

AFI32-6000\_YOKOTAABSUP

BY ORDER OF THE COMMANDER, 374TH AIRLIFT WING

AIR FORCE INSTRUCTION 32-6000

YOKOTA AIR BASE SUPPLEMENT

Date

*Civil Engineering*

HOUSING MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction supplements Air Force Instruction (AFI) 32-6000\_DAFGM2022-01, *Housing Management*, 8 March 2022 and implements Air Force Policy Directive 32-60, *Housing*, at Yokota Air Base. This supplement provides guidance for operating the government-controlled family housing program at Yokota Air Base, Japan. It applies to all personnel assigned to Military Housing on Yokota AB. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 10 U.S.C., Section 8013, Secretary of the Air Force; DoD Directive 6400.04E, *DoD Veterinary Public and Animal Health Services*; and AFI 48-131, *Veterinary Health Services*.

### ***SUMMARY OF CHANGES***

This supplement supersedes YOKOTAAB PAM 32-6001, 6 Jun 2012.

1.2.30.2.1. (Added) (YOKOTA AB) Squadron Commanders and First Sergeants will inspect at least 20% of all dorm rooms housing their respective personnel each month and utilize the local checklist from UH Management.

1.2.30.3.1. (Added) (YOKOTA AB) Ensure Squadron Commanders (or First Sergeant if delegated) accomplish morale visits with dormitory residents monthly.

1.2.30.7. (Added) (YOKOTA AB) Advocate for and recommend responsible residents to key dormitory council positions.

1.2.30.8. (Added) (YOKOTA AB) Support dorm community events to enhance resident quality of life.

1.2.30.9. (Added) (YOKOTA AB) Unit Commanders and First Sergeants will ensure sponsors of inbound unaccompanied personnel notify the UH Management Office of projected arrival dates and provide a copy of orders.

1.2.30.10. (Added) (YOKOTA AB) Unit Commanders and First Sergeants will ensure inbound unaccompanied personnel (E-6 and below) report to the UH Management Office within two (2) business days of arrival.

1.2.33.6. (Added) (YOKOTA AB) Administer base visitor passes to approved social visitors in housing IAW YABI INDATP 31-101, *Integrated Defense Antiterrorism Plan*.

1.2.33.7. (Added) (YOKOTA AB) Document and investigate reports of legal violations in housing IAW 374 SFOI 31-101, *Security and Law Enforcement Operations*, and YOKOTA ABI 31-116.

1.2.33.8. (Added) (YOKOTA AB) Document and investigate reports of dog aggression from housing residents IAW YOKOTA ABI 34-101, *Control, Care, and Immunization of Pets*, and other applicable local policies.

1.2.33.9. (Added) (YOKOTA AB) Review and coordinate SSS package requesting the boarding and hosting of “aggressive” or “potentially aggressive” dog breeds at YAB Family Housing units.

1.2.36.12. (Added) (YOKOTA AB) Follow UH key control procedures outlined in Chapter 7.

1.2.36.13. (Added) (YOKOTA AB) Schedule and organize quarterly Installation Dorm Council (IDC) meetings chaired by the Wing Command Chief.

1.2.36.14. (Added) (YOKOTA AB) Schedule and organize Dorm of the Quarter (DoQ) inspections.

1.2.36.15. (Added) (YOKOTA AB) Closely interact with and maintain liaison with Wing private and non-private organizations for the benefit of funding dormitory campus morale events.

1.2.37.9. (Added) (YOKOTA AB) Provide stand-by appliances to support CEO appliance repair emergencies outside of normal duty hours.

1.2.37.10. (Added) (YOKOTA AB) Delegate to the Base Civil Engineer authorization for residents to keep furnishing loaner kits over 90-days under exceptional circumstances. Exception to policy will be initiated by requestor via memorandum.

1.2.42.4. (Added) (YOKOTA AB) Report concerns regarding health, safety, maintenance, and repair to Housing Maintenance or Tower Maintenance, depending on the type of unit. Residents

should contact the MHO if above issues are recurring and/or not being taken care of, so that the MHO can advocate on behalf of the residents.

1.2.42.5. (Added) (YOKOTA AB) Sort and dispose of household waste and recycling appropriately, as recommended by CES Environmental Flight.

1.2.42.6. (Added) (YOKOTA AB) Maintain landscaping and ground maintenance for assigned unit and corresponding area of responsibility (see Attachment 17).

1.2.42.7. (Added) (YOKOTA AB) Remove snow from walkways and parking associated with assigned unit.

1.2.42.8. (Added) (YOKOTA AB) Coordinate with the Furnishings Management Office to receive and return loaned furniture IAW directed timelines.

1.2.42.9. (Added) (YOKOTA AB) Maintain cleanliness of assigned unit.

1.2.42.10. (Added) (YOKOTA AB) Execute self-help projects under guidance from MHO and U-Fix-It Store.

1.2.42.11. (Added) (YOKOTA AB) Follow all policies included in this instruction and additional policies from the MHO.

1.2.42.12. (Added) (YOKOTA AB) Notify the MHO in advance of any change in status which may affect housing eligibility to include but not limited to Early Return of Dependents (ERD), Continued Logistics Support (CLS), Dependents Remaining on Station (DRO), and changes in the number of dependents (marriage, divorce/separation, births, adoptions, deaths, etc.).

1.2.45. (Added) (YOKOTA AB) Environmental Chief (CEIE) will manage and administer the asbestos and lead-based paint programs within Family Housing and Unaccompanied Housing IAW DoDM 4715.20.

1.2.46. (Added) (YOKOTA AB) Operations Flight Commander (CEO) will:

1.2.46.1. (Added) (YOKOTA AB) Provide emergency maintenance and repair service at all times to housing residents.

1.2.46.2. (Added) (YOKOTA AB) Prioritize work requests to determine urgency and method of execution through Work Request Review Board (WRRB).

1.2.46.3. (Added) (YOKOTA AB) Manage continuing contracts for housing maintenance and repair.

1.2.46.4. (Added) (YOKOTA AB) Support resident self-help projects through U-Fix-It Store.

1.2.46.5. (Added) (YOKOTA AB) Ensure Change of Occupancy Maintenance (COM) work tasks in unaccompanied housing are responded to and completed, or materials ordered within seven calendar days of receipt. Once materials are ordered, completion shall be within seven (7) calendar days after receipt of materials.

1.2.46.6. (Added) (YOKOTA AB) Manage solid waste collection and disposal services for housing units.

1.2.47. (Added) (YOKOTA AB) Fire Chief (CEF) will provide fire and emergency services to housing units at all times.

1.2.48. (Added) (YOKOTA AB) Veterinary Treatment Facility (VTF) will review and coordinate SSS package requesting the boarding and hosting of “aggressive” or “potentially aggressive” dog breeds at YAB Military Family Housing units.

2.4.1.2.1. (Added) (YOKOTA AB) It is United States Forces Japan (USFJ) policy to request Government of Japan (GOJ) provided housing for U.S. Service Components stationed in Japan. The GOJ considers occupancy of 90 percent of the gross number of units provided by the GOJ as showing responsible and effective utilization of GOJ provided housing. Note: Gross occupancy rate includes units temporarily taken out of inventory due to turnover, renovation, or other foreseeable needs.

2.10.3.1. (Added) (YOKOTA AB) The MHO maintains a consolidated list of Commander-approved K&E positions. The requesting organization will initiate a K&E review Staff Summary Sheet (SSS) by using the template in Attachment 19, and route through the requesting chain of command to the first O-6 in the chain before turning in the memo to the MHO for consolidation and recommendation to the Commander.

2.10.8 (Added) (YOKOTA AB) The Commander establishes a K&E position only when there is a contingency necessity for a member to live on base. For example, incumbent is required to respond to continual operational requirements in a time of war or must be present during a natural disaster and off-base residency would adversely impact the installation readiness, safety and security or health and welfare of the base population. 2.10.9 (Added) (YOKOTA AB) The housing units designated for specific command and special positions at Yokota will be annotated in the consolidated K&E positions list.

2.19.1.2.1. (Added) (YOKOTA AB) Social visitors will only be approved for visitors residing outside the local commuting area. When in the dorms, visitor(s) must be supervised at all times by the responsible resident. No additional government furniture support will be provided. The MHO will provide a Commander-approved current UH social visitation policy upon request. 2.19.2.2.3. (Added) (YOKOTA AB) FH visitors seeking social visit extension from 31 to 90 days will first submit the request to SFS Pass & ID. If no detrimental information is discovered, Pass & ID will then endorse, and the requestor will send the request to the Military Housing Office for further coordination and approval. Said extension request should be made 30 days in advance, 91-to-200-day extension request should be made 60 days in advance due to processing time required.

2.19.2.3. (Added) (YOKOTA AB) Base passes for visitors and domestic employees are obtained at the Pass and Registration Office in Bldg. 993. Contact DSN 225-8932 for instructions on the most current process.

2.20.2.1. (Added) (YOKOTA AB) FH Residents must have an approved Home Business Package on file with the MHO signed by the Installation Management Flight Chief prior to conducting any commercial activity in Housing. To apply for a Home Business, contact the Yokota MHO at DSN 225-3252.

2.20.9. (Added) (YOKOTA AB) FH residents may conduct no more than three yard sales per year. Requests for yard sales approvals are submitted to the MHO. Yard sales may only be held on weekends and federal holidays between 0800 and 1600. Yard sales must occur in the respective resident’s assigned yard. Physical advertisements may not be distributed throughout Yokota.

2.21.2.1. (Added) (YOKOTA AB) Residents may not keep farm or livestock animals including but not limited to chickens, ducks, geese, turkeys, pigs, sheep, goats, or cattle. 374 CES Entomology will dispose of these animals if found in FH or UH, and residents will be charged for this service. No animals are authorized in UH at any time.

2.21.7. (Added) (YOKOTA AB) The request to board or host “aggressive” or “potentially aggressive” breed of dogs will be initiated by the resident and routed through the member’s chain of command via a SSS package. The package will consist documentation of an in-person behavioral evaluation of said breeds, performed by a veterinarian. Virtual behavioral evaluations and medical record reviews are not sufficient for full evaluation of a patient’s potential safety hazard to the community. In-person behavioral evaluations can be performed by the veterinarian of the losing installation prior to PCS. The complete package will then be routed through SFS and the Base Veterinarian for recommendation, and to the Commander for review and approval/disapproval (unless delegated).

2.21.8. (Added) (YOKOTA AB) Residents living in all towers and garden units may have pets. Residents must adhere to pet requirements and breed standards.

2.21.9. (Added) (YOKOTA AB) FH residents are authorized to keep caged birds, hamsters, guinea pigs, rabbits, or gerbils in commercially purchased cages with a limit of three small pets per unit.

2.21.10. (Added) (YOKOTA AB) Any animal or pet not listed in paragraph 2.21.4. or 2.21.9. is prohibited in FH at Yokota. The MSG/CC may grant exceptions to policy with endorsement from the MHO and the VTF.

2.21.11. (Added) (YOKOTA AB) Residents must register pets in FH and adhere to all expectations IAW YOKOTA ABI 34-101, *Control, Care, and Immunization of Pets*.

2.21.11.1. (Added) (YOKOTA AB) When a resident begins keeping an approved pet in their assigned FH unit, the resident shall register the pet at the VTF within three working days.

2.21.11.2. (Added) (YOKOTA AB) The VTF will provide immunizations, a Rabies immunization metal tag, a completed DD Form 2208, *Rabies Vaccination Certificate*, and an identification microchip.

2.21.11.3. (Added) (YOKOTA AB) The VTF may determine if immunizations and microchips received from other veterinary service providers are acceptable.

2.21.11.4. (Added) (YOKOTA AB) The resident shall notify the VTF on any changes in ownership and deregister any pet prior to a permanent change of station to another location.

2.21.11.5. (Added) (YOKOTA AB) Failure to register pets IAW this instruction or YOKOTA ABI 34-101 may result in a pet being removed from FH.

2.21.12. (Added) (YOKOTA AB) Nuisance complaints must be addressed by the owner immediately. Adherence to these rules is mandatory and failure to do so will result in the removal of your pet(s) and/or disciplinary actions to include possible eviction from base housing. Furthermore, as in all family housing units, any damage caused by pets will result in personal liability, payment to the government and/or removal of the pet from family housing. Pet complaints will be registered in eMH. After one warning, additional non-conformance will be reported to the member’s chain of command up to, and including, the Commander for eviction review.

2.21.13. (Added) (YOKOTA AB) Eligible members will only be allowed a maximum of two (2) large pets (2 Dogs, 2 Cats, or 1 Dog/1Cat) in pet friendly units.

2.21.14. (Added) (YOKOTA AB) Pets are not authorized in Unaccompanied Housing.

2.23.3. (Added) (YOKOTA AB) Residents may purchase flags at their own expense. Controversial flags or flags that provoke debates among residents are prohibited. All residents that display flags must also display the United States flag. The United States flag must be illuminated at all times by an outdoor light source and it is the resident's responsibility to provide a light source. If two flags are displayed at one residence, the United States flag must be displayed on the left, when viewing the unit from the street. Follow AFI 34-1201, *Protocol*, for proper flag protocol.

2.24.2. (Added) (YOKOTA AB) The Self-Help Program at Yokota is synonymous with the U-Fix-It Store located in Bldg. 930.

2.25.1.4. (Added) (YOKOTA AB) Residents shall maintain grounds from the footprint of their assigned unit to the border of a common area or halfway to the adjoining residence. The MHO will determine areas of responsibility and brief housing residents of their respective areas using the grounds maintenance map in Attachment 17.

2.25.1.5. (Added) (YOKOTA AB) Grass shall be maintained between 2-4 inches in even height. Grass and weeds shall be removed from cracks and crevices in sidewalks and parking spaces.

2.25.1.6. (Added) (YOKOTA AB) Dead leaves shall be raked and removed from lawn areas of responsibility by residents.

2.25.1.7. (Added) (YOKOTA AB) Residents shall prune all trees and bushes less than six (6) feet in height to display an even surface. 374 CES will maintain all landscaping above six (6) feet in height through in-house or contracted resources.

2.25.1.8. (Added) (YOKOTA AB) All grass, plant and tree cuttings along with debris from ground maintenance should be disposed of as large bulk waste IAW paragraph 2.33. Ensure loose debris including leaves and clippings are bagged in transparent bags prior to collection.

2.25.1.9. (Added) (YOKOTA AB) Garden plots and flower beds are allowed in the yards of garden units. All garden plots and flower beds must be adjacent to the building foundation and extend no more than three feet away from the building. Any digging activity cannot exceed four (4) inches in depth without an approved work clearance request from 374 CES Customer service. Residents will be liable for any damages to utilities caused by digging past four (4) inches. Any digging activity should use hand tools only.

2.25.1.10. (Added) (YOKOTA AB) Residents shall restore lawns and all outdoor spaces to the original condition received at the time of move-in. All damage to grass cover from flower beds and pets should be repaired at the resident's expense prior to moving out. The grass seed is provided seasonally for free at the U-Fix-It Store. Fence and shed (retain, install, or remove) requests must be approved through the Housing Office by the Facilities Manager.

2.26.4. (Added) (YOKOTA AB) Customer Evaluations. Housing customers can provide feedback to the MHO by completing a Comment Card located in Bldg. 937 or by the utilizing the Interactive Customer Evaluation (ICE) tool online.

2.27.3. (Added) (YOKOTA AB) Contingency Quarters (CQ). The OPR for Yokota CQ is the 374 AW Reception Working Group.

2.28. (Added) (YOKOTA AB) Resident Responsibility for Interior. Residents are responsible to maintain cleanliness and sanitary conditions in their units to avoid preventable damages.

2.28.1. (Added) (YOKOTA AB) Residents with accessible air condition filters are responsible to clean the filter in their assigned unit. A housing representative will instruct the resident how to clean the filter at the time of move-in. Units that do not have accessible filters will be cleaned by 374 CES.

2.28.2. (Added) (YOKOTA AB) Residents are responsible to replace used light bulbs in their assigned unit. Residents will exchange used light bulbs for new ones at the U-Fix-It Store. Residents should be careful not to over tighten when installing light bulbs, which can cause the bulbs to break during use.

2.28.3. (Added) (YOKOTA AB) Kitchens should be kept sanitary and emptied of food waste regularly to avoid insect infestations. Do not put cooking oil or grease down sink drains to avoid damage to the plumbing system. See paragraph 2.33 for disposal instructions.

2.28.4. (Added) (YOKOTA AB) Bathrooms should be cleaned regularly to prevent mildew and mold growth. Exhaust fans should always be turned on during showers to dry out bathrooms.

2.28.5. (Added) (YOKOTA AB) Do not run air conditioning or heating with windows and doors open on a unit to avoid humidity entering the unit.

2.28.6. (Added) (YOKOTA AB) All floor types should be cleaned to avoid permanent damage from stains, leaks, and pets.

2.28.7. (Added) (YOKOTA AB) Residents are allowed to paint interior walls and penetrate said walls to hang objects under direction from the MHO. Residents are not authorized to hang objects on walls that weight 25 pounds or more. Any holes larger than a 1-inch diameter should be repaired before moving out. Residents may be required to pay the cost of returning all painted walls to the original color before vacating the unit.

2.28.8. (Added) (YOKOTA AB) Water beds are authorized in both tower and garden units if the bed is installed on a four-sided frame and fully enclosed with an additional liner. Residents are responsible for any damages caused by water beds.

2.29. (Added) (YOKOTA AB) Guidance for Tower Units.

2.29.1. (Added) (YOKOTA AB) FH residents in tower units may be provided storage rooms. Some residents have shared storage rooms. No government furnishings or flammables are authorized to be stored in these rooms. All items in storage rooms must be marked with the resident's name and unit number. Unmarked items may be removed by housing inspectors.

2.29.2. (Added) (YOKOTA AB) Bicycle pavilions are provided for resident use at towers. Motorcycles are authorized for storage in bicycle pavilions in designated areas.

2.29.3. (Added) (YOKOTA AB) Due to fire egress concerns, residents are not authorized to store items in hallways, entrances, lobbies, elevators, or stairways. Welcome mats and throw rugs may be placed in front of unit doors. No other items are authorized to be stored outside of an individual's unit.

2.29.4. (Added) (YOKOTA AB) Pets will only be transported in service elevators or stairs. We will try to place family's with pets on the lowest floor possible, pending availability.

2.29.5. (Added) (YOKOTA AB) Tower unit balconies must be kept clear of debris and clutter. Residents shall not place items on the balcony edges. Approved pets are not allowed to relieve themselves on balconies unless the waste is contained and will not drop to a lower level. Residents will be held responsible and financially liable for any hazards associated with placing items in these areas.

2.29.6. (Added) (YOKOTA AB) FH residents are prohibited from accessing roof tops.

2.29.7. (Added) (YOKOTA AB) Residents are authorized to park vehicles in the basement access area for periods of 20 minutes for loading and unloading. All carts used to transport items must be returned to the basement elevator area.

2.29.8. (Added) (YOKOTA AB) Tower recreation rooms can be reserved at the MHO located at Bldg. 937. Residents can call DSN 225-3252 for availability and to obtain guidance for completing reservations prior to visiting the MHO.

2.29.9. (Added) (YOKOTA AB) Due to respiratory concerns, to include but not limited to, asthma, only propane and electric grills are authorized on tower balconies. In addition, the following balcony guidelines apply:

2.29.9.1. (Added) (YOKOTA AB) The grill must be attended at all times.

2.29.9.2. (Added) (YOKOTA AB) The balcony door must remain closed while the grill is in use.

2.29.9.3. (Added) (YOKOTA AB) A portable fire extinguisher must be readily available.

2.29.9.4. (Added) (YOKOTA AB) A spray water bottle must be available to extinguish small flare-ups (not for electric grills).

2.29.9.5. (Added) (YOKOTA AB) Grilling is not authorized when a Yokota Weather Wind Advisory is in effect.

2.29.9.6. (Added) (YOKOTA AB) Fryers, charcoal grills, hibachi grills, wood burning grills, and smokers (electric, charcoal or other) are prohibited on any of the tower balconies, they can only be used outdoors on ground level at least 30 feet away from any facility and are prohibited on roofs, playgrounds, entry ways, and common areas. Designated grilling locations for tower residents are shown in Attachment 18.

2.30. (Added) (YOKOTA AB) Guidance for Garden Units.

2.30.1. (Added) (YOKOTA AB) Additions such as fences, awnings and patios may be built at the residents' expense IAW guidance from the MHO. All projects must be approved by the MHO using the AF Form 332, Base Civil Engineer Work Request. An AF Form 103 will not be required if all digging will be done with hand tools (i.e. shovels, spades, post hole digger) and no deeper than 18 inches. During digging, if an underground utility or communications line is exposed the work must stop and CE Customer Service must be called at 225-5282. The above items shall be constructed only at the approved location and not outside residents' area. All additions will be inspected prior to a resident vacating the residence. If the addition is deemed unsuitable or in poor condition by a Housing Representative, the resident must remove the addition at their expense prior to vacating the unit. MHO decisions may be appealed to the BCE by the resident in writing within 7 business days of the inspection.

2.30.2. (Added) (YOKOTA AB) Residents will keep front and side yards clear of debris and clutter, including personal items, pet waste, leaves, building materials, yard tools, etc. With the exception of minor landscaping, no items or structures may be stored in the front or side yards of garden units. All outdoor play equipment including trampolines, goals, bicycles, and swing sets must be stored in the backyard of FH units or inside government storage rooms. Residents in ADA units who are required to maintain the front yard of the building may submit an ETP request to store personal items in this area.

2.30.3. (Added) (YOKOTA AB) Trampolines must be stored in the back yard of FH units. Residents use trampolines at their own risk. All trampolines shall include a vertical safety netting and be located at least five (5) feet away from any other structure or object. Trampoline bases shall be anchored or weighed down to prevent wind hazards during high wind events.

2.30.4. (Added) (YOKOTA AB) No permanent electronic fixtures or radio equipment are allowed in FH.

2.30.5. (Added) (YOKOTA AB) Front patios must be neatly maintained and present an attractive appearance at all times. Do not store items or place storage racks on the front patio. Minor landscaping and décor will be tasteful in appearance and any words or images will not be profane or vulgar.

2.30.6. (Added) (YOKOTA AB) Goals used for sports may be placed in driveways provided that they do not interfere with community traffic or parking. Do not place these structures on streets or common areas.

2.30.7. (Added) (YOKOTA AB) Small swimming pools are authorized in the back yards of units. The maximum size allowed is five feet in diameter and one foot in depth.

2.30.8. (Added) (YOKOTA AB) Residents are prohibited from tampering with the trees. No swings or other items may interfere with or be secured on trees at Yokota. Treehouses are prohibited.

2.30.9. (Added) (YOKOTA AB) Residents are authorized one storage shed to be purchased at their own expense. All sheds shall be prefabricated and made of plastic or rubber. Custom built sheds are not authorized. The MHO will not provide sheds to residents.

2.30.10. (Added) (YOKOTA AB) Only above-ground, manufactured fire pits are authorized. Residents must follow all manufacturer instructions for fire pits. In-ground and custom-built fire pits are not authorized. Fire pits must be a minimum distance of 10 feet from all structures (home, awning, shed, fence, etc.) and free of obstructions from above (tree, awning, canopy, shade, etc.).

2.30.11. (Added) (YOKOTA AB) Grills, fryers, and smokers are authorized for use in the back yards of garden units. Grills and smokers are not authorized in the front areas or on the patios of garden units. In second floor ADA garden units, grills and smokers are authorized on outdoor balconies.

2.30.12. (Added) (YOKOTA AB) Small porches and patios may be installed in the back yards of garden units if approved by the MHO. These structures cannot be attached to or interfere with any government-owned facility. Porches and patios may not extend beyond 10 feet from the footprint of the assigned housing unit. These structures cannot extend more than four inches into existing soil without a dig permit.

2.30.13. (Added) (YOKOTA AB) All self-help and resident-constructed structures must be coordinated and approved by the MHO. Residents who construct self-help projects without prior approval will be required to remove or modify the project at their own expense.

2.31. (Added) (YOKOTA AB) Holiday Decorations. Residents are authorized to decorate the exterior of their units with seasonal decorations IAW relevant holidays and seasons. All decorations must be removed from the exteriors of units within 30 days after the respective holiday. Decorations may not block community transit areas or create safety hazards. All decorations should be used IAW the manufacturer instructions.

2.32. (Added) (YOKOTA AB) Quiet Hours. Residents shall not create excessive noise between the hours of 2200 and 0600 including but not limited to, noise from social gatherings, outdoor events, and home maintenance. Disturbed residents should notify the resident creating excessive noise of the disturbance before reporting the incident to the base. Unresolved issues should be reported and documented with 374 SFS.

2.33. (Added) (YOKOTA AB) Waste Collection, Disposal, and Recycling. Residents must sort all household waste according to the categories listed below prior to placing outside for collection.

2.33.1. (Added) (YOKOTA AB) Recyclables include glass, plastic, and metal. Rinse food residue from recyclables and package in transparent plastic bags.

2.33.2. (Added) (YOKOTA AB) Paper products include cardstock, newspaper, magazines, books, paper board, liquid cartons, and corrugated or ridged cardboard.

2.33.3. (Added) (YOKOTA AB) Non-recyclables include all other household wastes not considered hazardous waste or bulk waste described below. Package non-recyclable waste in plastic bags.

2.33.3.1. (Added) (YOKOTA AB) Recycling is mandatory at Yokota. Direct all questions concerning waste disposal to the Environmental office at DSN 225-7440.

2.33.3.2. (Added) (YOKOTA AB) When disposing cooking oil and grease, place the liquid in a container and discard in the non-recyclables bin.

2.33.4. (Added) (YOKOTA AB) Large bulk items that cannot fit inside garbage containers will be collected by waste management every Monday, Wednesday, and Friday. Place these items in the designated collection points after 1800 on the day prior to pick-up. Bulk waste should be placed neatly along the curbside in garden units and inside community waste collection rooms in tower units. Items should not exceed 150 pounds or six (6) feet in length.

2.33.5. (Added) (YOKOTA AB) Hazardous household waste should be disposed of at centralized collection points labelled as such or at the U-Fix-It Store.

2.33.5.1. (Added) (YOKOTA AB) U.S. manufactured cleaning products and paints should be dropped off at the U-Fix-It Store for reutilization. Both opened and unopened products are accepted.

2.33.5.2. (Added) (YOKOTA AB) Used light bulbs can be exchanged for new light bulbs at the U-Fix-It Store. Broken light bulbs should be packaged in plastic bags before exchanging to avoid exposure to mercury dust.

- 2.33.5.3. (Added) (YOKOTA AB) Household batteries are collected inside the Yokota Community Center outside the Commissary in Bldg. 570.
- 2.33.5.4. (Added) (YOKOTA AB) Auto batteries are collected by the Army & Air Force Exchange Service (AAFES) Garage in Bldg. 1293. The AAFES Garage can be contacted at DSN 225-8429.
- 2.33.5.5. (Added) (YOKOTA AB) Propane tanks issued by AAFES are collected at the Main Base Shoppette in Bldg. 455 next to the Fussa Gate.
- 2.33.5.6. (Added) (YOKOTA AB) Auto oils, antifreeze, and oil filters are collected at the Auto Hobby Shop in Bldg. 4085. The Auto Hobby Shop can be contacted at DSN 225-7623.
- 2.33.5.7. (Added) (YOKOTA AB) Fire extinguishers can be turned in to the Hazardous Waste Office at Bldg. 955. Yokota Fire & Emergency Services will not replace or conduct maintenance on residential extinguishers.
- 2.33.6. (Added) (YOKOTA AB) Pet waste must be bagged and placed in pet waste containers where available. Pet waste containers are available at dog parks and additional locations around Yokota. Place pet waste in non-recyclable waste where pet waste containers are not available.
- 2.34. (Added) (YOKOTA AB) Heating and Cooling Seasonal Changes. Majority of heating and air-conditioning systems are deactivated for maintenance in the Spring and Fall. Many of the heating and cooling systems at Yokota are centralized and these periods are used to switch between heating and cooling as both systems cannot run simultaneously. The 374<sup>th</sup> CES will communicate to the base when these transitions will occur.
- 2.35. (Added) (YOKOTA AB) Vehicles. Major vehicle maintenance, modifications, and repairs are not authorized in residential areas. Residents are required to utilize the Auto Hobby Shop to conduct vehicle maintenance.
- 2.35.1. (Added) (YOKOTA AB) Vehicles can only be washed in residential parking spaces with environmentally friendly soaps and detergents. Detergents not designed for direct discharge into the storm water system are not authorized.
- 2.35.2. (Added) (YOKOTA AB) Parking is permitted only where specifically designated. Authorized areas are marked by painted parking spots or parking signs. Street parking is not permitted within 15 feet of a fire hydrant. Units with shared parking spaces are open to either designated unit at all times. Do not use the shared parking spaces if an individually dedicated one is available.
- 2.36. (Added) (YOKOTA AB) Snow Removal. Residents are responsible to remove snow from walkways and driveways associated with their housing unit. 374 CES will remove snow from common areas required for transit, after high-priority mission essential snow removal is complete.
- 2.37. (Added) (YOKOTA AB) Rodent, Insect, and Pest Control. Residents are expected to maintain sanitary living conditions to prevent insect and pest infestations. Clutter, exposed foods, and unhygienic conditions can encourage pests to infest FH units.
- 2.37.1. (Added) (YOKOTA AB) Electronic pest control that requires an electrical outlet is prohibited. They are unsafe, and could cause smoke and fire if left unattended.

2.37.2. (Added) Keep windows and doors closed when not in use to avoid open access for pests. Resident should report rodent, insect, and pest control issues to the Housing Maintenance Customer Service Office at 225-5282 for CE Entomology assistance.

2.38. (Added) (YOKOTA AB) Tobacco Use. Smoking and vaping are only authorized in designated tobacco areas determined by the Commander under guidance from AFI 48-104, *Tobacco Free Living*.

2.38.1. (Added) (YOKOTA AB) Smokeless tobacco products are authorized in FH.

2.38.2. (Added) (YOKOTA AB) Smoking and vaping is prohibited indoors in FH. Outdoor use is authorized in Designated Tobacco Areas (DTAs) on the map in Attachment 16. Residents may not smoke within 100 feet of playgrounds.

2.38.2.1. (Added) (YOKOTA AB) Smoking and vaping is only authorized in DTAs for all tower residents. Residents are prohibited from smoking or vaping on tower unit balconies.

2.38.2.2. (Added) (YOKOTA AB) Residents may smoke or vape in privately owned vehicles if all vehicle windows are closed.

2.39. (Added) (YOKOTA AB) Service Calls. Garden unit residents should report all FH facility concerns to the Housing Maintenance Customer Service Office at DSN 225-5282. Tower unit residents should report all FH facility concerns to the Tower Maintenance contractor at DSN 225-8452.

2.39.1. (Added) (YOKOTA AB) All service calls are prioritized according to the following categories:

2.39.1.1. (Added) (YOKOTA AB) (High) Priority 3A – Risk Assessment Code 1-3 (unabated) and Fire Safety Deficiency I & II. Examples include electrical safety issues, major water leaks, and all toilets broken in an unit.

2.39.1.2. (Added) (YOKOTA AB) (Medium) Priority 3B – Risk Assessment Code 4-5 (unabated): moderate equipment sustainment risk and time sensitive requirements. Examples include broken door frames and interior locks.

2.39.1.3. (Added) (YOKOTA AB) (Low) Priority 3C – Risk Assessment Code 4-5 (unabated), low equipment sustainment risk. Examples include one of multiple toilets broken and broken appliances.

2.39.2. (Added) (YOKOTA AB) The MHO does not maintain keys for residents. In the event of a lock-out, residents will be responsible for calling emergency maintenance and may be charged for drilling out and replacing the lock. Residents shall report all lost key incidents to the MHO.

3.5.1.1. (Added) (YOKOTA AB) Due to limited manning, Yokota MHO can only inspect community housing units within the commuting distance (distance from the installation that can normally be traveled by a person during rush hour traffic (one way) in either 60 minutes, or 20 miles, or within other limits to satisfy mission requirements.

3.5.1.2. (Added) (YOKOTA AB) Community housing units to be listed in HOMES.mil will be inspected based on Minimum Standards for Yokota Off-Base Housing (Attachment 20), and the Inspection Checklist for Yokota Off-Base Housing.

3.5.1.3. (Added) (YOKOTA AB) Members have the option of finding a community housing unit on their own. If this option is exercised, the unit will be qualified as a “self-found-unit.” In the event that a resident elects to live in a ‘self-found-unit’, the MHO will not be responsible for assisting the resident in finalizing that home for use and will not assist the resident with move-in or provide any additional services. In the event of negative consequences, the Housing Office will not be responsible for liability, temporary lodging, or providing any additional services to the impacted member outside specific entitlements provided.

3.5.1.3.1. (Added) (YOKOTA AB) When exercising the self-found-unit option, the MHO will inspect the community housing unit IAW 3.5.1., and provide a copy of the inspection report to the member. If the unit does not meet any of the minimum standards, and if the member desires to proceed with the unit, member is required to sign a statement of acknowledgement (Attachment 21) which demonstrates he/she understands the risks associated with said unit.

4.2.1.1 (Added) (YOKOTA AB) All inbound military personnel accompanied or to be accompanied by their dependents within 30 days, will be required to reside on-base if Family Housing (FH) is available.

4.2.1.2. (Added) (YOKOTA AB) If housing, IAW the member's grade and bedroom entitlement, is not available within 60 days of the member's arrival on station, the member may be authorized to reside in off-base community housing as determined by the MHO. Determinations will be made based on housing availability, projected vacancy, and occupancy rates.

4.2.1.3. (Added) (YOKOTA AB) Mil-to-Mil personnel arriving at Yokota Air Base on unaccompanied orders will provide proof of marriage to MHO and will be assigned to FH. Members will be required to provide amended PCS orders or documentation to reflect an accompanied or joined-spouse tour as soon as possible.

4.2.4.2.1. (Added) (YOKOTA AB) There is appropriate and adequate housing support services and facilities within the local community of Yokota Air Base. Civilian personnel are expected to rely on community housing for support and are not required to reside on base.

4.2.4.2.2. (Added) (YOKOTA AB) Accompanied personnel electing to reside in Military Family Housing with a Date Estimated to Return from Overseas (DEROS) of more than five years from arrival date will be offered a tower unit. Garden units are highly desirable, and reserved for personnel with shorter stays in order to prevent infrastructure decay. MHO is not required to provide multiple unit options or provide units based on member preference, IAW *YAB Housing Assignments Policy*.

4.2.4.3. (Added) (YOKOTA AB) When there is a waiting list, a 60-day mandatory termination notices will be issued to civilians who have occupied Military Family Housing for over five (5) years (except K&E personnel). When directed, the move is at government expense. The Mission Support Group Commander is the approval authority for mandatory relocations of five (5)-year civilians.

4.4. Applications for Family Housing. All personnel must contact the MHO within two (2) business days of arrival at Yokota Air Base. Customers requiring FH assistance or unaccompanied members E-7 and above should contact the MHO at DSN 225-3252 or [374ceshousing@us.af.mil](mailto:374ceshousing@us.af.mil). Failure to report to the MHO may impact the starting or stopping of any entitlements. Members will not be reimbursed for unauthorized expenses due to their lack of coordination.

4.8.1.2.1. (Added) (YOKOTA AB) Residents seeking relocation for any reason besides facility-maintenance (i.e., renovation, flooding, fire, etc. that deems a unit uninhabitable) are defined as voluntary relocations. Residents are required to pay fees associated with damages and the cleaning of their unit when electing voluntary relocation. Fees are based on unit type. The MHO can provide an estimate upon request or during the scheduled Pre-termination Inspection. Residents may also elect to conduct the full cleaning themselves or pay for a private cleaning service. The unit must be cleaned IAW the cleaning checklist provided by the MHO. Relocation of household goods is at the member's expense IAW AFI 32-6000 Attachment. 12. The fees associated with voluntary relocation cannot be waived. The MHO reserves the right to disapprove a member's voluntary relocation request at any time as the Change of Occupancy budget is limited and voluntary moves may limit availability of services for inbound members. Voluntary move requests will be maintained on a waitlist through eMH and enacted as time and funding allow.

4.10.5.1. (Added) (YOKOTA AB) All unaccompanied housing, and community (off-base) housing relocations must be completed within five (5) duty days. TLA is not authorized when conducting a local move. Unaccompanied members must clear assigned dormitory room within five (5) workdays of community housing (off-base) move-in date.

4.17.4. (Added) (YOKOTA AB) All residents that are required to perform full cleaning of quarters are required to do so at their expense. This can be done either via the MHO contract which will be billed via a cash voucher through 374 CPTS, a self-found cleaning service contracted by the resident, or the resident themselves (i.e. self-cleaned). Cleaning checklist will be provided to the residents upon move in.

7.7.3.3. (Added) (YOKOTA AB) Unaccompanied personnel in grades E1 through E-6 will be assigned to government-provided UH. When occupancy rates exceed the established occupancy rate goal of 95 percent, members will be authorized to reside off-base based on seniority and position on the waiting list. The MHO will maintain the current waiting list. Unaccompanied personnel of E7 and above will be housed on-base on a space available basis at member's request.

7.7.3.3.1. (Added) (YOKOTA AB) Pets. .

7.7.3.3.1 (Added) (YOKOTA AB) Pets are not authorized for on-base dormitories. Members projected to be housed in the dormitory are prohibited from bringing their pets. TLA will be denied if unauthorized pets arrive with members. It will be the member's responsibility to find an alternative solution for unauthorized pets.

7.7.4.4. (Added) (YOKOTA AB) Airmen on nightshifts receiving BAS will have a higher priority in waitlists for dormitories with kitchen inside of the dorm room.

7.14.1. (Added) (YOKOTA AB) Residents will schedule dormitory out-processing actions with the UH Counselors 45 days from departure. Failure to out-process with UH Management or failure to pass the final inspection may delay the resident's departure. If a dorm resident is allowed to PCS without out-processing with the UH office, resident's belonging organization will be responsible for cleaning the room.

7.14.2. (Added) (YOKOTA AB) Termination of UH dorm rooms occurs in two phases:

7.14.2.1. (Added) (YOKOTA AB) Pre-final Inspection. ADL will conduct the pre-final inspections in advance (generally 30 to 45 days) of members vacating UH. The ADLs will:

7.14.2.1.1. (Added) (YOKOTA AB) Provide residents written cleaning standards used for final inspections.

7.14.2.1.2. (Added) (YOKOTA AB) Assess condition of assigned rooms/shared common spaces as compared to discrepancies noted at the initial inspection to determine damages or loss.

7.14.2.1.3. (Added) (YOKOTA AB) Provide members detailed written information regarding financial liabilities and include alternatives for restitution and/or repair as soon as possible to ensure requirements are accomplished before final inspection.

7.14.2.1.4. (Added) (YOKOTA AB) Identify maintenance required to make the unit ready for the next resident.

7.14.2.2. (Added) (YOKOTA AB) Final Inspection. Ensure resident meets locally established cleaning standards and the room is cleared of personal property. Allow resident to correct minor items during the final inspection. If the room fails inspection, schedule a re-inspection at the earliest mutually acceptable time to minimize delay of resident departure.

7.14.3. (Added) (YOKOTA AB) Residents will attend all pre-final and final inspection appointments scheduled with ADL's and FMS inspectors. Unit First Sergeants will be notified of no-shows. Residents are responsible for coordinating a Power of Attorney (POA) with 374 AW/JA should any condition exist preventing their attendance at the out-processing inspection appointments.

7.15.5.1. (Added) (YOKOTA AB) The Bay Orderly Program is established and updated via memorandums from the Commander.

7.15.5.2. (Added) (YOKOTA AB) The bay orderly schedule is set on a seven (7)-day rotation as determined by the Bay Orderly Program Policy. This is a mandatory requirement to ensure dormitory living conditions are maintained to the highest level.

7.15.5.3. (Added) (YOKOTA AB) ADLs provide overall program management and supervise residents performing bay orderly functions. Residents scheduled for bay orderly duty must be physically and mentally able to perform all tasks assigned. Residents scheduled for bay orderly duty will not perform normal job-related duties or training.

7.15.5.4. (Added) (YOKOTA AB) Unit First Sergeants will work with ADLs to ensure assigned bay orderly allocations are fulfilled. If scheduled personnel are required to return to their unit for any reason, the Unit First Sergeant will provide a suitable substitute.

7.15.6.4. (Added) (YOKOTA AB) ADLs will utilize Yokota AB Form 2, *UH Facility Inspection and Discrepancy Form*, to:

7.15.6.4.1. (Added) (YOKOTA AB) Document completion of daily, weekly, monthly, and quarterly inspection criteria.

7.15.6.4.2. (Added) (YOKOTA AB) Record and track deficiencies.

7.15.6.5. (Added) (YOKOTA AB) Upon discovery and investigation, ADLs will initiate a Report of Survey (ROS) or other appropriate reimbursement actions for resident damages to UH property.

- 7.15.6.6. (Added) (YOKOTA AB) Key control procedures. UH Management will:
- 7.15.6.6.1. (Added) (YOKOTA AB) Maintain and control all keys for UH functions.
  - 7.15.6.6.2. (Added) (YOKOTA AB) Conduct a semi-annual inventory of all assigned keys to ensure accountability and document completion via memorandum.
  - 7.15.6.6.3. (Added) (YOKOTA AB) Request and replace keys or locks as required.
  - 7.15.6.6.4. (Added) (YOKOTA AB) Ensure keys issued to First Sergeants and maintenance personnel are signed for on the key issue log.
  - 7.15.6.6.5. (Added) (YOKOTA AB) Ensure keys issued for operational use over extended periods of time are signed for using the AF Form 1297, *Temporary Issue Receipt*.
- 7.16.2.2.1. (Added) (YOKOTA AB) All UH dormitories are non-smoking facilities.
- 7.16.2.2.2. (Added) (YOKOTA AB) Designated tobacco areas are available for residents around the UH campus, see attachment 16.
- 9.14.4.1.1. (Added) (YOKOTA AB) Loaner kits are provided not to exceed 90-day period.
- 9.14.4.1.1.1 (Added) (YOKOTA AB) The Furnishings Management Section Manager may authorize exceptions to the 90-day limit when circumstances warrant; for example, when shipment of household goods is delayed, when a member is not authorized full household goods shipment to Yokota, or a member experiences a hardship, natural disaster or other unforeseen circumstance.
- 10.2.4.1. (Added) (YOKOTA AB) Failure to report to the MHO within 2 business days of arrival on station may impact the starting or stopping of entitlements. Members will not be reimbursed for unauthorized expenses due to their lack of coordination.
- 10.2.4.1.1. (Added) (YOKOTA AB) Due to the immediate availability of on-base housing for most categories, TLA for inbound families will only be authorized and provided up to the day the first housing offer is available for occupancy. In the case when a member declines the first available unit within their entitlement and elects to wait due to personal preference (type of unit or location), their TLA will be terminated on the day the available declined housing unit would have been ready for occupancy.
- 10.2.4.1.3. (Added) (YOKOTA AB) TLA for inbound dormitory residents is not authorized, unless written notice from the MHO/UH office that there's no immediate available room to host inbound personnel.
- 10.2.4.1.4. (Added) (YOKOTA AB) In order to minimize TLA costs while fully leveraging local government furnishings, the government will provide full cleaning of quarters for military FH occupants and their outbound stays in lodging are limited to 3 days. TLA for eligible off-base residents is 10 days. For civilians residing in FH, as the JTR Chapter 5, Part F, paragraph 0536 prohibits the denial or reduction of allowances to include Temporary Quarters Subsistence Allowance (TQSA), the trade-off between TLA and cleaning expenses is not permitted therefore no full cleaning of quarters can be provided by the government. The appropriate cleaning checklists (full or partial) will be provided to residents upon move-in, in accordance with paragraph 4.17.4. Extensions beyond these limits must be approved through an ETP to the OCONUS TLA authority, per DoDI 7000.14-R or the delegated authority.

10.2.4.2. (Added) (YOKOTA AB) Members must report to the housing office within two (2) duty days upon arrival at Yokota and keep the MHO informed on the progress of house searching at intervals of 15 or fewer days.

10.2.4.2.1. (Added) (YOKOTA AB) For members seeking referral housing (off-base) and unable to locate adequate housing, the MHO can extend their TLA entitlement in increments of 15 days (up-to-60 days, but not past) if the member completes the following:

10.2.4.2.1.1. (Added) (YOKOTA AB) Visits four (4) housing options dispersed across two (2) cities or more.

10.2.4.2.1.2. (Added) (YOKOTA AB) Provides written justification why housing options are inadequate.

10.2.4.2.1.3. (Added) (YOKOTA AB) Communicates need for TLA extension to housing counselor.

Chapter 12 (Added) (YOKOTA AB)

EMERGENCY SERVICES (Added) (YOKOTA AB)

12.1. (Added) (YOKOTA AB) Fire Evacuation Plan. Residents should develop a fire evacuation plan and practice Exit Drills in the Home (EDITH). Evacuation plans should include primary and alternate evacuation routes of escape in the event of a fire. If a fire occurs in a unit, evacuate the residence and contact the Fire Department. Inform the responders if there are any missing family members after evacuating the unit.

12.2. (Added) (YOKOTA AB) Fire Protection Systems. All units are equipped with smoke detectors. Smoke detectors are local to each individual unit and not connected to building alarm systems. Some units are fitted with heat detectors and sprinkler systems. If a fire protection system is activated in your unit due to fire, notify the Fire Department immediately by dialing DSN 911 or 042-511-9110. If time allows during escape from a fire emergency, activate the building fire protection system by pulling a wall-mounted fire alarm in any common area.

12.2.1. (Added) (YOKOTA AB) Residents should inspect all fire protection systems monthly to ensure they are functioning properly. Devices should be cleaned from dust accumulation and inspected for damage, abuse, tampering, or other indications that the device is not working. Smoke detectors should be tested and batteries should be replaced when necessary. Fire protection devices should always be kept free of obstruction.

12.2.2. (Added) (YOKOTA AB) All tower units have fire doors positioned in the entry from the main stairwell to the floor's common area. Some of these doors are already in the closed position and others are held open by an electromagnetic system that will release the door when a fire alarm is activated. Do not prop open or block fire doors to prevent them from swinging freely. These doors will close during a fire emergency but will not lock.

12.2.3. (Added) (YOKOTA AB) Tower units have fire escapes located on all four sides and every floor of the towers. Doors to fire escapes should never be blocked to delay escape during a fire emergency. Do not use fire escape areas as personal storage areas.

12.2.4. (Added) (YOKOTA AB) Elevators should not be used as fire exits. Elevators will automatically return to the first floor for use by first responders.

12.2.5. (Added) (YOKOTA AB) FH units are not required to have fire extinguishers but residents who purchase their own should follow manufacturer guidance for maintenance and use.

12.3. (Added) (YOKOTA AB) Fire Prevention. General cleanliness and appliance awareness improves FH fire prevention.

12.3.1. (Added) (YOKOTA AB) Residents should regularly clean lint traps in clothes dryers. The backs and bottoms of large appliances should be cleaned periodically to prevent dust from accumulating. Dryer utility lines can be cleaned via a service request IAW paragraph 5.7.

12.3.2. (Added) (YOKOTA AB) Active cooking appliances should never be left unattended. Range hood exhaust fans should always be used when cooking on a stove top. Range hoods should be cleaned periodically to avoid grease build up. If a stove top fire occurs, cover the pot or pan with a lid. Never attempt to extinguish an oil or grease fire with water.

12.3.3. (Added) (YOKOTA AB) Gasoline powered equipment should be stored outside of the home. Residents are authorized to store no more than 10 gallons of gasoline in FH in containers designed to store gasoline, IAW the manufacturer's instruction.

12.3.4. (Added) (YOKOTA AB) Only electric space heaters are authorized for use in FH. Space heaters should be plugged directly in to a wall receptacle and never be connected to extension cords or surge protectors. Propane or kerosene heaters are prohibited in FH. All space heaters should comply with YABI 32-2001 and may be used under the following conditions:

12.3.4.1 (Added) (YOKOTA AB) The space heater is always turned off when the area being heated is not occupied.

12.3.4.2 (Added) (YOKOTA AB) Nothing is ever placed on top of or touching the space heater and the space heater is not placed on any other object.

12.3.4.3 (Added) (YOKOTA AB) The space heater is plugged directly into a wall outlet. Do not use extension cords or power strips because of the risk of overheating and possibly catching fire.

12.3.4.4 (Added) (YOKOTA AB) The space heater is in plain sight.

12.3.4.5 (Added) (YOKOTA AB) Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved.

12.3.4.6 (Added) (YOKOTA AB) Heaters must have a tip-over automatic shutdown feature.

12.3.4.7 (Added) (YOKOTA AB) Heaters must be kept at least 18 inches from all combustible materials, e.g., file cabinets, desks, trash cans, and paper boxes.

12.3.4.8 (Added) (YOKOTA AB) Heaters must be monitored when in operation.

12.3.4.9 (Added) (YOKOTA AB) Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately and repaired by a competent person. Do not use heaters in rooms that will not be continually occupied.

12.3.4.10 (Added) (YOKOTA AB) Do not use portable space heaters if small children are expected in the area.

12.3.4.11 (Added) (YOKOTA AB) In the event that an incident happens, MHO will work with Fire to determine a cause. If that cause is due to negligence, a report of survey may be initiated to hold the member accountable IAW AFI 32-000 2.1 Resident Liability in Government-Controlled

Housing.12.3.5. (Added) (YOKOTA AB) Residents should ensure all smoking material has been extinguished before disposal and stored securely away from children.

12.3.6. (Added) (YOKOTA AB) Electrical appliances should always be used IAW the manufacturer's instruction. Extension cords and surge protectors should always be plugged directly into a wall receptacle and not connected to each other. Residents should use special caution towards appliances with electrical motors that are not designed for use in Japan.

ANDREW L. RODDAN, Colonel, USAF

Commander, 374th Airlift Wing

**Prescribed Form:** (Added) (YOKOTA AB) Yokota AB Form 2, *UH Facility Inspection and Discrepancy Form.20*

Attachment 16 (Added) (YOKOTA AB)  
DESIGNATED TOBACCO AREAS

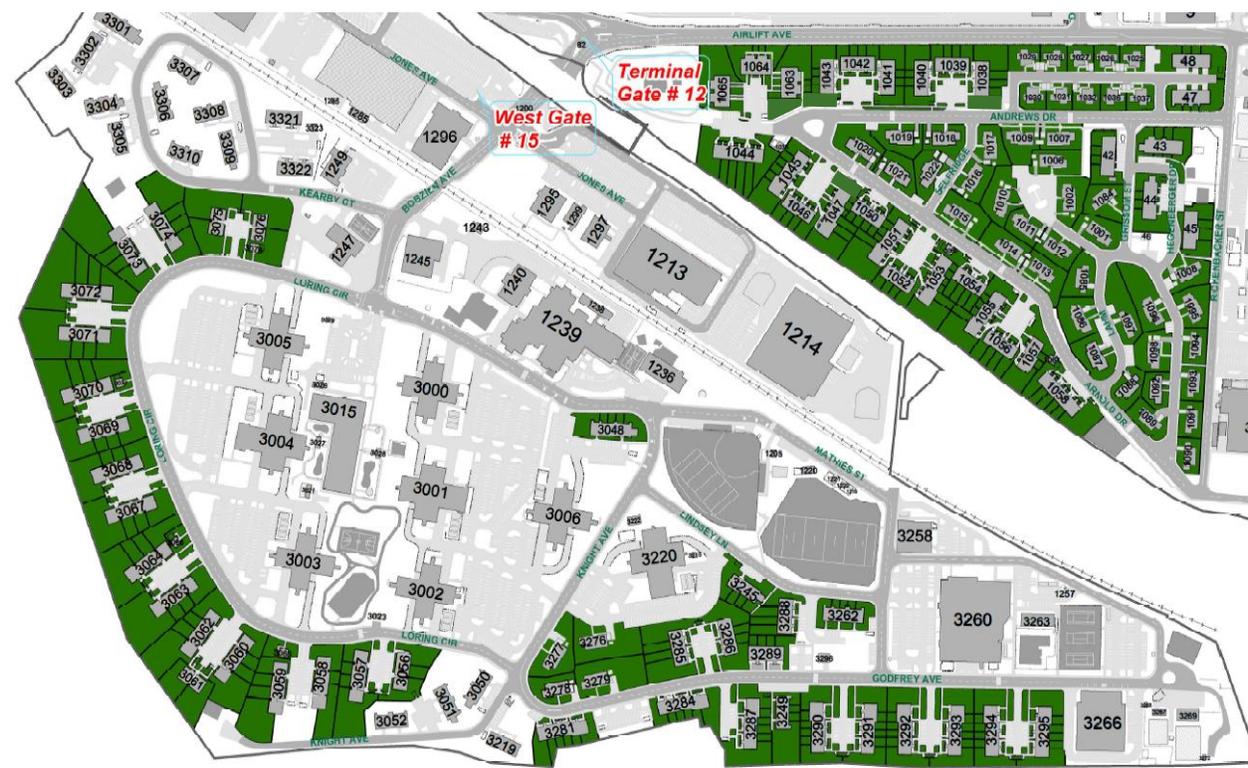


# Comprehensive Designated Tobacco Areas

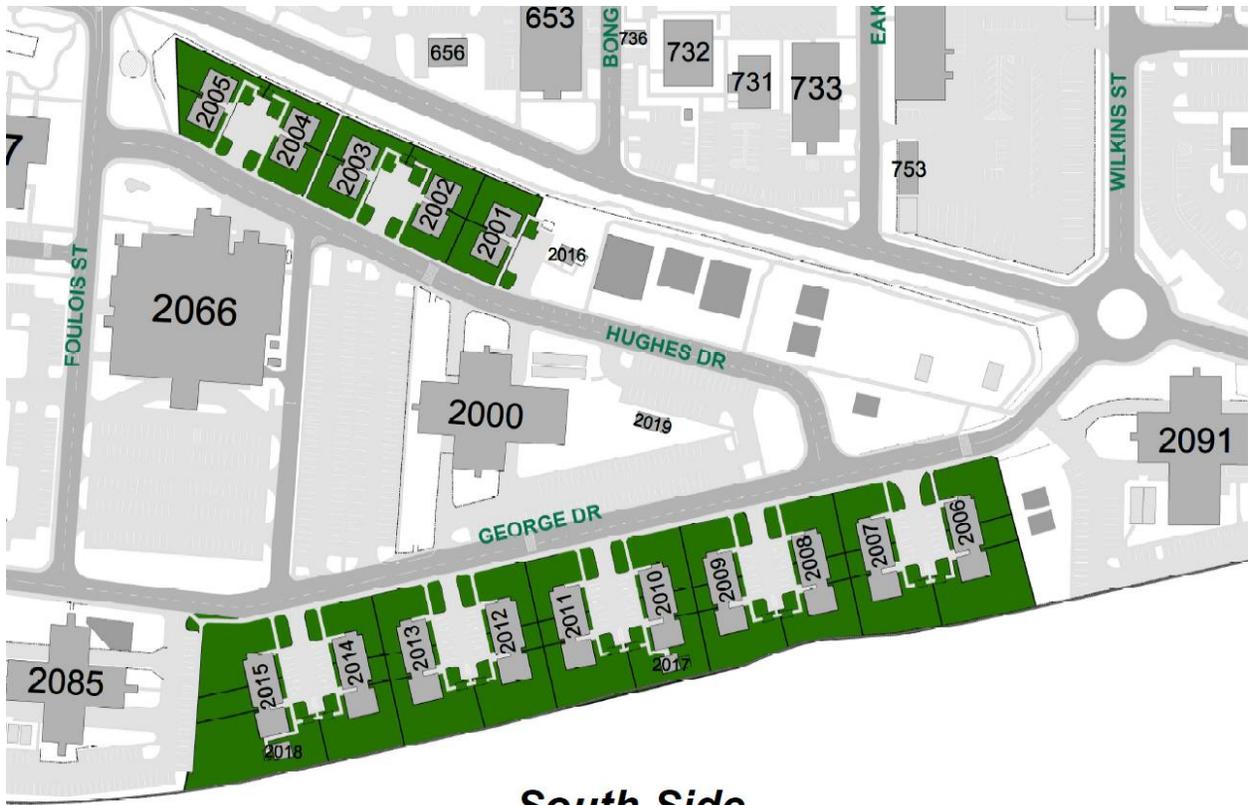


*Integrity - Service - Excellence*

Attachment 17 (Added) (YOKOTA AB)  
MAP OF GROUNDS MAINTENANCE RESPONSIBILITIES



**North & West Side**



**Attachment 18 (Added) (YOKOTA AB)  
DESIGNATED GRILLING LOCATIONS**

**Figure A18.1. (Added) (YOKOTA AB) South UH Tower 2000.**



**Approx distance from door of 2000 to BBQ = 75 ft**

**Figure A18.2. (Added) (YOKOTA AB) South UH Tower 2085.**

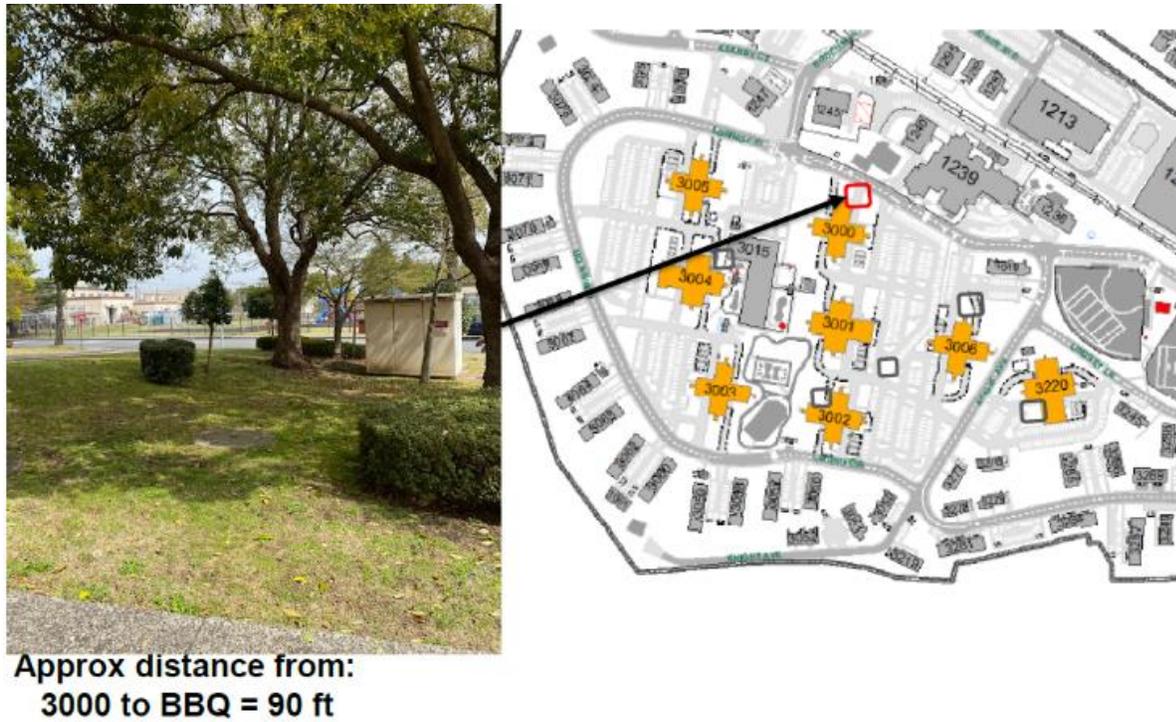


**Approx distance from 2085 to BBQ = 190 ft**

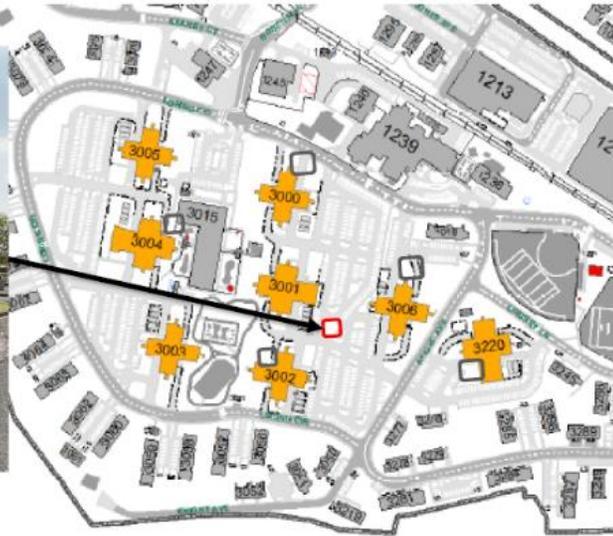
**Figure A18.3. (Added) (YOKOTA AB) South UH Tower 2091.**



**Figure A18.4. (Added) (YOKOTA AB) West MFH Tower 3000.**

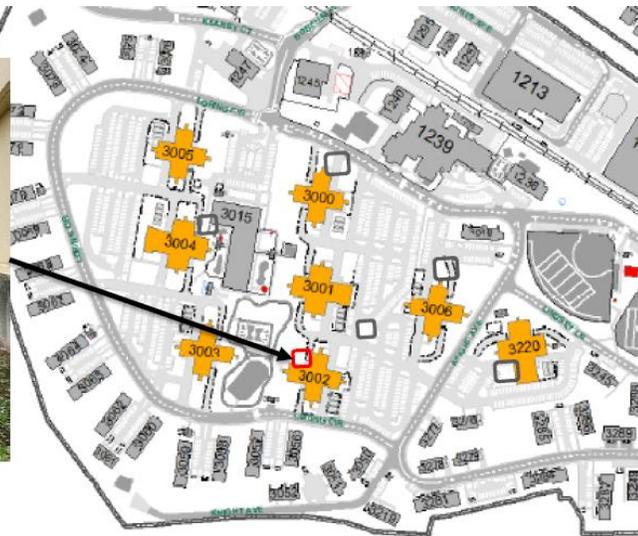


**Figure A18.5. (Added) (YOKOTA AB) West MFH Tower 3001.**



**Approx distance from:  
3001 to BBQ = 120 ft**

**Figure A18.6. (Added) (YOKOTA AB) West MFH Tower 3002.**



**Approx distance from:  
3002 to BBQ = 200 ft**

**Figure A18.7. (Added) (YOKOTA AB) West MFH Tower 3004.**



**Approx distance from:  
3004 to BBQ = 30 ft**

**Figure A18.8. (Added) (YOKOTA AB) West MFH Tower 3006.**



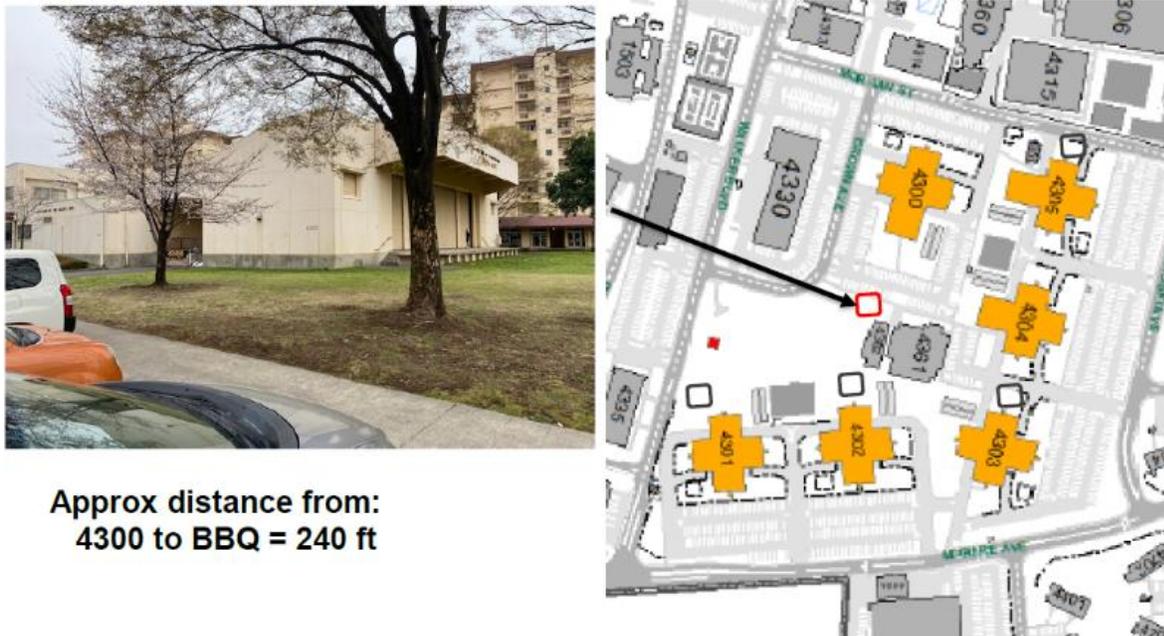
**Approx distance from:  
3006 to BBQ = 160 ft**

**Figure A18.9. (Added) (YOKOTA AB) West MFH Tower 3220.**



**Approx distance from:  
3220 to BBQ = 175 ft**

**Figure A18.10. (Added) (YOKOTA AB) East MFH Tower 4300.**

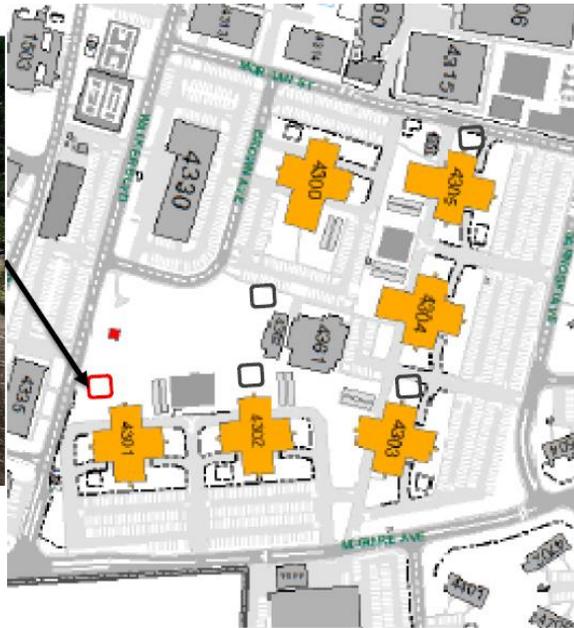


**Approx distance from:  
4300 to BBQ = 240 ft**

**Figure A18.11. (Added) (YOKOTA AB) East MFH Tower 4301.**



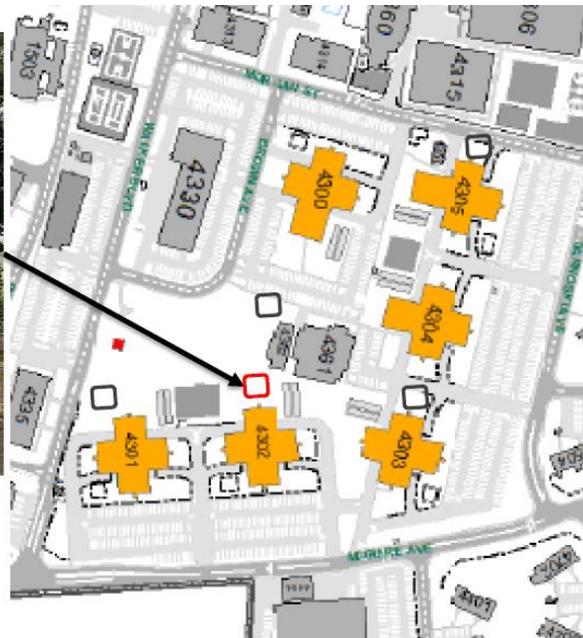
**Approx distance from:  
4301 to BBQ = 35 ft**



**Figure A18.12. (Added) (YOKOTA AB) East MFH Tower 4302.**



**Approx distance from:  
4302 to BBQ = 70 ft**

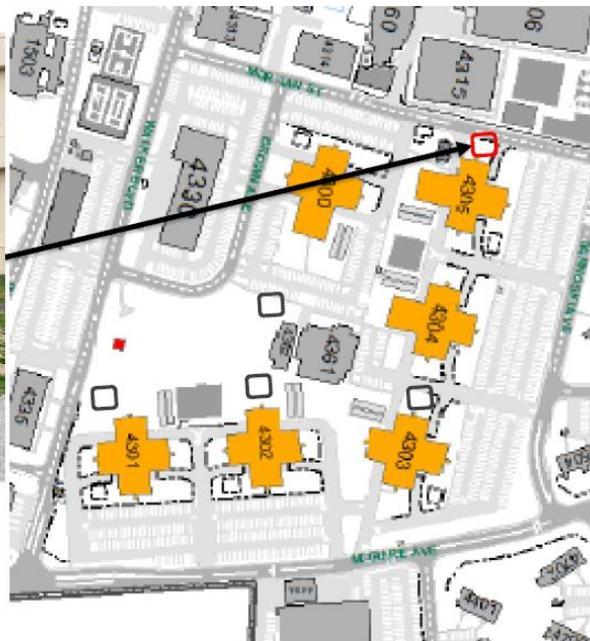


**Figure A18.13. (Added) (YOKOTA AB) East MFH Tower 4303.**



**Approx distance from:  
4303 to BBQ = 80 ft**

**Figure A18.14. (Added) (YOKOTA AB) East MFH Tower 4305.**



**Approx distance from:  
4305 to BBQ = 110 ft**

**Attachment 19 (Added) (YOKOTA AB)**  
**K&E DESIGNATION REQUEST TEMPLATE**



**DEPARTMENT OF THE AIR FORCE**  
**PACIFIC AIR FORCES**  
**FOR OFFICIAL USE ONLY**

MEMORANDUM FOR [GROUP]  
374 AW/CC  
IN TURN

FROM: 374 XXX/CC

SUBJECT: Request of Key & Essential (K&E) Position Designation – Job title

1. Request 374 AW/CC approval to designate the [JOB TITLE] as a K&E position. [BRIEF JOB DUTY DESCRIPTION]
2. AFI 32-6000, Housing Management, para 2.10 authorizes the Installation Commander to establish a K&E position when there is a compelling need for a member to live on base. [BACKGROUND & JUSTIFICATION]
3. Please contact POC, job title at 225-XXXXX or email xxxxxxxx@us.af.mil, if you have any additional questions.

NAME, Rank, USAF  
Commander  
Squadron Name

1st Ind, [GROUP]

MEMORANDUM FOR 374 AW/CC

Recommend approval/disapproval.

[NAME], Colonel, USAF  
Commander  
[UNIT]

*"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"*

2d Ind, 374 AW/CC

MEMORANDUM FOR [REQUESTOR]

Approved/Disapproved.

NAME, Colonel, USAF  
Commander  
374th Airlift Wing

*"The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties"*

**Attachment 20 (Added) (YOKOTA AB)**  
**MINIMUM STANDARDS FOR YOKOTA OFF-BASE HOUSING**

**Minimum Standards for Yokota Off-Base Housing**  
(横田基地が認可する基地外住宅の最低基準)

STANDARDS/DEFINITIONS

- 1. Commuting distance**  
通勤距離  
Must be within a commuting distance of either 60 minutes or 20 miles of the installation.  
基地まで60分もしくは20マイル以内
  
- 2. Built after 1981**  
1981年以降の建物  
Meet New Resistance Standards established in 1981.  
1981年制定の新耐震基準をクリアしていること
  
- 3. Environmental Consideration**  
環境面の考慮  
No Asbestos, lead, lead-based paint. No other objectionable noise or odor  
アスベストおよび鉛使用の塗料の非利用、その他不快な騒音や臭いがないこと
  
- 4. Health Consideration**  
健康面の考慮  
Screening, Hot water supply, at least one Heating and A/C, No other significant hazards  
網戸、給湯、最低1台ずつの暖房機と冷房機の設置、その他健康を著しく害する物がないこと  
x  
Safety Consideration  
安全面の考慮  
No other significant hazards  
安全面を著しく害する物がないこと
  
- 5. Fire Protection**  
火災警報器  
Install a fire alarm in each room in compliance with the Fire Defense Law.  
消防法に既定された通り各部屋に火災警報器が設置されていること
  
- 6. Earth Leakage Circuit Breaker**  
漏電遮断機  
Install an Earth Leakage Circuit Breaker  
漏電遮断機が設置されていること
  
- 7. Handrails**  
階段の手すり  
Handrails are required on at least one side of stairs in the housing  
住宅内の階段に手すりが設置されていること
  
- 8. Parking Lot**  
駐車場  
A minimum of one parking lot adjacent to housing  
住宅に隣接した最低1台の駐車場があること

**Attachment 21 (Added) (YOKOTA AB)**

**TEMPLATE OF RISK ACKNOWLEDGEMEN AND ACCEPATANCE OF SELF-  
FOUND COMMUNITY (OFF-BASE)**



**CUI  
DEPARTMENT OF THE AIR FORCE  
374TH AIRLIFT WING**



**DD Month YYYY**

MEMORANDUM FOR YOKOTA HOUSING OFFICE

FROM: **[CUSTOMER RANK AND NAME]**

SUBJECT: Risk Acknowledgement and Acceptance of Self-Found Community (Off-Base)  
Housing Unit.

1. The Yokota Housing Office conducted a thorough housing inspection (See Attachment 1 & 2) on an off-base unit that I found by myself, located at **[address]**, on **[DATE]**.
2. Said unit failed at least one minimum standard (See Attachment 1). The Housing Office strongly cautions against the renting of this off-base unit, because it could post significant risks on my family's and/or my health and safety.
3. The Yokota Housing Office has done its due-diligence in briefing me the associated risks with this off-base unit, and offered me the option of proceeding with another unit that could pass the housing inspection. I hereby decline other potential units, and I have decided to proceed with renting of the unit located on **[address, same as in para 1]**. I fully acknowledge and accept the risks associated, as mentioned in paragraph 2.

**NAME (FIRST, M. LAST), Rank, USAF  
Position**

2 Attachments

1. Minimum Standards for Yokota Off-Base Housing
2. Inspection Checklist for Yokota Off-Base Housing

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