



WEASEL NOTAM – 35FW-17-02  
Military Family Housing Policy  
25 Jul 23



**PURPOSE:** Establish the 35th Fighter Wing Military Family Housing policy.

**COMMANDER'S INTENT:** Provide clarity and transparency regarding the housing assignment policies and procedures for military and civilian members assigned to Misawa AB.

**BACKGROUND:** Housing assignments and Temporary Lodging Allowance (TLA) are managed and implemented IAW AFI 32-6000, *Housing Management*, and the 35th Mission Support Group *Temporary Lodging Allowance Authorization for Misawa AB, Japan Memorandum*.

**IMPLEMENTATION:**

1. The local Military Housing Office (MHO) will determine if the member is eligible for on-base Military Family Housing (MFH) or Two-bedroom Unaccompanied Housing (UH).

a. Military Family Housing (MFH)

(1) Upon the member's arrival to Misawa AB the HMO will confirm their eligibility to reside in MFH. The MHO will offer up to two MFH units within the member's entitlement, should inventory permit. The MHO will monitor and track MFH occupancy rates. The overall occupancy goal for MFH at Misawa AB is 90%, per 35 FW Accompanied Housing On-base Policy dated 04 Nov 22.

(a) If an MFH unit is available within 30 days of the member's arrival, based on their grade and family size, they must accept a unit that meets their entitlement IAW AFI 32-6000. If there are no units available within their entitlement, the MHO may offer the member a unit with one bedroom above their entitlement. If MFH is not available within 30 days of arrival or the member is ineligible to reside in MFH, they are permitted to secure housing in the local community. MHO will issue a Certificate of Non-Availability (CNA) to authorize the initiation of an off-base move.

(b) The MHO will assign Mil-to-Mil families to a MFH unit that falls into the grade category and bedroom size of the highest-ranking member. Mil-to-Mil families are not authorized to combine their bedroom entitlements.

(c) If the member arrived on unaccompanied orders and currently resides off-base, and gets married or command sponsors a dependent, they must report to the MHO immediately to update their records, counseling, and file review. If their DEROS is less than 12 months, they may remain off-base. For Mil-Mil members, Overseas Housing Allowance (OHA) will only cover one residence per family. This also applies to unaccompanied dorm residents marrying a member already residing off-base.

(d) If the member is arriving on accompanied orders with a spouse already stationed at Misawa AB residing off-base, both members must report to the MHO immediately to update their records, counseling, and file review.

(e) When arriving on accompanied orders that state the member's family is delayed more than 30 days, they are permitted to secure housing in the local community. In addition, you must report to the MHO 30 days prior to the arrival of dependents for assignment to MFH.

(f) If the member or a family member has a documented long term medical issue, communicate that to the MHO upon arrival to Misawa AB or once an issue arises so they can accommodate the member's quality-of-life needs, inventory permitting. The MHO does not request any information subject to the Health Information Privacy Act, only signed documentation from the 35 MDG that there is a medically qualified issue requiring special quality of life housing needs.

1 If currently housed in government or community housing, this is considered a voluntary move (self-move, self-clean, the member pays for damage and change of occupancy maintenance) to improve the member's quality of life.

(g) If the member or their family comes to Misawa with the intent to take care of elderly or terminally ill extended family members living off-base, an approved Exception to Policy is required in order to receive OHA and reside off-base. Their orders must state that their PCS is a humanitarian and/or they must provide sufficient documentation from a medical provider that outlines the extended family member's medical needs and why it's imperative that they reside off-base versus in MFH. The member may also consider working through DFAS to make their extended family member a secondary dependent which allows them to live with the member in MFH.

(h) Inbound members or members currently stationed at Misawa AB who provide proof of a promotion line number that would put them in a new category (i.e. CGO to FGO, NCO to SNCO), will be assigned that housing category, inventory permitting.

1 Members who are promoted while stationed at Misawa AB, with the exception of preferred housing, may relocate at their own expense, as this is considered a voluntary move for their own convenience. The MHO will offer up to two (2) units within the member's housing category, listed on AFI32-6000, Table A2.2. Members voluntarily relocating will perform a self-move/self-clean, pay for damages, and Change of Occupancy Maintenance (COM) charges (if applicable).

2 A member who loses their line number or is demoted, which places them in a MFH category below their current category (i.e., FGO to CGO, SNCO to NCO) and they have more than six months left on station, will be force-moved to the category reflecting their new grade. This move would be government funded.

b. Two-bedroom Unaccompanied Housing (UH)

(1) Unaccompanied E4 (with 36 months TIS) through E6 personnel will be housed in two-bedroom UH. Unaccompanied personnel required to reside in 2-bedroom diverted MFH units will be housed IAW the adequacy standards outlined in Attachment 8, Table A8.1 of AFI 32-6000. The MHO will offer up to two MFH units within the member's entitlement, should inventory permit. The overall occupancy goal for the MHO at Misawa AB is 90%, per 35 FW Unaccompanied Housing On-base Policy dated 17 Nov 22.

(a) Unaccompanied members, with dependents residing elsewhere, will lose BAH/OHA entitlements for their dependents if member elects to reside in a two-bedroom UH unit IAW FMR 7000.14-R, VOLUME 7A, Chapter 26, 8.0 Government Quarters.

(b) If a two-bedroom UH unit is available within 60 days of the member's arrival, they must accept a unit that is offered to them. If two-bedroom UH is not available within 60 days of arrival or the member is ineligible to reside in UH (i.e., dependents residing elsewhere and receiving BAH), they are permitted to secure housing in the local community. MHO will issue a Certificate of Non-Availability (CNA) to authorize the initiation of an off-base move.

(c) Unaccompanied personnel E7 and senior are automatically authorized to live off-base and do not require CNA.

(f) Authorized unaccompanied E4 through E6 personnel may seek off-base housing if Misawa AB reaches the 90% occupancy rate upon arrival (per 35 FW Unaccompanied Policy). If the member arrives when the occupancy rate is below 90%, they are not authorized to seek off base housing.

c. Unaccompanied Members – UH Dormitory

(1) Unaccompanied E4 (with less than 36 months TIS) and below personnel are required to live in the Dorms (Unaccompanied Housing).

(a) Unaccompanied members who advanced to E4 (with 36 months TIS) and have at least one year remaining on station, may come to MHO to be assigned a 2-bed UH. Member will need to provide an LOI signed by their First Sergeant and dorm manager confirming eligibility.

(b) An unaccompanied E4 who is eligible to move into a 2-bedroom UH or move off-base may request to remain in the dormitory. Requests will be submitted through dorm management and will be considered on a space-available basis.

(c) If the member is an unaccompanied member living in the dorms and becomes pregnant, they are authorized to move into MFH within 60 days of the expected delivery date; as long as they intend to command sponsor the child. Member must provide the MHO with documentation from a qualified physician and letter of intent to command sponsor the dependent signed by the member and Unit Commander or First Sergeant.

ci. Civilians Residing On-Base

(1) Non-K&E civilians are expected to reside off-base. If there is MFH in excess to the needs of the military personnel, then U.S. government civilians can occupy MFH and will be offered up to two (2) units. For accompanied US civilians required to reside in MFH, civilian-to-military grade equivalencies are outlined in Attachment 3, Table A3.1 of AFI 32-6000.

(a) Civilians receiving LQA, that desire to live on-base, may be offered MFH but will forfeit their LQA.

(b) The MFH unit offered may or may not be grade equivalent for non-K&E civilians.

- (c) If a need arises to house more military personnel or after five years of residing in MFH, non-K&E civilians may be required to move off-base via a government funded move.

## 2. Exceptions to Policy

a. Requests for Exceptions to Policy are required in writing and must demonstrate a unique or extremely difficult situation that is not common to other individuals at Misawa AB. Upon receipt of the member's request, the MHO will forward it to the appropriate authority level for consideration. If possible, submit ETP requests prior to arriving at Misawa AB, as the member's TLA will be terminated once a unit that meets their entitlement is ready and temporary furnishings can be delivered for them to move in.

(1) Voluntary moves for ETPs: MHO may offer up to two (2) units within the member's newly approved housing category. For relocation, members agree to perform a self-move/self-clean, pay for damages and Change of Occupancy Maintenance (COM) charges (if applicable).

(2) Members that apply for Family Child Care (FCC) and gain approval will have COM fees waived and members perform a self-move/self-clean and pay for any significant damages beyond normal wear and tear.

(3) Members (accompanied or unaccompanied) currently residing off-base, will not need to submit an ETP to remain off base only if MFR was issued by MHO stating occupancy was at 90% or provided a CNA.

(a) If member receives CNA and later wishes to reside on-base, they will be authorized a one-time option for a government funded move. Move must be initiated immediately after members initial 6-month lease ends.

(b) If member chooses to reside off base when occupancy is at 90%, they will not be authorized a government funded move, if they later decide to reside on base.

(4) Examples of ETP requests that will not be accepted for consideration through the MHO are:

(a) Requests for a larger home to accommodate pets, home-based businesses or personal belongings (whether acquired here or shipped when PCSing).

(b) Requests pertaining to personal preference (e.g., move from North to Main Base, move to an air-conditioned unit, move to first floor versus second floor or townhome versus tower) unless the justification can truly validate a unique or extremely difficult uncommon situation.

(c) Requests related to disputes between neighbors.

## 3. Temporary Lodging Allowance (TLA) Authority

a. TLA Authority for the 35 FW and Misawa AB is the 35th Mission Support Group Commander (35 MSG/CC) or his/her designate.

- (1) Refer to the 35th Mission Support Group *Temporary Lodging Allowance Authorization for Misawa AB, Japan* Memorandum for Misawa AB policies.

If there are any questions, please contact the Misawa AB Military Housing Office (MHO), at 226-3200 or [housing@us.af.mil](mailto:housing@us.af.mil).

MICHAEL P. RICHARD, Colonel, USAF  
Commander