

MISAWA ON-BASE FIRST FAMILY HOUSING OPERATING INSTRUCTIONS

1. Purpose

1.1. This operating instruction (OI) outlines how the Misawa Air Base Family Housing Office (FHO) will manage assignments to Family Housing (FH) in support of the 35 FW On-Base First Family Housing Policy and the 21 Nov 2008 Office Of the Under Secretary Of Defense memo allowing for mandatory assignment to government controlled housing. The 35th Fighter Wing, as DoD Executive Agent for FH on Misawa Air Base, directs DoD active duty, accompanied military personnel to reside in on-base FH units when available. AFI 32-6001, Family Housing Management, will be followed except for changes annotated in this OI. The FHO is the designated authority to manage this OI.

2. Applicability and Application Procedures

2.1. Applicability

2.1.1. This policy applies to members of all military services, serving an active duty, accompanied tour.

2.1.2. Members with delayed dependent arrival will not be assigned FH until they are within the 30 day window of their dependents scheduled arrival.

2.2. Housing Applications

2.2.1. Advance Applications.

Applications received in advance will be placed on the waiting list based on member's grade and family size. The effective date of the application is the date the applicant departs the losing installation (including members with TDY en route) or the date ordered to active duty. The effective date of application may not predate the date of entry on active duty.

2.2.2. Walk-in Applicants. The effective date of the application will be the date the member reports to the FHO. If there is any delay in reporting to the FHO, the effective date of the application will be established in accordance with the reporting requirements contained in paragraph 3.1.

3. Operations and Procedures

3.1. Members must report to the FHO within 24 hours or the following duty day after arrival to assure member's eligibility for TLA entitlement is processed.

3.2. An available housing unit is one that is vacant or projected to be vacant and ready for assignment within 30 days. Housing units scheduled for major renovation within one year are not considered available for new assignment.

3.3. If FH is not available or projected available within 30 days of arrival, based on the member's grade and family size, member will be instructed to secure community housing. The FHO will provide a non-availability of on-base housing letter within 3 duty days of the initial appointment.

3.4. Projected housing unit availability is based on a member's grade and family size as outlined in AFI 32-6001, *Family Housing Management*.

- 3.5. Based on availability, members may be offered up to two housing units for consideration, with the option to turn down one of the housing units. Members have 24 hours or the following duty day to accept the offer, a second turn down is not permitted. If only one unit is projected to be vacant, a turn down option is not permitted.
- 3.5.1. Exception: A member may elect to turn down on-base family housing to live off base, however, the member and dependents will not be entitled to either overseas housing allowance (OHA) or utility allowance.
- 3.5.2. Assignments for Senior Officer Quarters (SOQ) and approved designated Key and Essential (K&E) members will be assigned and managed by the FHO. K&E members do not have a turn down option.
- 3.7. A projected available housing unit may not be available for viewing at the time of initial reporting. Viewing unavailability does not excuse a member from considering a unit for acceptance. The FHO will make floor plans and location maps available to help make a determination and will facilitate exterior viewings
- 3.8. Members who arrive at Misawa with a pet brought to the base from another assignment or from entry onto active duty will reside in pet-approved housing units. If pet approved housing unit is not available, members will be allowed to secure community housing in accordance with paragraph 3.3.
- 3.9. Exceptions to policy.
- 3.9.1. 35 MSG/CC approves all requests for medical exceptions to policy. 35 MDG/CC or designate must coordinate on all requests for medical exceptions to policy.
- 3.9.2. 35 FW/CV approves all other requests for an exception to policy. Requests must be processed through the FHO to 35 MSG/CC for review and concurrence. 35 MSG/CC may deny non-medical requests for exceptions to policy.
- 3.9.3. Submitting an exception to policy request does not clear the member to secure community housing in accordance with paragraph 3.3.
- 3.9.4. If a member requests an exception to policy, the first available unit will be put on hold pending approval or disapproval of exception request. TLA entitlements will be managed in accordance with paragraph 3.12 and its subparagraphs.
- 3.10. Military members may voluntarily terminate FH after one year in quarters. However, the move will be at the member's expense and the member must forego any entitlement to OHA and utility allowance.
- 3.11. Members residing off-base at the time these procedures are implemented will not be affected. Unaccompanied Dependent Restricted (UDR) members with follow-on assignments and dependents who arrive prior to the completion of the UDR tour and are committed to off base leases or are homeowners at the time of implementation are exempt.
- 3.12. TLA entitlement. TLA entitlements will stop on the day that government furnishings could be delivered to the first housing unit(s) that is/are offered, if the member is not released in accordance with paragraph 3.3 or granted an exception to policy under paragraph 3.9.
- 3.12.1. If a member is released to secure community housing in accordance with paragraph 3.3 and community housing meeting the same requirements as on-base FH for a member's grade and family size are not available, the member will be given TLA until such time as government furnishings could be delivered to a community home meeting the member's entitlement in accordance with the restrictions in paragraph 3.12.2.. If the member chooses to wait for a larger community home, the TLA entitlement will stop at the time government furnishings could be delivered to a home meeting the member's entitlement.

3.12.2 The 35 CES/CEAC element chief has the authority to extend Temporary Lodging Allowance, (TLA) up to 60 days. Authority to extend beyond 60 days rests with the 35 MSG/CC.