



# KADENA HOUSING OFFICE FAQ

## Applying for Government Housing

### Q. Are unaccompanied service members eligible for on base housing?

A. Only accompanied service members are eligible for Military Family Housing (on base housing). If dual military both service members must be on accompanied PCS orders.

### Q. How do I apply for housing?

A. Eligibility for on base housing is located in AFI 32-6000, Chapter 4. Forms can be downloaded from [www.kadena.af.mil/Kadena\\_Housing\\_Office](http://www.kadena.af.mil/Kadena_Housing_Office) and sent via email to [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil).

To apply for MFH, you will need to fill out and print DD form 1746 and AF form 4422. You will also need to furnish the following documents:

Air Force -Copy of Orders & any Amendments (if applicable)  
Any Remote Orders

Army – Copy of Orders and Amendments

Navy –Copy of Orders and Amendments & Dependent Entry Approval

Marines – Copy of Original and Basic Orders & Amendments  
Approved Area Clearance

Promotion Verification Statements, Pregnancy Verification Statements, Page 7 of an Approved EFMP paperwork, and flight itineraries are also required to claim additional bedrooms or to request specific type housing due to family's medical needs.

For those coming from Unaccompanied Housing, a **copy of your Tour Conversion** is also required and Command sponsored approval paperwork for your Spouse.

If Navy and you do not have a Dependent Entry Approval but you have a Family Member Non-Concurrent Travel to Japan letter from PSD, we will also need a flight itinerary and page 2 with your dependent(s).

### Q. I am in the military, and so is my spouse. How does that impact my housing eligibility?

A: For OCONUS when co-located, the housing assignment will be based upon which service member has the dependents under them. If an officer is married to an enlisted member, without dependents assignment will be made to officer housing. If you and your spouse have dependents and are assigned to separate installations not in the same geographic area (within 1.5-hour commute time), whoever has physical custody of the dependents will be eligible for family housing. If you and your spouse do not have dependents and are assigned to separate installations, not in the same geographic area, both of you are

eligible for unaccompanied housing. If no unaccompanied housing is available, you each will be eligible for a housing allowance at the "without dependent rate."

**Q. Can I move from an on base home to another on base home?**

A. In order to relocate the service member's entitlements must change (promotion, additional dependent, maturation of dependent, PCA etc.)

**Q. How do I get my off base authorization if I want to live out in town?**

Inbound – Okinawa is currently in mandatory housing. We have a "Live Where You Work Policy". If the Occupancy Rate is 98% for both your Primary & Secondary Work Locations, you will be authorized to reside offbase. You will need to route the Authorization Letter to your Commander for endorsement.

Relocation – you must have met the minimum 1 year occupancy and Occupancy Rates must be 98% and above for both your Primary and Secondary work locations.

**Q. I am a Single, Pregnant Soldier/Airman/Marine/Sailor residing in the dorms/barracks. Can I apply for Base Housing?**

To apply for Base Housing, you must accomplish an Exception to Policy (ETP) to be able to move in to housing without a Command Sponsored dependent. The ETP must state that you are willing to do a Tour Conversion and Command Sponsorship of your child, once the child is born.

**Q. I am a Single, Pregnant Soldier/Airman/Marine/Sailor residing in the dorms/barracks. I am not interested in applying for a Tour Conversion. Can I still apply for Base Housing?**

You may request your ADL/Unaccompanied Housing to authorize you to reside offbase with full housing allowances due to your current situation.

## **Unaccompanied Housing**

**Q. What do I need to do to get my inbound Airmen a dorm room?**

A. To get your inbound Airmen a dorm room, you must provide your Airmen Dorm Leader with a copy of their orders, itinerary, DoD ID # and date of birth.

**Q. How far out can a sponsor reserve a room?**

A. A sponsor can request a room as far out as 30 days. Rooms will not be assigned until an Airmen is within seven (7) days of arrival.

**Q. When am I eligible to seek off-base housing as an Unaccompanied Airmen?**

A. Unaccompanied Airmen must have the rank of Senior Airmen and three (3) or more years TIS to be eligible to move off-base.

**Q. Are guests allowed to stay overnight in my dorm room when they visit?**

A. If pre-approved by the Unaccompanied Housing Superintendent and your First Sergeant in writing, your spouse may stay with you for up to 30 days. No other guests are allowed to stay overnight.

**Q. How do I out-process my dorm room?**

A. Contact your Airmen Dorm Leader.

**Q. Am I allowed to have pets in my dorm room?**

A. When approved by your Airmen Dorm Leader, fish, turtles and lizards are allowed to be housed in your dorm room. Fish tanks cannot exceed five (5) gallons.

## **CIVILIANS**

### **Q. Can Civilians apply to reside on base housing?**

Civilians can only be housed if the position is Key & Essential (these are your group and deputy Commanders of the installations and special command positions). We currently do not have excess housing in Okinawa.

## **GENERAL QUESTIONS**

### **Q. How much OHA will I receive when I PCS to my new duty station?**

A. To look up your OHA/Utility rates, visit the [OHA calculator](#) via website, [www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)  
LocalityCode: JP027.

### **Q. Am I entitled to on base housing if my dependents are delayed?**

A. Yes, if your dependents will be arriving within 30 days of your arrival. If your dependents will not arrive within 30 days you will be required to reside in unaccompanied housing.

### **Q. Can I obtain an off base home before I arrive on island?**

A. No. You must first be given authorization to reside off base from Kadena Housing Office if accompanied. If unaccompanied you will be given authorization from your command (ask about automatic authorization for specific ranks)

### **Q: We have a large, blended family. Some of our children live with us full-time, others do not. How do we know the size of house we are eligible for? What if the size we are eligible for will not be sufficient when all the children are with us?**

A. OCONUS, all dependents must be medically cleared to travel to Okinawa. Any dependents arriving on island not medically cleared to travel will not be eligible for MFH. You will be authorized bedrooms according to your Rank, Family Size, and Composition of your command sponsored dependents.

Air Force - dependents must be on orders

Army - dependents must be on orders

Marine – dependents must be on approved Area Clearance

Navy – dependents must be on approved Dependent Entry (DEA)

### **Q: If I apply for housing using the Housing Early Assistance Tool (HEAT), does the date I submit my application become my control date?**

A: No. HEAT does not change existing policy for determining your control date. The arrival date will act as the application control date.

### **Q: I am the sponsor of an Exception Family Member (EMF) registered in EFMP. Is special consideration given to this circumstance for my control date?**

A: Possibly. If there is a home available housing office will accommodate.

### **Q. Can I request a specific home on base?**

A. No, homes must be issued by using the available date in eMH and using the inventory for your primary and secondary work location.

### **Q. How does housing determine what base I will live on?**

A. Housing will use your PCS orders to determine where you will live. If you are being reassigned to another installation when you arrive on island, we must have a letter from your Command stating where

you will be permanent reassigned. In the case of work that demands you rotate work in several installations, we will need your Command to specify the primary duty location and the percentage of work that you will be at that base.

**Q. Can the service member retain on base unit while on TAD/TDY?**

A. Yes if the dependents are residing in the home. The service member must vacate if the dependents leave the home for more than 30 days. An Exception to Policy (ETP) must be turned in to request to retain housing past 30 days. Attach TDY Orders.

## **PETS**

**Are pets allowed in base housing?**

Yes, but Okinawa has a Joint Service Pet Policy for the ownership and control of pets in all Military Family Housing (MFH) areas. Certain dog breeds are prohibited in all MFH (i.e, Pit Bull/Bull Terrier, Doberman Pinscher, Rottweiler, Chow, Canid-Wolf Hybrids, etc). Exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animals are not permitted in government housing.

- Multiplex Units: Authorized up to two dogs and/or cats--no more than two, total
- Designated Towers, first three floors: Authorized up to two dogs and/or cats--no more than two, total
- Contact an MHO counselor in advance to check the availability of a pet friendly tower unit before shipping dogs and/or cats. We cannot guarantee that a pet friendly unit will be available when you arrive. If you elect to bring your pet and wait for pet friendly unit, your TLA entitlement may be terminated.

## **FURNISHING NOTES:**

Accompanied personnel with a permanent change of station (PCS) to Kadena AB are authorized full JTR weight allowance. Because government quarters are small, accompanied personnel are encouraged to NOT ship their full JTR weight allowance; instead we recommend that you use your non-temporary storage (NTS) entitlement at the departing location. If you ship your full JTR weight allowance, be aware that Kadena AB does not have storage facilities to accommodate excess household items, and local rental storage is very limited. Furthermore, you are not entitled to ship items back to the continental U.S. (CONUS) for non-temporary storage (NTS). The furniture management office (FMO) will provide washer, dryer, stove, refrigerator on permanent base and offer loaner furniture kits for up to 90 days or until HHGs arrives. DO NOT SHIP washers, dryers, refrigerators, and stoves.

## **Temporary Lodging Allowance (TLA)**

TLA will be paid in accordance with 18th WG SUP to AFI 32-6001, DOD FMR 700.14R, and AFI 32-6000. Members receiving TLA will accept the first available adequate housing offered or will forfeit their TLA. TLA stops the day you move in to permanent housing.

Key and Essential (K&E) personnel are required to live on the installation as a matter of military necessity. Key & Essential personnel are Installation Commanders and Deputies. Exception to this assignment policy is required in writing and approval/disapproval will be determined by the Installation Commander as specified in AFI 32-6005.

**Air Force Only Inbound TLA:**

You are authorized 7 days (vaccinated) or 14 – 15 days (unvaccinated) of per diem if you stayed in Contingency Housing. After your Rom, you must file TLA every 10 days. Maximum of 20 days of TLA is allowed, per 18<sup>th</sup> WG local supplement. If you are waiting for MFH, your TLA is extended until your move

into MFH. If you are authorized to reside offbase, you must procure housing within 20 days of TLA. To file for reimbursement, you will need:

1. Orders
2. Itemized Receipt(s)
3. Non-Availability statement from Shogun Inn
4. For those authorized off base, you must present your TLA Data Sheet with Housing Agency stamp or initial, and the reason you did not select each home viewed. Make sure it has the agency's initials or han stamp.

Send your claims via email to [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil).

For all other branch of service, please check with your respective Finance Offices.

**Air Force Only Outbound TLA:**

If vacating MFH or offbase housing, you are authorized a maximum of 10 nights of TLA. Please plan your TMO and flight dates accordingly. Please turn in the following:

1. TLA Statement of Understanding – turn in to MHO upon receipt of Orders
2. Orders
3. Paid, itemized Receipt(s)
4. Non-Availability statement from Shogun Inn (if applicable)
5. Housing Termination paperwork. All FMO must be returned.

Send your claims via email to [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil).

\*For all other branch of service, please check with your respective Finance Offices.