may live in the dormitory on a space-available basis. Generally, an E-4 living in the dormitory who reaches three years of service may voluntarily occupy a room on a space-available basis without Basic Allowance for Housing (BAH) or move into local community housing with BAH. In certain circumstances, such as to make space available for more junior personnel, you may be authorized to move out before reaching E-4 with greater than three years of service. The most senior Airmen are released first. Your Airmen Dorm Leader or Unaccompanied Housing Management Office representative will advise residents when early release is necessary.

### 6. Will I get my own bedroom and bathroom if I live in Unaccompanied Housing?

The Air Force assignment standard is one private room for each permanent party member. The new Air Force construction standard provides a private bath for each bedroom and a shared kitchen and common area, similar what you may find in the local community. Not every Dormitory at Misawa AB has the newest style dorms, consequently, you may be in a dormitory that shares a bathroom with another Airman. You will still have a private room.

7. I'm moving into Unaccompanied Housing and have a lot of household goods. What should I ship and what should I put into storage?

Unaccompanied Housing (UH) is provided for unaccompanied Airmen in the ranks of E-1 to E-3 and E-4 with less than three years of service. Within each private sleeping room, Airmen are provided furnishings and supplies required for comfortable living, to include a bed, under-bed storage, desk, desk chair, recliner, table lamp, microwave, full size refrigerator, television stand and night table. You should only bring supplemental items that can comfortably fit in your private sleeping room with the government issued furniture.

8. Can my significant other or guests stay with me in my dorm room?

IAW Weasel NOTAM 35FW-16-10 the social visit policy for unaccompanied housing is as follows: A dormitory guest is defined as any individual, civilian, or active duty who is not currently assigned to a billet in the dormitories at Misawa AB. Routine guests must be at least 18 years old and escorted by the sponsoring resident at all times. Dormitory guests are prohibited on campus between 2400-0600 hours. The sponsoring resident is responsible for the actions of their guests. Cohabitation is not authorized. Approved guests; residents may request a maximum of one 30-day social visit for spouses or significant others during any 12-month period. If approved, the resident will be authorized to host his/her guest in the dormitory and cohabitation restriction will not apply. The resident is required to take leave for the duration of the guests visit and must escort them at all times while on campus.

9. Why are young Airman allowed to live off-base, while families are forced to stay on base in "smaller" houses?

Misawa AB is subject to USFJ On-Base First Policy that mandates all accompanied members reside in On-Base Housing while our occupancy rate is under 98%. Additionally, the 35th Fighter Wing Commander issued a Notice-to-Airman (NOTAM) in September 2015 authorizing E-4's with more than 3 Years of Service to reside off-Base on a voluntary basis.

10. Why isn't my lodging covered if I want to move into the hotel before my Family Housing Final Inspection date to allow me to clean?

The Joint Federal Travel Regulation (JTR) states TLA may not be awarded until a member is no longer assigned to their residence. A member is assigned to their residence until the Final Termination Inspection has been satisfactorily completed.

11. Will there be a house available for me as soon as I get to Misawa?

At the present time, Misawa AB is able to house virtually all of our members the same week they arrive on station.

12. Can I pick a house ahead of time, to have somewhere to move into as soon as I get to Misawa even if I'm not K&E?

The Housing Management Office does not pre-assign housing to our members who are not in a Key & Essential duty position.

13. I live in a tower and just bought a dog, can I relocate to a townhome now?

Current Misawa AB policy is that after you have accepted and moved into a military family housing unit, pets will not be accepted as justification for exception to policy relocation requests.

14. What are the specific room dimensions for my home so that I know what to bring with me to Misawa?

Floor plans and pictures of housing units are available on our website (<http://www.housing.af.mil/misawa/>) and Facebook page (<https://www.facebook.com/MisawaHousingOffice>) to help you plan for your arrival at Misawa AB.

15. Are there 5-bedroom homes?

Misawa AB does not currently have 5-bedroom homes on-base. We do, however, have a limited number of 6-bedroom homes to accommodate larger families that exceed a 4-bedroom entitlement.

16. How are housing entitlements decided?

Housing entitlements are established IAW AFI 32-6001, Tables 4.2 and 4.3, based on grade and family composition. AFI 32-6001 is downloadable from the Air Force Publishing website. Please note that in Table 4.2, in the Company Grade Officer (CGO) category, there is an "x" in the 2- bedroom column that often causes misunderstanding. The x is misaligned due to a publishing software error. The "x" applies to both CGOs and Warrant Officers; they are both entitled to a 2-bedroom home unless family size and composition dictates otherwise.

17. I have partial custody of one of my children, do they count when deciding my bedroom entitlement?

IAW AFI 32-6001, Sec. 3.1.3, the child must be command-sponsored and reside with you more than 180 days of the year to claim the child for housing entitlements. AFI 32-6001 is downloadable from the Air Force Publishing website.

18. Since my spouse and I are both military, can we combine our entitlements?

AFI 32-6001, Family Housing Management, Table 3.1 states that mil-to-mil families are authorized joint occupancy at only one location. For example, two married military members (with no children), each with a 2-bedroom entitlement, cannot add their entitlements together to demand a 4-bedroom military family housing unit. AFI 32-6001 is downloadable from the Air Force Publishing website.

19. Why does my lodging reimbursement stop if I do not choose a home from the ones available?

The Misawa AB TLA policy states that TLA is not intended, and must not be used, for the personal enrichment of a member by providing TLA for other than the intended purpose. Members with personal preferences such as style, location, pet(s), type, age, or design of home is not considered an acceptable reason to turn down a home; therefore, failure to comply may result failure to comply will result in termination of TLA on the first date government furnishings or personal household goods can be delivered. Members assigned to Military Family Housing will only be authorized TLA up to the date the first home offered is available and ready for occupancy after arrival. Members on Accompanied Orders, with delayed dependent travel up to seven months, will be assigned to Military Family Housing.

20. Why are there so many empty houses that we can't move into?

Houses are vacant for many reasons. Such examples include a house being on hold for a construction project, a recently vacated home that is awaiting Change of Occupancy Maintenance to prepare it for the next tenant, a home that is an Americans with Disabilities Act (ADA) compliant unit and is reserved for those with accessibility restrictions, or a house that has been divested as part of a greater Air Force goal to reduce maintenance and renovation costs with consideration of the current housing needs of the installation.

21. I have two dogs. Can I get a third pet?

Misawa AB has a waiver process in place for members wishing to obtain a third pet and who are already on station. Please make sure the waiver is approved prior to obtaining your third pet. Inbound members can apply for a third pet waiver prior to arriving at Misawa AB. Contact the Housing Management Office's Facilities section in the Torii Building (B656) or by calling 226-3200 for assistance in submitting a Pet Waiver. You can also e-mail us at [housing@af.mil](mailto:housing@af.mil) for assistance.

22. Why can't I bring my Doberman? Who decided on the breeds listed on the aggressive breed policy?

IAW AFI 32-6001, Family Housing Management, paragraph 2.31.2.1 directs that residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive" or "potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer with written approval of the Defense Force Commander or approval is obtained by the Installation Commander in writing. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior, to include having the following type of behaviors:

- i. 2.31.2.1.1. Unprovoked barking, growling or snarling at people approaching the animal.
- ii. 2.31.2.1.2. Aggressively running along a fence line when people are present.
- iii. 2.31.2.1.3. Biting or scratching people.
- iv. 2.31.2.1.4. Escaping confinement or restriction to chase people.

AFI 32-6001 is downloadable from the Air Force Publishing website. Misawa AB has a waiver process in place for members who wish to house an aggressive breed pet. Please make sure the waiver is approved prior to obtaining the aggressive breed pet. Inbound members can apply for an aggressive pet waiver prior to arriving at Misawa AB. Contact the Housing Management Office's Facilities section in the Torii Building (B656) or by calling (315) 226-3200 for assistance in submitting a Pet Waiver. You can also e-mail us at [housing@af.mil](mailto:housing@af.mil) for assistance.

23. I'm in the Navy and travelling to Misawa AB unaccompanied, where will I live?

The Navy manages the housing for all unaccompanied Navy members, please contact your Command or the Navy Lodge for further information. You can also reach the Navy Gateway Inn/Barracks at DSN (315) 226-3131.

24. I'm getting a divorce, what is my next step?

Once you have a final divorce decree or an Early Return of Dependents (ERD) order, you must stop by the housing office at that time. We will then help you relocate out of military family housing.

25. Why does it matter if I check into housing within 24 hours of arrival?

Members should report to the Family Housing Office within 24 hours after arrival to assure their eligibility for TLA entitlement is processed in a timely manner.

26. Why do I need to check into the Housing Office at all if I'm moving Off-base?

Members must report to the Family Housing Office within 24 hours after arrival to assure their eligibility for TLA entitlement is processed in a timely manner. Additionally, the Housing Management Office holds listings of which Off-base homes are approved and meet standards for military members. Most importantly, the Housing Office will process the necessary paperwork to ensure your entitlement for Overseas Housing Allowance (OHA) for Military Members, or Living Quarters Allowance (LQA) for Civilian Employees, is submitted.

27. I had another baby, can I move to a larger home?

If the birth of another baby results in an entitlement change per AFI 32-6001, Table 4.3, based on the age and gender of your children, then you may complete a Self-Move within Housing no earlier than 60 days prior to the birth of your child. We will liberally consider approval of a move at the 90-day mark. AFI 32-6001 is downloadable from the Air Force Publishing website.

28. How do I request to move?

If you would like to request a move for any reason other than an Entitlement change, you can submit an Exception to Policy request for consideration. Contact the Housing Management Office (226-3200, [housing@us.af.mil](mailto:housing@us.af.mil)) for information regarding the procedures to make this type of request.

29. What is my Active Duty Computation Date?

Your Active Duty Computation Date is the date you took your Oath of Office to join the military.

30. Who is the sponsor on the Housing Application (DD 1746)?

The military or civilian member whose name is listed on Block 2 of the PCS orders is the sponsor for the Housing Application Form DD 1746.

31. What is the difference between FMS and TMO?

The Furnishings Management Section (FMS) is the office that controls temporary government furniture given to a member for up to 90 days both after arrival and before their departure from Misawa AB. Delivery of temporary furniture is scheduled in the Housing Office, Torii Building (B656) – first floor. The Transportation Management Office (TMO), part of the 35th Logistics Readiness Squadron, is responsible for the delivery of and packing out of your Household Goods (HHG). Their office is located immediately adjacent to the Housing Office.

32. How do you submit a housing maintenance request?

Housing Maintenance can be reached at 226-HOME (226-4663). For minor concerns (replacement bulbs, lawn mower rentals, etc.), you can visit the U-Fix-It store from 1200-1600 (Mon/Wed/Fri) in B794 (within the 35th Civil Engineer Compound).

33. How do I get another key?

The Housing Office issues each member two sets of house keys when assigning members to a home. If you need an additional set, please stop by the Housing Maintenance Section (B790) behind the 35th Civil Engineer Headquarters (B793) and we can arrange this for you. The fee for an additional (and/or lost) key is \$14.