



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

04 OCT 2012

MEMORANDUM FOR NEWLY ARRIVED PERSONNEL AT YOKOTA AIR BASE

FROM: 374 AW/CC

SUBJECT: Yokota Air Base Housing Assignment Procedures

1. Effective immediately, the "On-Base First" Housing Guidance Memorandum, dated 21 Jun 12, is rescinded and superseded by this memorandum. Compliance with these procedures is mandatory in order to maximize use of the existing and available housing inventory while simultaneously meeting specific goals and requirements.

2. The following procedures will be used in determining whether accompanied/unaccompanied members will be assigned to government-provided quarters or authorized to reside off-base:

a. Accompanied Personnel: Military members will be required to reside on-base, if adequate housing is available within 30 days of arrival.

(1) If housing, meeting the member's grade and bedroom entitlement IAW AFI32-6001, is not available within 30 days of the member's first official documented visit to the Housing Office, the member will be authorized to reside off-base. Determination on housing availability will be made by the Housing Management Office.

(2) Temporary Lodging Allowance (TLA) will be paid in accordance with the Joint Federal Travel Regulation (JFTR) and AFI32-6001. Members receiving TLA are required to accept available adequate housing or forfeit their TLA. Members receiving TLA may exercise housing unit and location preference, but TLA authorization will stop on the date which adequate/available housing is offered and accepted or refused.

b. Unaccompanied Personnel: The following criteria will be used to determine whether individual unaccompanied members will be quartered on-base or if off-base housing is authorized. Personnel will not be involuntarily assigned to inadequate housing. These criteria may not be followed in cases where the 374 AW/CC has determined other housing assignments are more appropriate due to military necessity, readiness, or discipline issues.

(1) Unaccompanied personnel in grades E-1 through E-4 will be assigned to government-provided, on-base housing. Exceptions for members in grades E-1 through E-4 will be made on a case-by-case basis and will be approved by the Installation Commander.

(2) Unaccompanied personnel in grades E-5 through E-6 will be assigned to government provided on-base housing. The Housing Management Office will maintain an Overseas Housing Allowance (OHA) waiting list. When occupancy rates exceed established occupancy rate goals as specified in AFI32-6005, members will be authorized to reside off-base based on seniority and position on the waiting list.

(3) All unaccompanied personnel E-7 and above will reside off-base.

c. Key and Essential (K&E) Personnel: 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 adequate 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.

3. Requests for exceptions to these procedures are required in writing and approval/disapproval will be determined by the Installation Commander as specified in AFI32-6001, AFI32-6005, and/or 374 AW Supplement to AFI32-6001.

4. My POC for this policy is Lt Col Christoff T. Gaub, Commander, 374th Civil Engineer Squadron. Please direct all questions to him at DSN 315-225-7215.


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