



**DEPARTMENT OF THE AIR FORCE
35TH FIGHTER WING (PACAF)
MISAWA AIR BASE, JAPAN**

MEMORANDUM FOR 35 CES/CC

FROM: 35 MSG/CC

SUBJECT: Temporary Lodging Allowance (TLA) Authorization for Misawa Air Base, Japan

1. The purpose of this letter is to define the Permanent Change of Station (PCS) arrival and departure TLA authorizations for uniformed service members at Misawa AB, Japan, as determined by local need and within the limitations of the DoD Financial Management Regulation, 7000.14-R, Vol 7A, Chapter 68.

a. TLA is authorized for accompanied members and their command sponsored dependents. TLA is also authorized for unaccompanied members.

b. TLA is not authorized when a member is on leave, on permissive TDY, or for voluntary moves including Early Return of Dependents.

c. TLA is not intended, and must not be allowed to 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 in termination of TLA on the first date government furnishings or personal household goods can be delivered.

d. 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, service member failed to accept adequate permanent Government quarters, or when the OCONUS TLA Authority determines TLA is no longer justified. 4.3.1.6.3.2

2. PCS Arrival:

a. 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.

(1) Single and unaccompanied members E-4 and below with less than 3 years time-in service must go to the consolidated Dorm Management Office in Building 671 for a dorm room assignment immediately upon arrival. TLA eligibility will then be determined upon reporting to Dorm Management.

(2) Accompanied members and their command sponsored dependents are authorized to check-in to on base temporary lodging facilities immediately upon arrival. Members must report to the Housing Management Office in Building 656 within 24 hours of arrival to Misawa AB to check-in and begin the housing process.

(3) Unaccompanied members E-4 and above with more than 3 years time-in-service are authorized to check-in to on base temporary lodging facilities immediately upon arrival. Members must report to the Housing Management Office in Building 656 within 24 hours of arrival to Misawa AB to check-in and begin the housing process.

(4) 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.

(5) If a member elects to exercise his/her turn-down option and take their second house offer, TLA will be terminated on the date the first unit is available for move in and loaner government furnishing, or household goods can be delivered, whichever is sooner.

(4) Unaccompanied members are authorized up to 60 days of TLA beginning on their arrival date.

b. Off-base Housing: Inbound members authorized to seek off-base housing will have up to 20 days of TLA to secure community housing.

(1) 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. If member is unable to secure housing in the first 20 days, member will need to request a TLA extension by providing documented proof of aggressive house hunting. The Housing Management Office will provide a checklist that requires the Japanese landlord's stamp for verification.

(2) If 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) Accompanied members are authorized to seek off-base housing when:

(a) On-base housing is not available within 30 days of arrival.

(b) The occupancy rate is 90% or above.

(c) You are ineligible to reside in Military Family Housing (MFH).

(4) Unaccompanied members are authorized to seek off-base housing when:

(a) On-base housing is not available within 60 days of arrival.

(b) The occupancy rate is at 90% or above.

(c) You are ineligible to reside in Unaccompanied Housing.

c. 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 SOQ 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 greater than 60 days will be processed through the Housing Management Office for 35th MSG/CC approval/disapproval.

(1) The Military Housing Office (MHO) is hereby authorized to process TLA authorizations for Unaccompanied members residing in 2-bedroom diverted units for up to 60 days of TLA beginning on their arrival date; only if the MHO does not have inventory at the time of the member's arrival. TLA authorizations for up to 90 will be routed to MSG for approval on a case-by-case basis. Unaccompanied members are authorized 10 days of TLA immediately preceding their PCS departure date.

3. PCS Departure: Members residing in either on- or off-base housing are authorized up to 10 days of TLA.

a. Members residing in off-base housing are authorized up to 10 days of TLA immediately preceding their departure date and after member vacates and 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.

b. On-Base Residents: Members residing in on-base MFH will be authorized up to and no more than 2 days of TLA prior to passing their Termination Inspection and vacating government quarters.

(1) Members must:

(a) Pass their termination inspection by the standards provided to them at the pre-termination inspection and vacate government quarters prior to departing Misawa AB to be authorized TLA and be out processed from the Housing Management Office.

(b) If members do not pass their termination inspection and vacate government quarters prior to departing Misawa AB, they will not be authorized TLA.

c. TLA Departure Extensions: The 35 CES/CC/CD may extend TLA requests greater than 10 days and up to 30 days. Requests for TLA greater than 30 days will be processed through the Housing Management Office for 35th MSG/CC approval/disapproval.

4. Acceptable reasons for extensions:

a. One-day extension may be authorized for U.S. Federal holidays.

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

c. Rotator delay.

5. Non-acceptable reasons for extensions:

a. Extensions will not be authorized for personal convenience or preference of a housing unit (on or off base).

6. Members on TLA are on “priority one” status for billeting accommodations. The member’s status changes to space available once TLA is terminated.

7. For additional information, please contact the Housing Management Office at DSN: 226-3200 or email housing@us.af.mil.

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