



**DEPARTMENT OF THE AIR FORCE
374TH AIRLIFT WING**



19 August 2024

MEMORANDUM FOR RECIPIENTS OF ORDERS TO YOKOTA AB

FROM: 374 MSG/CC

SUBJECT: Guidance for Acquiring Lodging and Housing Accommodations

1. Welcome to Yokota Air Base! As a newly assigned member, it's essential to understand the guidelines related to lodging, housing and dorm assignments, and TLA/TQSA entitlements related to choices made. Below are key points to assist with a smooth transition.

2. Find your category based on orders and rank/grade:

Accompanied Service Members:

Action: Member **MUST** visit the Housing Office within 2 business days of arriving at Yokota, family days are included.

TLA Duration: TLA stops on the date the house is available to the member.

Requirement: Members will be assigned to the first available housing unit that meet their entitlement regardless of their personal preferences.

Non-Key & Essential Civilians:

Action: Member should visit the Housing Office within 2 business days of arriving at Yokota, family days are included.

Requirement: MAX 15 days in on-base lodging. A non-availability letter will be provided thereafter, and member may utilize remaining TQSA off base commercially. Request referrals from lodging.

Key & Essential Service Members and Civilian (Unaccompanied or Accompanied):

Action: Accompanied member should visit the Housing Office and Unaccompanied member should visit the Unaccompanied Housing (UH) Office within 2 business days of arriving at Yokota, family days are included.

Unaccompanied Members (E6 and below):

Action: Do NOT check into lodging. TLA will NOT be paid unless UH Leadership validates no dorms are available.

Procedure: Visit the Unaccompanied Housing Office (Bldg. 125) **FIRST**.

Contact: Call 225-9145 or use the after-hours standby cell at 090-9322-1032.

Unaccompanied Members (E7 and above):

Action: Check into your lodging room. However, member **MUST** visit the Housing Office within 2 business days of arriving at Yokota, family days are included.

TLA Duration: Up to 15 calendar days. Extension determined by the Housing Office.

Requirement: MAX 15 days in on-base lodging. A non-availability letter will be provided thereafter.

Off-Base Lodging Option: Members desiring off-base lodging can request a non-availability letter from lodging (during periods of limited temporary lodging availability). Cancel on-base reservation if non-availability letter is provided.

Family Housing Office - Bldg. 937**UH Dorm Office - Bldg.125****Office Hours:**

Monday - Friday: 8:00 am – 15:30 pm

Thursday: 8:00 am – 14:30 pm

Closed on Saturday, Sunday, and US Holidays

Open on Family Days

IMPORTANT NOTES:

- Off base lodging guidance will only be implemented during peak season, while lodging is limited.
- Civilians not receiving LQA will only receive a referral list from the Housing Office.
- Civilians will only be assigned to Tower units as excess, to include ADA requirements, for up to 5 years, excluding specific key Duty Titles and Grades (The Housing Office will determine the final assignment). If there are no available government housing in excess, non-K&E civilians will be required to reside off base.
- Members on accompanied orders **MUST** have dependents arriving within 30 days to be assigned to Military Family Housing (proof of flight required). If sponsor chooses to travel ahead of dependents and dependents don't arrive within 30 days, sponsor is subject to live in the dorms (if space available), moving off base, or remain in lodging at **member's expense**.
- Military members are **not authorized to decline** an offered house, unless extenuating circumstances are shown.
- Non-Availability letters are issued by the Lodging Office.
- The PCS orders indicate if a member is considered Accompanied or Unaccompanied.
- TQSA for civilians is handled by the member's Civilian Personnel Office.
- Unaccompanied K&E members will not be assigned to Family Housing.
- Unaccompanied pregnant military members will only be assigned to Family Housing within 60 days of scheduled delivery, unless extenuating circumstances are shown.
- Members are responsible for canceling off-base lodging upon having the move-in date of government housing or rental property. TLA will be paid up to the night before the assignment date or lease start date.

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