



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

30 Aug 16

MEMORANDUM FOR NEWLY ARRIVED PERSONNEL AT MISAWA AIR BASE

FROM: 35 FW/CC

SUBJECT: On-Base First Family Housing Policy

1. Congratulations on your assignment to Misawa Air Base. We have an established On-Base First Family Housing policy in accordance with USFJI 32-6001, *Family Housing Management*. The Family Housing Office will determine if on-base family housing (FH) is available within 30 days of your arrival. Based on residence availability, you must accept an on-base FH unit that meets your grade and family size in accordance with AFI 32-6001, *Family Housing Management*.
2. If on-base FH will not be available within 30 days of arrival, you will be permitted to secure housing in the local community. You will have up to 30 days of Temporary Lodging Allowance (TLA) to secure acceptable community housing, except as otherwise permitted by local policy in accordance with Joint Travel Regulations.
3. Exceptions to the On-Base First Housing policy are required in writing and will be submitted through the Family Housing Office. The Family Housing Office will submit your request to the appropriate level of authority for consideration.
4. Please contact Family Housing Customer Service at 226-3200 with any questions. We look forward to serving you and hope you enjoy your tour here at Misawa Air Base.

A handwritten signature in black ink, appearing to read "R. Scott Jobe", is written over the typed name and title.

R. SCOTT JOBE, Colonel, USAF
Commander

Misawa AB Installation and 35th Fighter Wing