



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

FEB 1 2011

MEMORANDUM FOR INBOUND PERSONNEL

FROM: 718 CES/CC

SUBJECT: Personnel Weight Restrictions and Housing Policies

1. Welcome to Kadena. We are pleased you will be a part of this fantastic 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 "accompanied tour" (i.e., with dependents) are authorized full JFTR unless specifically stated otherwise in orders. However, US Forces assigned to Okinawa are subject to the mandatory housing government assignment policy for all accompanied DoD personnel. Due to the smaller size of government housing compared to CONUS locations, do not ship large bulk furniture items (e.g. 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 return shipping expense. We will provide all major appliances to you.
3. There are weight restrictions for all unaccompanied personnel permanently assigned to Kadena AB, Okinawa, Japan, for example, DoD prohibits House Hold Goods shipments (HHG) for unaccompanied personnel. If you are unaccompanied, DoD authorizes you only an unaccompanied baggage shipment (UB) or 10% of full JFTR. When the member elects the surface option, the shipment may include house hold goods. Split shipments (part by air, part by surface) are not authorized. See charts below for weight allowances:

Enlisted Weight Limits 10% of Full JFTR		
Rank	By Air	By Surface
E-1 to E-5	500 lbs.	700 lbs.
E-6	500 lbs.	800 lbs.
E-7	500 lbs.	1050 lbs.
E-8	500 lbs.	1100 lbs.
E-9	500 lbs.	1200 lbs.

Officer Weight Limits 10% of Full JFTR		
Rank	By Air	By Surface
O-1	500 lbs.	1000 lbs.
O-2	500 lbs.	1250 lbs.
O-3	500 lbs.	1300 lbs.
O-4	500 lbs.	1400 lbs.
O-5	500 lbs.	1600 lbs.
O-6	500 lbs.	1800 lbs.

4. Air Force unaccompanied E-5 and below are not authorized to reside off base. They must live on base in unaccompanied dormitories. Unaccompanied personnel should fax or e-mail a copy of their orders to his/her sponsor to reserve a room prior to arrival to Kadena. Inbound Air Force unaccompanied E-6 and above are authorized to reside off-base at his or her leisure.

***Note - Unaccompanied E-5, may reside off-base if there are no vacancies in Kadena NCO dormitories.

5. If you are an unaccompanied E-6 and above, you may reside off-base at your leisure.
6. 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. Unaccompanied K&E personnel will only live in unaccompanied dormitories, unless no vacancies exist
7. **Pets** – If you are an unaccompanied E-5 and below, you may not ship pets or have pets in dormitories (except fish). For all unaccompanied E-6 and above, please check rules, regulations and your local transportation office prior to shipping pets. Accompanied personnel should be aware that there are relatively few housing units available for families with pets, so we recommend coordinating with the Housing Office prior to the shipping 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.
8. For additional information or questions, please contact the 718th Civil Engineer, Housing Flight Office at DSN 315-634-0582/0583, via email at Kadena.Housing@kadena.af.mil, or visit our website, www.okinawamfh.com.



ANN M. BIRCHARD, Lt Col, USAF
Commander, 718th Civil Engineer Squadron