



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 51ST FIGHTER WING (PACAF)  
UNIT 2067  
APO AP 96278-2067**

14 February 2024

MEMORANDUM FOR ALL OSAN PERSONNEL

FROM: 51 FW/CC

SUBJECT: Osan Air Base's Housing Policy

References: (a) Air Force Instruction 32-6000, 18 March 2020, *Housing Management*  
(b) Department of Defense 7000.14-R, February 2023, *Financial Management Regulation (FMR)*,  
Volume 7A, Chapter 68  
(c) *The Enlisted Force Structure*

1. Introduction: This memorandum outlines Osan's housing policy for all military family housing, unaccompanied housing, and off-base housing.

2. MILITARY FAMILY HOUSING (MFH) AND OFF-BASE HOUSING

2.1 Military Family Housing

2.1.1. All command-sponsored personnel in the grades of E-1 through E-6 are required to live on base in Military Family Housing until a minimum occupancy rate of 98% is achieved in Building 211, Seoraksan Tower. All command-sponsored personnel in the grades of E-7 through E-9 and O-1 through O-6 are required to live in Military Family Housing until a combined minimum occupancy rate of 98% is achieved in Building 1014, Jirisan Tower, and Building 1015, Hallasan Tower. This applies to both traditional command-sponsored personnel with dependents as well as command-sponsored, unaccompanied mil-to-mil couples.

2.1.1.1. Upon arrival, if there is not a vacant apartment readily available, the member will reside in Lodging until the apartment becomes available, up to 30 days. If a member wants to wait for an apartment to become available, they are authorized up to 60 days of TLA. If no unit is projected to be open within 30 days of arrival and the member does not wish to wait, they will be issued a non-availability letter to move off-base.

2.1.1.2. Upon arrival, if the member desires to live on-base and there is not a vacant apartment readily available, and one will not be available within 60 days, the member will be issued a non-availability letter to temporarily move off-base and will be added to the appropriate waiting list.

2.1.1.3. Upon arrival, if the member desires to reside off-base, the occupancy rate is above 98%, and an apartment will not be available within 60 days, a non-availability letter will be issued to move off-base.

2.1.2. All Senior Officer Quarters Designated Units will house accompanied O-6 personnel and Prestige Designated Units will house accompanied E-9 personnel. The following housing units are identified and designated for Installation Command positions:

7th Air Force Commander (7AF/CC) (SCP) Unit #1070
7th Air Force Deputy Commander (7AF/CD) Unit #1081
7th Air Force Command Chief Master Sergeant (7AF/CCC) Unit #1017-105
51st Fighter Wing Commander (51 FW/CC) Unit #1080
51st Fighter Wing Command Chief Master Sergeant (51 FW/CCC) Unit #1017-104
51st Fighter Wing Deputy Commander (51 FW/CD) and all Group Commanders (OG/CC, MXG/CC, MSG/CC, MDG/CC) Unit #1078-101 to #1078-105

2.1.3. All K&E personnel are required to live on base regardless of occupancy rate unless an approved Exception to Policy has been granted.

2.1.4. Upon arrival, if the member's authorized bedroom count is not available, the Housing Office can offer an available unit with 1 additional bedroom as long as there is not a waiting list for the larger unit within the rank designated building(s).

2.1.4.1. Authorized bedroom count based off grade/rank (per AFI 32-6000, Table A2.2):

HOUSING CATEGORY	GRADE/RANK	2 BEDROOMS	3 BEDROOMS	4 BEDROOMS
Senior Grade Officer	O-6/Colonel			X
Field Grade Officer	O-4, O-5, W-4, W-5/Lt. Colonel, Major, Chief Warrant Officer 4 & 5		X	X
Company Grade Officer	O-1 thru O-3, W-1 thru W-3 Captain and below; Chief Warrant Officer 3 & 2 and Warrant Officer	X	X	X
Prestige Housing	E-9/ Command Chief Master Sergeant (CCM)			X
Prestige Housing	E-9/ Chief Master Sergeant		X	X
Senior NCO	E-7, E-8/ Senior Master Sergeant Master Sergeant		X	X
Junior NCO/Junior Enlisted	E-1 thru E-6; Technical Sergeants thru Basic Airmen	X	X	X

2.1.4.2. Authorized bedroom count based off family size and composition (per AFI 32-6000, Table A2.3):

DEPENDENTS	BEDROOM AUTHORIZATION
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 child 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
One 10 years or older, one 6 years or older and opposite sex of the other three	5

## 2.2. Off-Base Housing

2.2.1. All personnel authorized to live off-base will attend the off-base housing brief before beginning their search and entering into a lease agreement.



2.2.2. All personnel who signed a lease agreement will schedule an appointment with the Housing Office to process their lease agreement and initiate their Overseas Housing Allowance (OHA).

2.2.3. All personnel living off-base will give at least 30-days' notice to the landlord and/or rental agency prior to vacating their unit.

2.2.4. All personnel will out-process the Housing Office 7-14 days prior to PCSing to complete the lease termination paperwork and stop their OHA.

### 2.3. Exception to Policy (ETP) Process

2.3.1. ETPs are intended for members already on station and not as a mean to bypass living on base. ETPs requested prior to arrival will be reviewed on a case-by-case basis before being processed.

2.3.2. Please go to <https://usaf.dps.mil/sites/osan/51FW/51MSG/51CES/CEHO/Exception%20To%20Policy%20Letter%20Templates%20and%20Routing%20Forms/AllItems.aspx> to view the most current ETP guidance and template.

## 3. UNACCOMPANIED HOUSING (UH)

### 3.1. Unaccompanied Housing Policy

3.1.1. All unaccompanied personnel in the grades of E-1 through E-4 are required to live on base and must be placed onto the Unaccompanied Housing Gains Roster by their First Sergeant No Later Than (NLT) 7 days prior to arrival and No Earlier Than (NET) 30 days prior to arrival.

3.1.1.1. When an unaccompanied, E-1 through E-4 member with less than 3 years of service arrives and there is no room availability, member will stay in Lodging until a room becomes available.

3.1.1.2. When an unaccompanied, E-4 member with more than 3 years of service arrives and the overall dormitory occupancy is at least 95%, a non-availability letter will be issued if the member desires to reside off-base. If the member desires to reside on-base, the member will be issued a room or will stay in Lodging until a room becomes available.

3.1.1.3. All E-4s with more than 3 years of service who currently reside in a dormitory, have at least 6 months' time left on station, and desire to live off-base will be placed on the Unaccompanied Housing Off-Base Waitlist by their First Sergeant. When the combined occupancy rate of all E-1 through E-4 dormitories is greater than 95%, UH will approve Airmen to vacate their dormitory with instructions via an email.

3.1.2. All unaccompanied personnel in the grades of E-5 through E-9 and O-1 through O-6 are required to live on base in Building 499 until a minimum occupancy rate of 95% is achieved.

3.1.2.1. All Key & Essential (K&E) personnel and personnel who volunteer to occupy Building 499 take priority over forced occupancy. Note: All K&E and volunteers must be placed on the Unaccompanied Housing Gains Roster NLT 7 days and NET 30 days prior to arrival.

3.1.2.2. If Building 499's occupancy rate drops below 95%, the newly arrived members with the lowest rank(s)/grade(s) will be required to occupy building 499 within the applicable, rank-designated floor(s) starting with E-5 through E-9 then O-1 through O-6 until 95% occupancy is achieved. In the event that multiple members of the same grade arrive at the same time, the person with the least time in grade will be assigned to Building 499 first. There is a minimum occupancy rate of 80% for the rank-designated floors.

3.1.2.3. All E-5 through E-9 and O-1 through O-6 who currently reside in Building 499, have at least 6 months' time left on station and desire to live off-base will be placed on the Unaccompanied Housing Off-Base Waitlist by their First Sergeant. When the occupancy rate of Building 499 is greater than 95%, UH will approve Airmen to vacate their dormitory with instructions via an email.

3.1.3. Inbound members on Join Spouse orders are not required to live on base, regardless of rank, unless one or both members are K&E or either member is Command Sponsored. If members desire to reside on-base, UH will provide the first suite available. Members are authorized up to 60 days in lodging awaiting availability.

### 3.2 Morale Visit and Dormitory Inspection Policy

3.2.1. Unit Commander (delegable to First Sergeant) responsibilities are as follows:

3.2.1.1. Conduct morale visits on a monthly basis.

3.2.1.2. Perform dormitory inspections on a quarterly basis or as required.

3.2.1.3. Sign in to the visitation log whenever a dorm visit is conducted.

3.2.1.4. Provide feedback directly to the Airmen Dorm Leaders (ADLs) regarding maintenance, health, and safety concerns to ensure appropriate actions are taken.

3.2.2. Supervisor responsibilities are as follows:

3.2.2.1. Conduct monthly living space visits.

3.2.2.2. Sign in to the visitation log whenever a dorm visit is conducted.

3.2.3. ADL responsibilities are as follows:

3.2.3.1. Complete a 10% health and wellness inspection of the dormitory campus monthly.

3.2.3.2. Maintain, update, and provide an inspection checklist to command teams upon request.

3.2.3.3. Maintain a visitation log at the entrance of each dorm and report to the 51 FW/CCC monthly.

### 3.3. Pet Policy

3.3.1. Pets and animals are not allowed within the dormitories under any circumstances, unless they meet the criteria outlined below:

3.3.1.1. Aquarium

3.3.1.1.1. No more than 1 tank with a maximum 10-gallon capacity.

3.3.1.1.2. Fish only (no dangerous species: piranha, lionfish, puffer fish, etc.).

3.3.1.1.3. Must always be kept clean and sanitary.

3.3.1.2. Military Working Dog

3.3.1.2.1. Only during contingency or operational readiness requirements or during periods when the Osan Air Base Kennel is unavailable.

3.3.1.2.2. Any other requirements for Military Working Dogs must be coordinated with the Unaccompanied Housing Superintendent.

### 3.4. Exception to Policy (ETP) Process

3.4.1. ETPs are intended for members already on station and not as a mean to bypass living on base. ETPs requested prior to arrival will be reviewed on a case-by-case basis before being processed.

3.4.2. Please go to <https://usaf.dps.mil/sites/osan/51FW/51MSG/51CES/CEHO/Exception%20To%20Policy%20Letter%20Templates%20and%20Routing%20I/Forms/AllItems.aspx> to view the most current ETP guidance and template.

#### 4. TEMPORARY LODGING ALLOWANCE (TLA)

4.1. Please reference [https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a\\_68.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_68.pdf) for all TLA-related questions.

4.2. Inbound unaccompanied personnel awaiting a dorm room assignment are authorized up to 60 days of TLA. Outbound unaccompanied personnel in the dorms are authorized up to 30 days of TLA in the interest of providing accommodations for inbound members upon arrival.

4.3. Military Family Housing and off-base housing residents are authorized up to 10 days of TLA, with the exception of inbound personnel waiting on Military Family Housing to become available, who are authorized up to 60 days of TLA. If additional TLA time is desired, a memorandum from the unit commander will be required stating the justification for the request.

5. Please direct any questions regarding this Housing Policy to the Osan Housing Office at [51CES.CEIH.Housing@us.af.mil](mailto:51CES.CEIH.Housing@us.af.mil) or DSN 784-1840.



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