



DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES

MEMORANDUM FOR YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC

SUBJECT: Yokota Air Base Housing Assignment Procedures

1. Effective immediately, the Yokota Air Base Housing Assignment procedures, dated 22 June 2018, is rescinded and superseded by this memorandum. Procedure compliance is mandatory in order to maximize use of the existing and available housing inventory while meeting specific goals and requirements aligned with the USFJ and SAF/CC policies for housing occupancy rates dated 23 March 2012.
2. The following procedures will be used in determining whether accompanied/unaccompanied members will be assigned to government-provided quarters or authorized to move off-base:
 - a. All personnel will contact the Housing Management Office (HMO), Building 937 within 2 business days of arrival at Yokota Air Base. The office can be contacted at DSN 225-3252 or 374ceshousing@us.af.mil.
 - b. Accompanied Personnel: All inbound military personnel accompanied or to be accompanied by their dependents within 30 days, will be required to reside on-base if Family Housing (FH) is available.
 - (1) If housing, in accordance with the member's grade and bedroom entitlement, is not available within 60 days of the member's arrival on station, the member may be authorized to reside in off-base community housing as determined by the HMO. Determinations will be made, based on housing availability, projected vacancy and occupancy rates.
 - (2) Temporary Lodging Allowance (TLA) will be paid in accordance with 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 accept the first available housing offered or will forfeit their TLA. TLA authorizations will stop on the date when housing is available to the member.
 - (3) Military personnel residing off-base must report to HMO if their entitlement changes (i.e. married, acquired dependent/child, tour change). Members that will increase entitlement due to addition of command-sponsored dependents must relocate on-base. If housing, in accordance with the member's grade and bedroom entitlement, is not available within 60 days from the time of application for FH, the member may continue to reside off-base as determined by HMO. Determination will be made based on housing availability, projected vacancy and occupancy rates.
 - (4) Mil-to-Mil personnel arriving at Yokota Air Base on unaccompanied orders will provide proof of marriage to HMO and will be assigned to FH after command sponsorship is approved. Members will be required to provide amended PCS orders or documentation to reflect an accompanied or joined-spouse tour as soon as possible.

(5) Members will be offered housing options that accommodate personal preferences when 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 the first available housing unit that meets their entitlement and members.

c. Unaccompanied Personnel: The following criteria will be used to determine whether unaccompanied members will be housed on-base or if off-base housing is authorized. The 374 AW/CC determines housing assignment policy based on military necessity, readiness, or disciplinary issues.

(1) All unaccompanied personnel in grades E1 through E6 will be assigned to government provided unaccompanied housing (UH).

(2) When occupancy rates exceed the established occupancy rate goals as 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 HMO will maintain a current OHA waiting list.

(3) Unaccompanied personnel of E7 and above will be housed on-base on a space available basis at member's request.

d. Key and Essential (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 (in writing) the requirement for K&E to reside on the installation if housing is not, or will not be, available to meet the K&E member's family size and/or composition; or if the K&E member owns, or is purchasing housing in the local community, at the time of assignment to the K&E position.

e. Non-K&E Civilian Personnel (including mission essential, emergency critical, and mission critical personnel): Establish procedures with the local Civilian Personnel Flight (CPF) to verify civilian employee eligibility. Except for K&E civilians, occupancy of FH is limited to 5 consecutive years at any location. This policy can be waived when there are excess FH units that are not highly desirable to military families. On Yokota Air Base, highly desirable FH units are all garden units and newly renovated tower units.

3. Requests for exception to these procedures are required in writing. Approvals and disapprovals of requests for exception to policy will be made by the Installation Commander or an approved delegate as specified in AFI 32-6000 and applicable Delegation of Authority.

4. My POC for this policy is the 374th Civil Engineer Squadron Commander. If you have any question, please contact the Housing Office at DSN 225-9258.

ANDREW J. CAMPBELL, Colonel, USAF
Commander