

Applying for Government Housing

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 effective change of your previous duty station will act as the application control date.

Q: Can I live in on-base housing if my dependents are arriving later?

A: Yes, you may be eligible for on-base housing if your dependents are scheduled to arrive within 30 days of your arrival. If their arrival is delayed beyond 30 days, you will be required to reside in unaccompanied housing or seek off-base accommodations. Please note that each branch of service has its own procedures for authorizing off-base residency, be sure to consult your chain of command for guidance.

Q: Will I receive BAH if I'm stationed OCONUS and living off base?

A: No, BAH is not provided for overseas (OCONUS) assignments. Instead, if you are authorized to reside off base, you will receive Overseas Housing Allowance (OHA). OHA is designed to cover rental costs in the local economy and is based on your location, rank, and dependency status. Authorization to live off base varies by service branch, so please consult your chain of command for guidance.

Q: Does Kadena Housing collect my BAH (Basic Allowance for Housing)?

A: No, Kadena Housing does not collect your BAH. BAH is a military entitlement managed by your service branch's finance office. If you are stationed OCONUS and authorized to live off base, you may receive Overseas Housing Allowance (OHA) instead. Kadena Housing is not the approving authority for BAH or OHA entitlements. For questions regarding your eligibility or payment status, please contact your finance office or chain of command.

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: Housing eligibility is determined by the number of dependents who are medically cleared to travel and listed on your orders. Only those dependents with approved medical clearance are counted toward your Military Family Housing (MFH) entitlement. If some children are not medically cleared they will not be factored into your housing size eligibility and cannot reside in government owned housing. If your authorized unit size does not accommodate all family members during temporary visits, you may need to make alternate arrangements during those periods.

Q: How do I apply for housing?

A: You have the option to apply in advance by emailing kadenahousing.customerservice@us.af.mil with your completed documentation. **New personnel must report to the DOD Military Family Housing (MFH) Office at Kadena Air Base within 72 hours of arrival.**

If you are already on island, you may visit the MFH Office in person to complete your application and receive further guidance.

Military Family Housing (MFH) application required documentation:

Forms

DD form 1746 [DD FOR 1746 HOUSING APPLICATION](#)

AF form 4422 [SEX OFFENDER FORM](#)

PCS ORDERS

- ❖ **Air Force** -Copy of Orders & any Amendments (if applicable)
- ❖ **Army** – Copy of Orders and Amendments
- ❖ **Navy** –Copy of Orders and Amendments & Dependent Entry Approval
- ❖ **Marines** – Copy of Original and Basic Orders & Amendments

PROOF OF COMMAND SPONSORSHIP

- ❖ **Air Force** -Dependents noted on orders (medically cleared and approved for travel noted on the orders)
- ❖ **Army** – Dependents noted on orders (medically cleared and approved for travel noted on the orders)
- ❖ **Navy** –Dependent Entry Approval
- ❖ **Marines** – Approved Area Clearance

Supporting documentation

- ❖ Proof of Promotion (pin on date)
- ❖ Pregnancy Verification Statements (gender if applicable)
- ❖ EFMP enrollment memo (housing accommodations noted)
- ❖ Flight itinerary
- ❖ Delayed Dependent Approval
- ❖ Proof of tour update (unaccompanied to accompanied)
- ❖ Family Member Non-Concurrent (Navy)

Q. Where can I find an application for housing?

A. Click on [DD FOR 1746 HOUSING APPLICATION](#) for a downloadable copy.

Q. What type of housing am I eligible for?

A. Family Housing eligibility in the Air Force is determined by standardized criteria rather than personal preference or address. According to Air Force Instruction 32-6000, housing assignments are based on minimum bedroom requirements that correspond to a member’s grade category and family composition. All eligible personnel are given equal opportunity to access housing appropriate for their rank and dependent status, ensuring fairness and consistency across installations.

Q. How many bedrooms will I qualify for?

A. Bedroom requirements are based on your family composition and pay grade. E1-E6 units have 2-4 bedrooms, E7-O5 units have 3-4 bedrooms and O6-O8 have 4 bedrooms. (See family composition table below.)

Table A2.3. Bedroom Requirements Based on Family Size and Composition.

| DEPENDENTS | BR AUTH |
|--|----------------|
| Spouse and/or one dependent | 2 |
| Two dependent children, except as follows: | 2 |
| When one is 10 years or older | 3 |
| When one child is 6 years or older and opposite gender | 3 |
| Three dependent children, except as follows: | 3 |
| When two are 10 years or older | 4 |
| When one is 10 years or older, one is 6 years or older and opposite gender of youngest | 4 |
| Four dependent children, except as follows: | 3 |
| When one is 10 years or older | 4 |
| When one is 6 years or older, and opposite gender of other three | 4 |
| When two are 6 years or older and opposite gender, and other two same gender | 4 |
| When two are 10 years or older and one is 6 years or older and opposite gender of youngest | 4 |
| Five dependent children, except as follows: | 4 |
| Two or more 10 years or older | 5 |
| One 10 years or older, one 6 years or older and opposite sex of the other three | 5 |

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

A: When both spouses are in the military and stationed together in an OCONUS (Outside Continental United States) location, housing eligibility is determined by command sponsorship. The service member who has command sponsorship of the dependents will be the basis for the housing assignment. If there are no dependent children, eligibility is determined by the higher-ranking member, ensuring that housing assignments reflect both family composition and rank structure.

Q. I am a military member with command sponsored dependents. Am I allowed to move off base?

A: Accompanied active-duty personnel are typically assigned to government-owned family housing, provided adequate inventory is available. If suitable housing exists, you may be offered up to two options. Should you wish to reside off base

instead, you must request an Exception to Policy (ETP), which may impact your Temporary Lodging Allowance (TLA) entitlement. Each branch of service has its own procedures for authorizing off-base residency, so it is essential to consult your chain of command for specific guidance.

HOUSING WAITLIST

Q. How is my control/effective date determined?

A. Your position on the waiting list is determined by date priority:

1. Departure date from last duty station (Newly inbound) Effective date of application (walk in apply)
2. Grade date of rank (DOR)
3. Length of service
4. Date of birth

Q. How do I apply for an additional bedroom due to pregnancy? (ex. Residing in 2 bedroom need a three)?

- A. (Option 1) Apply with pregnancy statement (from military medical clinic) and be placed on waiting list with the due date as the effective date. Unless the waiting list is exhausted, housing is not assigned until the event triggering the entitlement occurs. If housing is available with no other families waiting you will be offered units. Move will be no cost to the government.
- A. (Option 2) Submit an Exception To Policy (ETP) requesting to relocate before the baby is born. Use the below instruction paragraphs as reference (Ref: AFI 32-6000). Provide pregnancy statement (from military medical clinic) as supporting documentation.

Para 4.4.1. Impending Entitlement. Members with an impending entitlement (promotion, increase in the number or maturation of dependents) that would entitle member to an additional bedroom in the following 12 months must provide supporting documentation and note the entitlement in the remarks section of the application. (T-1) A physician's statement to confirm pregnancy and a written statement from the military personnel flight to confirm selection for promotion is required, as applicable for the claimed entitlement.

Para 4.4.1.3. Unless the waiting list is exhausted, housing is not assigned until the event triggering the entitlement occurs. The Member pays for the move except for a move to prevent more than 2 dependent children entitled to individual bedrooms having to share a bedroom (see paragraph 4.9).

HOUSING ASSIGNMENTS

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 permanently assigned. 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.

10. Where can I find the floor plans for Family Housing?

For floor plans, can be found at Kadena Housing Office website <https://www.kadena.af.mil/Agencies/Okinawa-Family-Housing/>. See "HOUSING PICTURES AND FLOOR PLAN" section for more information.

Q. Can I request a specific home on base?

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

Q: I am the sponsor of an Exceptional 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, the housing office will accommodate.

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 submitted in to request to retain housing beyond 30 days. Attach TDY Orders as supporting documentation.

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.)

How do I access Radon information?

Visit the link below. Navigate to "Environmental Documents. Navigate to EPA Radon

Kadena Housing Office website <https://www.kadena.af.mil/Agencies/Okinawa-Family-Housing/>.

PETS

Q. Are pets allowed in base housing?

A: Yes, pets are permitted in Military Family Housing (MFH); however, Okinawa enforces a Joint Service Pet Policy regulating pet ownership and control. Certain dog breeds are strictly prohibited in all MFH areas, including Pit Bulls/Bull Terriers, Doberman Pinschers, Rottweilers, Chows, and Canid-Wolf hybrids. Exotic animals such as reptiles, rodents (excluding hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, and farm animals are also not allowed. Dogs are only permitted on the 1st, 2nd, and 3rd floors of tower units, with no exceptions including emotional support or service animals. As of July 25, 2025, personnel with aggressive breed dogs are required to reside on base.

Q. Will there be a pet friendly home available upon my arrival?

We cannot guarantee that a pet friendly unit will be available when you arrive.

Q. Will I be assigned a pet friendly home?

A. Yes if available. If not, available you will be offered the next available home.

Q. Can I wait for a pet friendly home to become available?

A. If you elect to bring your pet and wait for pet friendly unit, your TLA entitlement may be terminated. A: If you choose to bring your pet and wait for a pet-friendly unit, your Temporary Lodging Allowance (TLA) entitlement may be terminated. Most orders direct service members to secure housing before bringing pets specially dogs so it's important to plan accordingly and consult your command for guidance.

Q. What types of homes are pet friendly?

A. Multiplex Units: Authorized up to two dogs and/or cats, no more than two total per unit including pet sitting, (Tower units can accommodate cats on each floor: First three floors will accommodate dogs)

Q. Can I decline homes if my pet is not accommodated?

A. No.

Q. How many pets am I allowed to have in on base housing?

A. Authorized up to two dogs and/or cats no more than three, total.

Q. What is the policy on aggressive breeds?

A. Aggressive Breeds are not permitted in on-base housing. "aggressive" or "potentially aggressive" breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow, and wolf hybrids.

Q. Are exotic animals permitted in on base housing?

A. Exotic animals such as, but not limited to, are not permitted in on base housing reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.

Q. How do I go about quarantining my pets?

A. Pets can be quarantined in on base lodging and in on base housing.

Q. What can I do if I cannot quarantine my pet on base?

A. You can opt to kennel your pet. The expense of kenneling a pet on-post for the quarantine period can be EXTREMELY high. (minimum \$25 per day). Karing Kennels Boarding Facility is most common. DSN: 966-7593

JP Cell: 0363-868-2263 USA: 512-672-7593

COMMUNITY HOUSING (OFF BASE)

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

A. All inbound Military accompanied personnel will be required to reside on base if adequate units are available in the primary or secondary area. If no units are available to offer your counselor will provide the “Request To Reside Off Base” Memo. The request would need to be routed to your Commander for endorsement.

Current on base resident, you must have met the minimum 1-year occupancy and occupancy rates must be 90% and above for both your Primary and Secondary work locations the “Request To Reside Off Base” Memo will be provided. The request would need to be routed to your Commander for endorsement.

Q. What is the process of finding Off-Base Housing?

A. HOMES.MIL is the only house search source.

Q. Will appliances be provided?

A. Yes, eligible residents of on-base housing may request standard appliances, washer, dryer, stove, and refrigerator through the housing office. These are typically delivered by a contracted provider. However, in cases where delivery is not possible due to access restrictions, tenants may contact the housing agency for assistance or to inquire whether the agency can provide appliances directly. Delivery restriction information is available on HOMES.mil.

Q. Do I need rental insurance?

A: While not always mandatory, rental insurance is strongly encouraged. Legal liability and personal property coverage can protect you and your belongings in the event of damage, theft, or accidents. You should choose coverage options and amounts that best fit your needs and lifestyle. Please note that the housing agency may require proof of insurance and may decline to complete the lease signing process without it.

Q. How do I obtain rental insurance overseas?

A: You can obtain rental insurance overseas by contacting local insurance providers in your host country. Additionally, many stateside insurance companies offer international coverage reach out to your current provider to explore options. Military Family Support Centers are also a valuable resource and can assist you with guidance and referrals tailored to your location.

Q. How do I find out my OHA rate.

A. To look up your OHA/Utility rates, visit the OHA calculator via website, www.defensetravel.dod.mil Locality Code: JP027.

Q. What is an OHA advance?

A: An Overseas Housing Allowance (OHA) advance allows service members to receive 100% of the required up-front rent payment in advance. This advance does not cover agency fees or pet deposits. The amount must be repaid in 12 equal monthly installments. For specific procedures and eligibility, please contact your branch finance office.

UNACCOMPANIED ACTIVE DUTY (AF ONLY)

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 airman 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 hold the rank of Senior Airman and have at least three (3) years of Time in Service (TIS) to be eligible for off-base housing. In addition, a dormitory or barracks release letter is required. Release documentation procedures vary by service branch, so be sure to consult your chain of command for specific guidance.

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 or Barracks Manager.

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.

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

A. Military Family Housing (MFH) is generally reserved for accompanied service members. Unaccompanied personnel are not eligible for on-base family housing. However, if you are married and both spouses are active duty (Mil-to-Mil), you may be eligible for on-base housing with a valid marriage license and an approved Exception to Policy (ETP) from the Kadena Housing Office. Similarly, if you are active duty and your dependents have Status of Forces Agreement (SOFA) status, you may also qualify for on-base housing with a valid marriage license, proof of Command Sponsorship and an approved ETP.

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 can submit an Exception to Policy (ETP) to be able to move in to housing at 20 weeks without a Command Sponsored dependent. Command Sponsorship documentation of your child is required once the child is born.

Q. I'm unaccompanied can I live off base?

A. Each branch of service has different requirements. Please inquire with your unaccompanied housing office/section.

CIVILIANS

Q. Can Civilians apply to reside on base housing?

A. 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).

Q. How do I receive my LQA (Housing allowance)?

A. Please contact your local Human Resource Office (HRO)

FURNISHINGS

Q. Am I entitled to government loaner furniture if residing on base?

A. Yes. Accompanied residents of on-base housing are eligible to request government loaner furniture for up to 90 days to help bridge the gap while awaiting household goods. All major appliances are pre-installed in the home and do not require a separate request. Unaccompanied Air Force members are also eligible for loaner furniture; however, unaccompanied personnel from other service branches are not.

Q. Should I bring large furniture items to Okinawa?

A. Housing floor plans in Okinawa are generally smaller than those in the continental United States (CONUS). Because homes on the island tend to be more compact, personnel are encouraged to downsize and consider placing oversized or non-essential items in Non-Temporary Storage (NTS) prior to arrival.

Q. Should I put items on Storage?

A. Yes, it is strongly recommended. Housing in Okinawa is generally more compact than in the continental U.S. (CONUS), so personnel are advised not to ship their full Joint Travel Regulation (JTR) weight allowance. Instead, consider using your Non-Temporary Storage (NTS) entitlement at your departing location. Kadena Air Base does not offer storage facilities for excess household goods, and local rental storage options are extremely limited. Additionally, you are not authorized to ship items back to CONUS for NTS once overseas.

Q. Will appliances be provided?

Yes. When available, standard appliances including a washer, dryer, stove, and refrigerator are provided on a permanent basis to all on-base residents. These items are typically installed in the home prior to move-in.

Q. Will furniture be provided?

A. When available, loaner furniture kits can be requested for up to 90 days or until your HHGs arrives.

Q. I will be residing off base will appliances or furniture be provided?

A. Yes, if serving accompanied tour (all branches active duty and DOD Civilians) will be provided the option to request loaner appliances and furniture.

Q. I'm serving an unaccompanied tour, am I entitled to loaner appliances and furniture?

A. Only active-duty Air Force and Air Force civilians rate loaner items. See below chart.

| Personnel | Status | Appliances & Loaner Furniture |
|--|----------------------------|-------------------------------|
| Active Duty-Air Force | Accompanied | Yes |
| | Unaccompanied | Yes |
| Active Duty-Army, Marine Corps, Navy, Space Force | Accompanied | Yes |
| | Unaccompanied | No |
| DOD Civilian-Army, Marine Corps, Navy, AAFES, DODEA*** | Accompanied | Yes |
| | Unaccompanied | No |
| DOD Civilian- Air Force | Accompanied/ Unaccompanied | Yes |

Please note: Being eligible does not guarantee a delivery/pickup, it will depend on the home you choose.

TERMINATING HOUSING

Q. I am scheduled to PCS soon. What do I need to do to start the process?

A. To begin your PCS housing process, email your inquiry to 718ces.cehc@us.af.mil at least 45 days prior to your departure. Please This will help ensure timely coordination and support. For additional guidance, required forms, and housing policies, visit the Kadena Housing Office website <https://www.kadena.af.mil/Agencies/Okinawa-Family-Housing/>.