



**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

FEB 13 2013

MEMORANDUM FOR INBOUND PERSONNEL

FROM: 718 CES/CC

SUBJECT: Personal Weight Restrictions and Housing Policies

1. Welcome to Kadena Air Base! We are pleased that you will be a part of this tremendous team. The following paragraphs will help you in deciding on what to bring in your household goods or unaccompanied baggage shipments.
2. Air Force personnel on an "accompanied tour" (ie. with dependents) are authorized full JFTR unless specifically stated otherwise in orders. However, U.S. Military Forces assigned to Okinawa are subject to the mandatory housing government assignment policy for all accompanied DoD personnel. Due to the small size of government housing compared to CONUS locations, do not ship large bulk furniture items (e.. water beds, large TVs, etc.), major appliances, or a large quantity of household goods. There are no available government storage facilities in Japan; therefore, failure to properly plan can result in you having to pay for storage or the return shipping expense. We will provide all major appliances to you whether you live on or off base for the duration of your tour.
3. Since, there is no unaccompanied housing for E-4s with greater than three years time in service, or members that are within 60 days of attaining three years, full JFTR should be authorized for personnel meeting this criteria.
4. Air Force personnel E-4 with less than three years time in grade are not authorized to reside off base. They must live in unaccompanied dormitories. Unaccompanied personnel meeting this criteria should fax or e-mail a copy of their orders to his/her sponsor to reserve a room prior to arrival to Kadena Air Base.
5. Both accompanied and unaccompanied personnel serving in Key and Essential (K&E) positions must contact the Kadena Housing Office prior to departure. This is to assist in determining the amount of household goods appropriate for the projected housing assignment.
6. As of 1 October 2012, accompanied personnel should be aware that there are relatively few housing units available for families with pets, so recommend coordinating with the Housing Office prior to the shipping of any pets. When pet-friendly housing units are available, the limit is two pets per household. Families may not refuse government housing because of pet restrictions or because the housing unit cannot accommodate the household goods.
7. For additional information or questions, please contact the 718th Civil Engineer, Housing Flight Office at DSN 315-634-0582/0583, via e-mail at kadena.housing@us.af.mil, or visit our website: <http://www.housing.af.mil/okinawa/index.asp>.

A handwritten signature in blue ink, reading "Mona A. Tenorio".

MONA A. TENORIO, Lt Col, USAF
Commander, 718th Civil Engineer Squadron