



DEPARTMENT OF THE AIR FORCE  
374TH AIRLIFT WING



13 Nov 25

MEMORANDUM FOR YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC

SUBJECT: Yokota Air Base Housing Assignment Procedures

References: (a) Housing Occupancy Rates, GOJ Provided Housing Memorandum, 12 Mar 21  
(b) AFI32-6000 *Housing Management*, 7 May 24

1. Effective immediately, the Yokota Air Base Housing Assignment procedures, dated 26 Aug 2020, is rescinded and superseded by this memorandum. Compliance is mandatory in order to maximize use of the existing and available housing inventory while meeting specific goals and requirements aligned with relevant USFJ and 5AF/CC policies. Housing Occupancy Rates, GOJ Provided Housing Memorandum, dated 12 March 2021 and AFI32-6000 *Housing Management* dated 18 March 2020, reissued 7 May 2024.

2. All personnel with assignment orders, both military and DoD Civilians with Living Quarters Allowance (LQA), must contact the Military Housing Office (MHO) within 2 business days of arrival at Yokota Air Base. Unaccompanied E4 and below must check-in to the Unaccompanied Housing (UH) Office within 2 business days of arrival. DoD Civilians without LQA and contractors will receive limited support unless a Support Agreement states otherwise.

3. The 374 AW/CC determines housing assignment policy based on military necessity, readiness, or disciplinary issues. The following categories outline housing assignments for all personnel assigned to Yokota Air Base:

a. Unaccompanied Service Members: The following criteria will be used to determine on-base or off-base housing assignments, absent an approved exception to policy.

(1) On-base first policy requires unaccompanied personnel in grades E1 through E6 to live in on-base dormitories. However, due to current dorm renovations limiting dorm space availability, unaccompanied personnel in grades E5 and E6 will reside off-base. The availability of on-base housing for unaccompanied E5 and E6 personnel will be re-evaluated on an annual basis, and this guidance will be updated to reflect any changes.

(a) Unaccompanied personnel of E5 and above must contact the MHO for an off-base assignment. Members may be housed in UH on-base on a space-available basis at the member's request.

- (b) The UH Management Section will maintain a waiting list for personnel in priorities 3 and 4, as specified in AFI 32-6000, para 7.7, to voluntarily relocate into NCO quarters based on seniority and time on station. Personnel will be removed from the waiting list if a second offer is refused.
- (c) The UH Management Section will use a phased approach towards Unit Integrity, moving Airmen into dorms according to unit, to the maximum extent possible within policy and through use of the PCS cycle. This initiative will focus on the First Term Airmen dorms.
- (d) Due to dorm maintenance, Yokota AB may leverage towers as part of the swing plan. UH Management will make every effort to place inbound personnel in dorms and 'graduate' personnel with longer time on station into tower units.
- (e) Squadrons will be assigned dorm (tower) responsibilities for support and morale. Every effort should be given to assigning squadrons the dorms (towers) with the greatest number squadron member occupants.

(2) When occupancy rates exceed the established goals specified in AFI 32-6000, members will be authorized to reside off-base based on seniority and position on the Overseas Housing Allowance (OHA) waiting list. The UH Office will maintain a current OHA waiting list.

(3) An unaccompanied pregnant member may apply for housing 60 days before the expected delivery date when supported by a physician's statement to certify pregnancy and anticipated delivery date. The member may be assigned Family Housing (FH) when authorized with-dependent BAH (DoDM 4165.63) or if excess FH is available.

b. Accompanied Service Members: Service members must be on permanent change of station orders assigned to the installation and eligible for with-dependent rate BAH/OHA, except mil-to-mil personnel without dependents. In OCONUS areas, personnel serving an accompanied tour and accompanied or joined by authorized command-sponsored dependents within 30 days will be required to reside on-base if FH is available.

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

(2) Temporary Lodging Allowance (TLA) will be paid IAW the Joint Travel Regulation (JTR) and AFI 32-6000. Members receiving TLA, incumbents of Key and Essential (K&E) positions, and personnel with approved hardship waivers are required to accept the first available housing. Members receiving TLA will forfeit their TLA if they do not accept the first available housing offered. TLA authorizations will stop on the date when

the first housing unit is available per DoD 7000.14R paragraph 4.3.1.6.3.2.

(3) Unaccompanied service members residing off-base must report to the MHO if their entitlement changes (i.e., marriage status, dependent status, tour change). Members with increased entitlement due to addition of command-sponsored dependents must relocate on-base at government expense. If housing, IAW the member's grade and bedroom entitlement, is not available within 60 days from the time of application for FH as determined by MHO, the member may continue to reside off-base. Determinations will be based on on-base housing availability, projected vacancy, and occupancy rates.

(4) Mil-to-Mil personnel arriving at Yokota Air Base on unaccompanied orders must provide proof of marriage to the MHO for assignment to FH and with amended PCS orders or documentation reflecting an accompanied or joint assignment tour. Service members on joint assignments and assigned to different installations can be offered FH if both members reside in the home. Off-base housing is a secondary option if either spouse cannot reside on the other's installation.

(5) Members can be offered housing options that accommodate personal preferences if multiple housing options are available. During periods of limited housing availability, members will be offered housing that meets their entitlement regardless of their personal preferences. During periods of limited temporary lodging availability, members will be assigned to the first available housing unit that meets their entitlement. Highly desirable FH units (all garden units) are reserved for military families.

c. Key and Essential (K&E) Positions: K&E positions will be identified/determined by the Installation Commander. Designated K&E personnel are required to live on the installation as a matter of military necessity. The Installation Commander may waive the requirement (via ETP process) for K&E to reside on the installation if housing is not available to meet the member's family size and/or composition, or if the member owns or is purchasing housing in the local community at the time of assignment to the K&E position. The type of tour for K&E personnel can be accompanied or unaccompanied.

d. Medical Group Immediate Response Positions: Certain positions have been determined to be vital in the event of a life-threatening injury or illness. Therefore, those occupying the following positions will have priority to housing in the Eastside neighborhood IAW their entitlements. The MHO will make every effort to provide housing options with consideration to response times and availability without violating AF policy. Housing assignment offers will be determined by the MHO. TLA will discontinue on the date the unit is available when a first valid offer is declined.

Anesthesiologist	Position Number: 02675840R
Certified Registered Nurse Anesthetist	Position Number: 02362550R
Certified Registered Nurse Anesthetist	Position Number: 02641160R
Certified Registered Nurse Anesthetist	Position Number: 02910530R
Certified Nurse Midwife	Position Number: 02907660R
General Surgeon	Position Number: 02142510R

Obstetrician and Gynecologist	Position Number: 02045690R
Obstetrician and Gynecologist	Position Number: 02675930R
Obstetrician and Gynecologist	Position Number: 02753720R
Pediatrician	Position Number: 02223760R
Pediatrician	Position Number: 02323140R
Pediatrician	Position Number: 09713160R
Surgical Physician Assistant	Position Number: 02142520R

e. Non-K&E Civilians: Non-K&E civilians, including mission essential, emergency critical, and mission critical personnel, are expected to rely on community housing for support and are not required to reside on-base.

f. Accompanied Civilians: The Installation Commander may authorize eligible accompanied civilians to reside in excess FH tower units. Based on the requirement to accomplish periodic heavy maintenance on a unit, occupancy of FH is limited to 5 consecutive years at any on-base location, whereafter, relocation will be required at government expense. Priority for all FH assignments will be given to active duty servicemembers. Highly desirable FH units (all garden units) are reserved for military families.

g. Unaccompanied Civilians: Due to non-availability in on-base unaccompanied housing, all unaccompanied, non-K&E civilians are required to reside in off-base community housing.

4. The hours of operation and contact information for the Military Housing Office and Unaccompanied Housing Office are as follows:

#### MILITARY HOUSING OFFICE

Location: Building 937

Hours: Monday – Friday including Family Days (0800 – 1530, except Thursday at 1430 and federal holidays)

Contact: DSN 315-225-3252

Email: 374ceshousing@us.af.mil

#### UNACCOMPANIED HOUSING OFFICE

Location: Building 125

Hours: Monday – Friday including Family Days (0800 – 1530, except federal holidays)

Contact: DSN 315-225-9145

After Hours Standby Cell: 090-9322-1032

5. My POC for this policy is the 374th Civil Engineer Squadron Commander. If you have any questions, please contact the Housing Office at DSN 315-225-8636.

A handwritten signature in blue ink, appearing to read 'R. McElhane', with a large circular flourish at the end.

RICHARD F. McELHANEY, Colonel, USAF  
Commander

Attachment:

Housing Occupancy Rates, GOJ Provided Housing Memorandum, dated 12 March 2021



DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

MAR 12 2021


MEMORANDUM FOR FIFTH AIR FORCE WING COMMANDERS

FROM: 5 AF/CC

SUBJECT: Family Housing and Unoccupied Housing Occupancy Rates, GOJ Provided Housing

Reference: COMUSFJ Memo, 12 March 2021, Housing Occupancy Rates, GOJ Provided Housing

1. The GOJ considers occupancy of 90% of the gross number of housing units provided by the GOJ as showing responsible and effective utilization of GOJ provided housing. Note: this includes units temporarily taken out of inventory due to turnover, renovation, or other foreseeable needs. While it is not always possible to maintain a 90% occupancy rate, especially when a significant number of units are not available due to mid-life cycle renovation, commanders should strive to maintain this occupancy rate for both family housing and unaccompanied housing to show our good stewardship of resources spent by the GOJ, as well as to conserve DoD appropriations.
2. There are various regulatory and statutory limitations to assigning military and civilian families and unaccompanied personnel of higher rank to housing and removing the option of receiving an off base housing allowance. Operations and readiness, however, factor into appropriate exceptions for all of those limitations. USFJ has determined that failure to show responsive and effective utilization of GOJ provided facilities endangers the continued viability of Japanese Host Nation Funded Construction (HNFC) and thus, future operational capability and readiness. Effective utilization (90% occupancy) of housing units for the housing of personnel, accompanied and unaccompanied, should be a goal, at least until the end of the assessed useful life of the facility.
3. Effective immediately, you are authorized to implement an On Base First program for both family and unaccompanied housing. Under the guidelines of Air Force housing regulations, military and civilian personnel in the same classification have an equal opportunity for on base and off base housing. Unless personnel are key and essential or force protection requirements mandate the placement of an individual on base, no one should be involuntarily assigned to on base housing as a general policy. Because of the importance of maintaining the viability of the HNFC program, however, if family housing or unaccompanied housing programs fall below a 90% occupancy rate, any person eligible for on base housing may be involuntarily assigned on base housing if a unit is available. This authorization is not applicable if there are other eligible personnel available to occupy the unit who desire on base housing. If, in a situation of determining which of two individuals should be involuntarily assigned quarters, military personnel with no dependents in grade E-6 or above should be given priority to live off base. My POC for this matter is Col David McCleese, 5 AF/A4, DSN 315-225-4417 or [david.mccleese@us.af.mil](mailto:david.mccleese@us.af.mil).

  
KEVIN B. SCHNEIDER  
Lieutenant General, USAF  
Commander

Attachment:

COMUSFJ Memo, Housing Occupancy Rates, GOJ Provided Housing



HEADQUARTERS  
UNITED STATES FORCES, JAPAN  
APO AREA PACIFIC 96328-5068


MAR 12 2021

MEMORANDUM FOR COMMANDER, FIFTH AIR FORCE  
COMMANDER, U.S. MARINE FORCES, JAPAN  
COMMANDER, U.S. ARMY, JAPAN  
COMMANDER, U.S. NAVAL FORCES, JAPAN

FROM: COMUSFJ

SUBJECT: Housing Occupancy Rates, GOJ Provided Housing

1. It is USFJ policy to request GOJ provided housing for our components. The GOJ considers occupancy of 90% of the gross number of units provided by the GOJ as showing responsible and effective utilization of GOJ provided housing. Note: This includes units temporarily taken out of inventory due to turnover, renovation, or other foreseeable needs.
2. We do not specifically report occupancy rates to the GOJ. At various times, however, in negotiating Japanese Host Nation Funded Construction (HNFC) projects, the GOJ wants the U.S. Government to show responsible and effective utilization of prior projects or they make an assertion of non-utilization of provided assets. While it is not always possible to maintain a 90% occupancy rate, especially when a significant number of units are not available due to mid-lifecycle renovations, commanders should strive to maintain this occupancy rate both to show our good stewardship of resources spent by the GOJ, as well as to conserve DoD appropriations.
3. Responsible and effective utilization of GOJ provided facilities (housing and non-housing) is important to maintain our credibility with the GOJ and thus the viability of the HNFC program. There are various regulatory and statutory limitations to assigning military and civilian families and unaccompanied personnel of higher rank to housing and removing the option of receiving an off base housing allowance. Operations and readiness, however, factor into appropriate exceptions for all of those limitations.
4. I have determined that failure to responsibly and effectively utilize our GOJ provided facilities is an endangerment to the continued viability of the HNFC program and thus impacts the future operational capability and readiness of U.S. Forces in Japan. Within your discretion as commanders, and in line with advice from your own Staff Judge Advocates, you may utilize the bilateral need to attain a 90% housing occupancy rate as a basis for involuntary assignment of personnel to housing. My POC for this matter is Mr. Edmund Bloom, USFJ/J06, DSN 315-225-7717 or [Edmund.s.bloom2.civ@mail.mil](mailto:Edmund.s.bloom2.civ@mail.mil).

  
KEVIN B. SCHNEIDER  
Lieutenant General, USAF  
Commander