



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

02 Oct 24

MEMORANDUM FOR INBOUND MEMBERS

FROM: 35 CES/CEI

SUBJECT: Military Family Housing Pre-Arrival Setup Service

1. The standard operating procedure for the Misawa Air Base (MAB) Military Housing Office (MHO) is to wait until a member arrives at the installation to assign housing. This affords that member a chance to see a housing unit in person prior to deciding. We recognize that having a house already selected, prior to arrival, with pre-staged temporary loaner furniture provided by the Furnishings Management Office (FMO), simultaneously simplifies the transition process, reduces some of the stress associated with a Permanent Change of Station (PCS), and saves the government from additional Temporary Lodging Allowance (TLA) costs. Therefore, the MHO will offer pre-arrival services in accordance with (IAW) the stipulations below. **For Non-Key and Essential inbound personnel this service is only available if housing inventory permits. The MHO determines if inventory is sufficient.**

2. MHO Responsibilities: At the request of an inbound member and with their sponsor's concurrence, the MHO will provide the available housing options IAW AFI 32-6000, Table A2.2. and A2.3. If selection is made, MHO will forward an appointment schedule consistent with Inbound Member's date of arrival.

2. Inbound Member Responsibilities: Prior to being offered pre-arrival services, the inbound member must contact the MHO via email at housing@us.af.mil. Once contact is made and an MHO representative has responded, the member must provide copies of their flight itinerary, medical clearance for dependents (if applicable), PCS Orders, AF Form 4422, *Sex Offender Disclosure Agreement*, and a DD Form 1745 *Advanced Housing Application*. **Furthermore, the inbound member must check-in to the MHO, building 656, within one duty day of arrival to MAB to complete the necessary paperwork and schedule their initial inspection.**

a. If the member wishes to utilize this pre-arrival service, they must communicate via e-mail to the Military Housing Office, that they:

(1) **Allow sponsor to accept the unit offered sight-unseen.**

(2) **Waive any future right to relocate to another housing unit.**

(3) **Allow sponsor to choose and accept delivery of pre-staged temporary furnishings.**

(4) Accept that their sponsor will be the steward of the assigned unit, keys and loaner furniture until their arrival.

4. Sponsor Responsibilities: The sponsor will be able to view and accept a unit on behalf of the member two weeks prior to the inbound member's arrival. The sponsor must pick-up keys no earlier than one duty day prior to member's arrival. Upon key check-out, the sponsor assumes full responsibility of the unit, furniture, and keys until they are turned over to the member upon arrival at MAB.

a. Once the member accepts a pre-arrival setup, the sponsor must:

(1) Visit the MHO to view the unit and complete a unit condition checklist.

(2) Accept the unit on the inbound member's behalf.

(3) Schedule delivery of the loaner furniture.

(4) Be present at the unit to accept the furniture on behalf of the inbound member at the scheduled appointment time.

5. This memorandum supersedes previous version dated 23 Mar 20. By signing, both inbound member and sponsor are acknowledging the responsibilities and agreeing to the terms conducting a pre-arrival setup.

6. If you have any questions, please contact the MHO at DSN: 226-3200, or email at housing@us.af.mil.

JULIAN L. WALKER, GS-12, DAF
Housing Element Chief
35th Civil Engineer Squadron

Requesting Member's (Printed Name and Rank)	Signature and Date	Phone
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Member's Sponsor (Printed Name and Rank)	Signature and Date	Phone
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