



DEPARTMENT OF THE NAVY

COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
FPO AP 96349-0001

COMFLEACTYOKOSUKAINST 11101.29A
N93
2 Jun 16

COMFLEACT YOKOSUKA INSTRUCTION 11101.29A

From: Commander, Fleet Activities, Yokosuka

Subj: ELIGIBILITY, ASSIGNMENT, OCCUPANCY AND TERMINATION OF
MILITARY FAMILY HOUSING

Ref: (a) DoD Instruction 4165.63 of July 21, 2008
(b) DoD 4165.63-M, DoD Housing Management, October 2010
(c) CNICINST 11103.5
(d) CNICINST 11103.4A
(e) CNICINST 11103.7A
(f) CNIC Desk Guides (All)
(g) COMNAVFORJAPANINST 11101.12 (Series)
(h) COMNAVFORJAPANINST 4060.6 (Series)
(i) COMNAVFORJAPANINST 1300.1 (Series)
(j) COMFLEACTINST 6200.1 (Series)
(k) Joint Travel Regulations (Chapter 10)
(l) COMFLEACTINST 11101.27 (Series)
(m) COMFLEACTINST 11101.28 (Series)
(n) CINCINST 11103.1

Encl: (1) Eligibility, Assignment, Occupancy and Termination
of Military Family Housing
(2) Commander, Fleet Activities, Yokosuka
Family Housing Handbook

1. Purpose. To provide policy, guidance and requirements in the assignment, utilization, occupancy and termination of Military Family Housing (MFH) under Fleet Activities (FLEACT), Yokosuka's Area Of Responsibility (AOR). The intent of this instruction is to provide a single reference source discussing some of the major requirements of references (a) through (n), and to set forth MFH policy unique to FLEACT, Yokosuka. Enclosure (1) provides specific information concerning the procedures for assignment and utilization of MFH. Enclosure (2) is provided as a reference to residents on their individual responsibilities concerning living in MFH.

2. Cancellation. COMFLEACTINST 11101.29.

3. Scope. Applies to all persons and organizations seeking assignment and/or using MFH under the cognizance of FLEACT, Yokosuka, to include its satellites and outlying facilities.

4. Discussion. In accordance with references (a) and (b), the Commander of an installation is responsible for the military housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families. As such, Commander, Fleet Activities, Yokosuka is the Housing Authority (HA) for all MFH matters under his/her AOR. In accordance with reference (b), service members shall obtain housing support services prior to agreeing to rent, lease, or purchase housing. In accordance with reference (n), members must negotiate all leases through the Housing Services Center (HSC) in order to receive Overseas Housing Allowances (OHA)/Living Quarters Allowances (LQA). Accordingly, OHA/LQA shall be certified only for the rental properties that are inspected and approved by the HSC for listings. Members are required to use the Navy standard rental lease agreement that is available at the HSC.

5. Policy. Consistent with references (a) through (n), the housing program shall be managed and administered to ensure maximum use of MFH is maintained at all times and the use of involuntary assignment for military personnel as prescribed in reference (g) is directed. When adequate MFH is refused by eligible uniformed members and/or civilian members required to live on-base (Key and Essential (K&E) personnel), OHA and LQA, respectively, shall be disallowed. The following additional measures shall be complied with:

a. Not allow discrimination based on race, color, religion, national origin, gender, disability or age.

b. Ensure assignments are completed as quickly as possible to realize maximum benefit to MFH and to minimize costs attributable to change of occupancy.

c. Provide information to applicants as requested concerning quarter's availability and estimated waiting times prior to and/or upon arrival.

6. Waivers. Waivers to housing program policy and requirements contained herein and higher echelon directives will normally not be granted. Waivers to processes and policies will only be considered for the most compelling mission essential or extreme hardship reasons, and shall never be granted solely to benefit an individual's billet title or rank. A hardship is unique and unusual circumstance beyond member's control that, in the HA's judgment, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at the installation. Submission of a waiver request does not necessarily delay the normal process and the requester shall be prepared for the HA's final decision. The following additional information is provided concerning waivers:

a. Waivers granted may not violate any provision of U.S. Law or Executive Order.

b. Waiver requests shall be endorsed by the originator's command using official letterhead stationery, and signed by the activity's Commanding Officer. Requests signed "By direction" shall be returned without action being taken. Waiver requests shall be addressed to Commander, Fleet Activities, Yokosuka (ATTN: Director, Yokosuka Housing Services Center).

c. Waivers submitted due to medical reasons shall only be considered in the most exceptional circumstance(s) and, if granted, shall normally be authorized at no cost to the government (member's own expense). Requests due to medical reasons must contain, as an enclosure, an endorsement signed by Commanding Officer, U.S. Naval Hospital, Yokosuka ("By direction" is not acceptable) that substantiates why relocation to a specific area or type of MFH is medically warranted.

d. Appeals of decisions made by the HA shall be submitted in writing and endorsed by the submitter's Commanding Officer using official letterhead stationery. Requests shall be addressed to Commander, Navy Region Japan (ATTN: N93) via FLEACT, Yokosuka (ATTN: N93), and be received by FLEACT, Yokosuka (ATTN: N93) no later than ten working days from the date of the HA decision. Submission of an appeal does not stay the decision made by the HA.

7. Action

a. This instruction is effective immediately.

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b. Housing assignments made before the effective date of Involuntary Housing Assignment policy, shall continue to honor the assignment process in effect when made.


S. J. WIEMAN

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Commander, Fleet Activities, Yokosuka
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ELIGIBILITY, ASSIGNMENT, OCCUPANCY AND TERMINATION
OF MILITARY FAMILY HOUSING

1. Eligibility for Housing

a. Department of Defense (DoD) employees. Military personnel on Permanent Change of Station (PCS) orders and DoD civilians, including Non-Appropriated Fund (NAF) employees, on a transportation agreement with accompanying bona-fide family members are eligible for Military Family Housing (MFH). Eligibility does not ensure availability of or assignment to MFH. Bona-fide family members must have command sponsorship approval and reside with the sponsor for nine consecutive months or more per 365 day period. Divorced or legally separated members must also have legal and physical custody of bona-fide family members. For the purposes of this instruction, the term "Bona-fide Family Member" means:

(1) A spouse;

(2) An unmarried child (including a stepchild and adopted child that is otherwise a bona-fide member of applicant's family) who is either under 21 years of age; or is incapable of self-support because of physical or mental challenges and is in fact dependent on the applicant for one-half of their support; or is unmarried under 23 years of age and pursuing full time course of education and is dependent on applicant for one-half of their support.

(3) A parent (including a step-parent who has stood in loco parentis to the applicant at any time for five consecutive years before the applicant turned 21 years of age) that: is listed as a family member on Page Two of the member's service record; is command sponsored; is in fact dependent on the applicant for over one-half of their support; and actually resides with the applicant for nine months out of a year.

(4) Parents and/or parents-in-law who are ordinarily resident in Japan if the sponsor provides more than half of their support.

b. Newly Acquired Family Members. Military and eligible DoD civilian personnel who become eligible for MFH after their arrival because of a newly acquired command sponsored family

member, who will reside with the sponsor for nine consecutive months or more per 365 day period during the sponsor's tour, may apply for MFH.

c. Service Member Married to Each Other. When two family members are members of DoD and have no other bona-fide family members, and are not stationed at the same or adjacent installations within the same geographic area (one hour commute), they are not eligible for assignment to MFH. They would become eligible for assignment upon official notification of co-location. Exception: When one member is stationed at Naval Air Facility (NAF), Atsugi and the active duty spouse is stationed at Yokosuka, the member may be assigned housing at Ikego (not Yokosuka) or Atsugi, but not both. They may not simultaneously apply for MFH at both installations.

d. Active Duty Single Parent. An individual serving an accompanied tour who is unmarried, divorced, separated or widowed and is accompanied by bona-fide family members with command sponsorship who will reside with the sponsor for nine or more consecutive months per 365 day period during the sponsor's tour is eligible for MFH. Divorced or separated members must have legal and physical custody of bona-fide family members for at least nine consecutive months per 365 day period during the sponsor's tour. A single parent who requires a live-in childcare provider must submit a written request in accordance with reference (m) of this instruction.

e. Single, Pregnant Service Member. Unmarried, pregnant service members will be assigned MFH upon notification being received by the Housing Services Center (HSC) of the pregnancy. Should the pregnancy status change after occupancy, the member will be required to vacate MFH and return to Unaccompanied Housing (UH) or off-base residency.

f. American Red Cross (ARC). Members in grade ARC 34 or higher and accompanied with bona-fide family members having command sponsorship and residing with the sponsor for nine consecutive months or more per 365 day period may be eligible for MFH on a space available basis only.

g. Members of Carrier Air Wing FIVE shall place their names on the NAF Atsugi's waiting list despite their geographic assignment at FLEACT, Yokosuka.

h. Members moving from off-base, or relocating to another MFH on-base, shall not be issued the keys to the MFH they are moving into until one work day prior to the actual date of assignment. Members relocating to another MFH on-base will normally be allowed three calendar days to make their move, but may be granted extensions by the Housing Director. Members must have at least six months or more remaining on current tour at the time of relocation.

2. Priority of Assignment. If a waiting list exists for the respective housing category, MFH shall be assigned based on control dates. Control dates shall be established per paragraph 3, below. The priority of applicants is:

a. Priority 1. Operational Necessity (ON). K&E military and civilian personnel that are assigned to MFH on board the Main Base only meeting their eligibility category.

b. Priority 1A. K&E military and civilian personnel and sponsors with family members in Exceptional Family Member levels IV and V that may be assigned to either Ikego or Yokosuka based on MFH availability meeting their eligibility category.

c. Priority 2. All positions shown in below subparagraphs in descending order:

(1) All other service members assigned or attached for duty at the installation (including deployable ships/units).

(2) Civilian employees on a transportation agreement assigned duty in the area (within one hour commute) of FLEACT, Yokosuka, to include U.S. Embassy and foreign attaché personnel.

(3) Independent duty personnel of any Service assigned or attached for duty or working at activities within a one-hour commute during rush hour of the installation or of a housing complex served by FLEACT, Yokosuka. Uniformed and civilian members assigned to North Dock activities shall be referred to their respective housing services centers for their housing needs.

(4) Reserve personnel, serving on active service (active duty service or full-time reserve duty) that are assigned to or attached for duty to FLEACT, Yokosuka.

3. Effective Date of Application (Control Date). Applications may be submitted any time following receipt of PCS orders. The sponsor or designated representative (with Power of Attorney (POA)) shall visit, in person, the HSC within ten working days of reporting to their new Permanent Duty Station (PDS) to activate or complete their application in order to receive the earliest MFH application control date for which they are eligible if placed on a wait list in respective housing category. Otherwise, the control date will be the date the HSC receives the completed application package from the member or designated representative. Additionally, applicants are required to attend the mandatory brief held at the HSC within ten working days of reporting to their PDS to activate their application.

a. Military Member

(1) The control date will be the date of detachment from the last PDS. For members reporting on PCS orders from an involuntary unaccompanied tour, or from assignment to ships operating in a dependent restricted area, the control date will be the date of detachment from the last accompanied PCS tour. The control date for members without a previous PDS shall be the date they reported to their new PDS.

(2) Application packages submitted by members serving on deployed units shall be annotated to reflect the unit is deployed. Member of deployed units shall report to the HSC within ten working days of reporting on board their PDS. Members not able to report to the HSC as required shall have their spouse (with POA) report within the ten day window. Personnel not reporting within the ten day window shall be assigned a control date as of the date they report to the HSC.

(3) Homeport Change. The HSC shall assign MFH to personnel involved in a change of homeport at the first available opportunity, but not ahead of other personnel awaiting assignment. When MFH is not available for assignment in a member's eligibility category, members shall be placed on the appropriate waiting list for later assignment to MFH from the waiting list. The control date for personnel placed on waiting lists will be the promulgation date, providing application is made within 30 calendar days of reporting to the new duty station.

(4) Freeze Zone. The relative position of the top ten percent ("freeze zone") of personnel on each waiting list will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank/rate or duty assignment, except when assigning K&E positions. Applicants who would, by virtue of application date, normally fall within the ten percent will be placed directly below the freeze zone.

b. Civilian Personnel. If needed for assignment purposes, the control date for civilian employees on transportation agreements will be the date of transfer shown on the SF-50, Notification of Personnel Action. Control dates for applications received 31 calendar days or more after reporting on board will be the date the application is received by the HSC. No waiting lists will be maintained for civilians, even if there is no MFH available in their eligibility category or they choose not to participate in the assignment process upon arrival. The signing of a lease off-base will complete their housing application process, with no future application for MFH allowed.

4. General Assignment Policy

a. No more than 25% of the total housing inventory may be assigned to officer personnel.

b. Assignment to MFH will be offered and accepted or declined in writing. Offers may be accepted or declined by an individual with POA. No deferments shall be permitted.

c. The location of MFH quarters is not a consideration point or factor in determining a valid offer for assignment purposes.

d. MFH will be offered only when a member has six months or more remaining on current tour at the time of MFH occupancy.

e. Military personnel of other services assigned to commands serviced by Yokosuka Base will be afforded the same housing as their Navy counterpart (rank and family size).

f. MFH may not be sublet to other parties, either individuals or organizations.

g. No person shall be discriminated against because of special health or disability requirements. Should a physically handicapped MFH unit not be available for immediate assignment when needed, modifications to an existing housing unit will be made on a high priority basis, with the aim of having it ready for assignment when the eligible applicant is at the top of the waiting list. Applicants are responsible to provide the Housing Authority (HA) with a minimum of 60 day notice of their special needs. If a MFH unit cannot be modified, or it is determined to be cost prohibitive as determined by the HA to meet the needs of the individual, appropriate private accommodations will be identified for them by the HSC.

h. Upon acceptance of MFH, the HSC will provide applicants with, and the applicant will be required to acknowledge receipt and understanding of, written guidance delineating the resident's responsibilities for living in MFH, and a copy of enclosure (2) of this instruction.

i. Members will be permitted to accept or decline MFH assignment by the close of the next business day after receiving their housing brief. Not responding by the close of the next business day will be considered a refusal and require the member to accept the first available unit by the chronological order in their respective housing category, or move off-base with no housing allowances allowed.

j. Members relocating from one MFH unit to another MFH unit will be required to pass an unannounced housekeeping inspection conducted by HSC personnel. Failure to pass the inspection will result in cancellation of the relocation, at the discretion of the HSC. Sponsors will not be permitted to re-apply, unless they are requesting a move due to a change in family housing composition or promotion from enlisted to officer, in which case it may not be made for six months following the failed housekeeping inspection.

k. Once MFH is accepted in writing, the member shall be required to move into the assigned unit within five working days. The HA has the authority to delay assignment up to 14 calendar days for MFH assignments to Ikego Housing in order to provide sufficient time for families to attend the Area Orientation Brief/Inter-Cultural Relations classes and secure a driver's license. Failure to occupy accepted MFH within the

required timeframe shall result in the offer of MFH to be withdrawn and termination of Temporary Lodging Allowance (TLA) payments. Once quarters are accepted, that selection may not be changed at a later date.

l. Pets. Dogs are only permitted in single-family quarters, townhouses, and quarters on the 1st and 2nd floor of all housing towers. Members are permitted to keep two pets in their assigned unit (e.g., two cats; one cat and one gerbil; one fish and one bird; etc.). All pets must be registered with the FLEACT, Yokosuka Veterinary Services Office, have proper inoculations, and be micro-chipped for identification at all times. Pet cats must be spayed or neutered. Documentation certifying registration, inoculations, spaying, or neutering must be submitted to the HSC upon initial assignment and upon request. Failure to submit the documents will be cause to refuse a pet from staying in MFH.

m. MFH may be assigned to sponsors when their family member(s) are scheduled to arrive within 30 calendar days of taking possession of a MFH. A copy of the flight itinerary for the family member(s) shall be required for verification purposes.

n. Non-smoking designated MFH.

(1) Nara and Ise Towers in Ikego are designated as non-smoking MFH facilities for all incoming members. This designation is implemented to provide an opportunity for residents to choose a smoke-free housing environment in the future. Residents that occupied Nara and Ise Towers prior to 24 September 2014 may elect to keep their individual quarters designated as a smoking unit, while observing current smoking policies.

(2) Residents assigned to Nara and Ise Towers after 24 September 2014 are required to observe and acknowledge the non-smoking requirements to include no smoking in the building, balconies and outside areas within 50 feet of the building. This non-smoking policy also applies to the family members and any visitors. Failure to abide by this policy may be grounds for termination of MFH and could result in the sponsor having to move off-base at no cost to the government without housing allowances allowed.

5. Application for MFH

a. Military personnel shall report in person to the HSC within three working days of arriving at their PDS. The HSC will schedule a housing brief for the member. At the housing brief, control dates will be verified and a MFH will be assigned or a determination made to place the member on a waiting list if no MFH is available. Follow-on appointments shall then be made by the HSC with housing counselors to advise the member on other requirements necessary to move in to MFH (loaner furniture, housing application package submission, etc.). Personnel not reporting to the HSC for their scheduled brief will not be paid TLA until they have attended their housing brief.

b. Civilian Personnel. Civilians are not required to participate in the MFH process, and may live off-base with housing allowances authorized. DoD civilian employees will normally rely on the local community for their housing needs. MFH assignment for civilians is limited to categories that have less than 90% occupancy and as long as civilian occupancy makes up no more than 10% of reported MFH inventory. No waiting lists will be maintained for civilians. Other than the aforementioned restrictions, the application and assignment process for civilians is the same as for military members.

c. Advance submittal of housing applications are recommended to allow advance planning by the HSC and to assist in obtaining information about housing.

d. Applicants are responsible for keeping their contact information up-to-date with the HSC. If the HSC is unable to contact a member on a waiting list to offer MFH using the contact information provided within 48 hours, the applicant will be bypassed and the next applicant on the respective waiting list shall be offered housing ahead of them. Such cases shall be documented in writing and approved by a Housing Supervisor. The affected member shall be removed from the waiting list, and may be placed back on the waiting list if desired but will be assigned a new control date as of the date of reapplication. Personnel removed from waiting lists for this reason may be disallowed future TLA and or housing allowances.

e. Military members married to civilian employees serving on a transportation agreement and eligible to receive Living Quarters Allowance (LQA) will be assigned to MFH and LQA will not be authorized for their civilian spouse.

f. When military members of equal rank apply with the same control date, the person with the earlier date of rank shall take precedence for waiting list purposes over the other; if dates of rank are the same, then precedence shall be given to the member with the greatest length of service. In case of military and civilian personnel of equal grade, military personnel will take precedence. When military sponsors are of unequal grade, the more senior member in their housing category will take precedence.

6. Bedroom Entitlement

a. Officer Personnel

(1) Senior officers (O-6) are eligible for assignment to Senior Officer Quarters (SOQ) on board Main Base. They are not eligible for assignment to general officer housing.

(2) Field Grade officers (O-4 and above) are eligible for assignment to three bedroom quarters. They may also be eligible for a four bedroom unit based on family size. Assignment to officer housing shall be made without regard to the unit's geographical location or type of quarters.

(3) Company Grade officers (O-1 to O-3) shall be assigned MFH based on family size and composition. Assignment to officer housing shall be made without regard to geographical location or type of quarters.

(4) Chief Warrant Officers (W1-W5), Limited Duty Officers (LDO) and those who received their commissions via other programs; e.g., Enlisted Commissioning Program, and who had a minimum of nine years enlisted active service at the time of commissioning (O1E-O3E), are eligible for assignment to a three bedroom unit, as a minimum. Assignment to MFH shall be made without regard to geographical location or type of quarters.

b. Enlisted Personnel

(1) Senior Enlisted (E-7 and above): Members are eligible for three bedroom units. They may also be eligible for a four bedroom unit based on family composition. Assignment to housing shall be made without regard to geographical location or type of quarters.

(2) Junior enlisted members (E-6 and below): Members are assigned MFH based on family size and composition. Assignment to housing shall be made without regard to geographical location or type of quarters.

c. Should pregnancy occur while waiting for MFH assignment, the sponsor may elect to transfer their name to the next higher bedroom waiting list. Certification of pregnancy from a Military Hospital must be submitted to the HSC in all cases involving pregnancy. A bona-fide family member/wife who is pregnant may be claimed as two dependents for the purpose of placement on a waiting list.

d. Members may elect to apply for MFH with one or two bedrooms less than their eligibility category within ten calendar days of reporting to the HSC, provided there is availability of such MFH, and family composition is such that the lesser accommodations are acceptable: No more than two children per bedroom and children six years of age or older should not share a bedroom with a child of the opposite sex. Personnel accepting assignment to smaller quarters than eligible shall not be authorized to reapply for larger quarters at a later date unless their current family composition changes and available MFH inventory permits.

e. A person not qualifying as a bona-fide family member will not be considered when assigning MFH assets, either in regard to overall house size or the number of bedrooms made available.

f. The number of bedrooms entitled is based on rank and/or family composition. Bedroom entitlements are shown in Table 1. Pets are not considered family members and will not be considered when determining bedroom entitlement. Newly arriving selectees for O-6, O-4, or E-7 will be authorized the MFH entitlement of their selected grade.

7. Application for MFH. Application packages for MFH (DD Form 1746) may be submitted by mail, fax, e-mail, or in person to the HSC. They may also be submitted in person by a designated representative with a current POA.

a. Military member packages shall consist of all the following:

(1) DD Form 1746 (application for assignment to housing).

(2) PCS orders (with reporting endorsement).

(3) Dependency Application/Record of Emergency Data (Page 2).

(4) Family member entry approval message or command sponsorship approval letter.

(5) Detaching endorsement from last PDS.

b. Civilian packages shall consist of all the following:

(1) DD Form 1746 (application for assignment to housing).

(2) Transportation Agreement.

(3) Travel Orders.

(4) SF 50 (or Letter of Equivalency for non-appropriated fund and Department of Defense Dependents Schools employees).

(5) Letter of Employment

8. Operation of Waiting Lists

a. No waiting lists will be maintained for civilian members. Military members may place their name on a waiting list meeting their eligibility category by the HSC if there is no available MFH unit in their respective housing category on the date of their MFH application. Enlisted members who get promoted to officer rank and any military members who become eligible for an extra bedroom entitlement due to a change in

family composition may place their names on the appropriate waiting list. Enlisted members promoted to officer will not be authorized assignment until actually promoted (frocked or commissioned).

(1) Members on a waiting list: If the control date places the member in the freeze zone, the control date will be adjusted to immediately below the freeze zone. The member concerned shall notify the HSC within 30 calendar days of frocking/promotion from enlisted to officer and provide official supporting documentation in order to retain their current waiting list control date or the date of such frocking/promotion.

(2) Members not on a waiting list: For those members already residing in MFH, the control date will be the date of frocking/promotion from enlisted to officer, provided application is made within 30 calendar days of the event with appropriate official documentation. Otherwise the control date will be the date when the new application is accepted by the HSC.

b. Members who become eligible for MFH after reporting on board (e.g., marriage) are not entitled to a government funded move.

9. Assignment Process. The process described in this paragraph applies to all assignments for MFH except billeted quarters, which is covered in paragraph 11, below.

a. Eligible applicants will be provided a list of units available for immediate assignment (if any) in their respective eligibility category. The selection of a unit must be made from these housing availability lists by the close of the next business day after the list is provided. In making the selection, viewing the interior of the unit is not allowed. If two or more members select the same unit at the same time, the more senior member will be assigned. If no selection is made by the close of the next business day, the first available unit shall be assigned based on the list of available units that was provided during the brief.

b. Members arriving PCS with a pet dog, or can provide proof for the HSC that a pet dog is in the process of being shipped, will be assigned to MFH in the same manner as other applicants without a dog. If no dog-friendly quarters are available for applicants with documented pet dogs, they will be required to move off-base with full housing allowances. Acceptance of housing allowances and moving off-base will be considered as completing the housing assignment process.

c. If no quarters are available in the respective eligibility category, military applicants will be placed on a wait list and authorized to move off-base with full OHA. For those applicants that are assigned MFH at a later date, a government funded local move will be authorized. In such cases, members have the option of declining assignment and can continue to live off-base with OHA allowed, but their name will be removed from the wait list and their housing assignment will be considered complete.

d. Members arriving PCS without a pet dog or who have no proof that a pet dog is in the process of being shipped, will be assigned to MFH in the same manner as other applicants without a dog. If the unit assigned does not allow dogs, the member is required to decline the assignment and move out in town without OHA allowed, or make alternative accommodations. Later applications for assignment to MFH for personnel required to move off-base will be permitted if the member certifies they no longer own a pet dog.

e. Pet dogs acquired after PCS arrival will not be considered when making assignments in any circumstance. Members refusing assignment to MFH because of a dog acquired after arrival will not be authorized housing allowances.

f. The housing availability lists will be updated daily and may change without notice as units are accepted by other applicants. Accordingly, it is recommended that applicants not delay in selecting a unit, as there will be no tentative or pending assignments that remove units from the eligible housing assignment pool while applicants consider their choices.

g. Applicants declining a valid assignment to MFH, including owners of undocumented or unauthorized pet dogs, shall be required to immediately move off-base. They will forfeit

payment of housing allowances (LQA for civilian, and OHA for Military). They may reapply for MFH one time only after living off-base for at least three months without housing allowances. Authorization for TLA will stop on the same day they turn down the offer. The normal assignment process will be followed with associated moves at the member's expense. If a member declines assignment a second time, their housing assignment will be considered complete and housing allowances will continue to be disallowed.

h. When it is determined by the HSC that a member cannot be assigned to MFH in their category within sixty days of a member's PCS arrival, the member shall be required to immediately move off-base and shall be placed on the appropriate waiting list by the HSC. Members are expected to find off-base housing as quickly as possible and no TLA will be paid to these members beyond sixty days, and may also be stopped if the member is not showing a good faith effort in finding off-base housing (at least five viewings of off-base houses documented by HSC each week).

i. Off-Base Election. Military members may not elect to live off-base. They shall be assigned MFH at the first opportunity, either directly when they arrive or from a waiting list if required to temporarily move off-base. Relocation to other off-base housing is also not authorized for those military members who were exempted from involuntary assignment unless they will pay for the transportation of their household goods (HHG) to a new residence and all other necessary fees such as house agent fees. If members are in the process of pursuing off-base housing when MFH in their category becomes available, they are allowed to either accept the unit or continue the off-base housing process with housing allowances allowed. If they opt to live off-base, their names will be removed from the waiting list.

j. Two-Bedroom Eligible Members. Ikego three bedroom tower units are an assignment option to two-bedroom eligible members, and constitute a valid housing assignment if no two-bedroom quarters are available.

10. Senior Officer Quarters (SOQ). Military O-6 and civilian equivalents designated as K&E are eligible for assignment to a SOQ.

11. Billeted Quarters and K&E Positions. Billeted and K&E Positions are shown in Table 2.

a. Billeted Quarters (BQ). Personnel occupying BQ are required to vacate them one day after no longer occupying the position for which the BQ is designated. Members staying for follow on tours in the local area will be assigned to MFH meeting their eligibility category at government expense. Requests for extensions to remain in billeted quarters for more than one day following relief of duties must be submitted to the HA via requestor's chain of command no later than 30 days prior to the extension request start date. Requests for periods beyond two weeks will not normally be considered. Categories of BQs are as shown below:

(1) General and Flag Officer Quarters. Billeted quarters specifically designated for occupancy by O-7 and above positions (including civilian equivalents).

(2) Installation Command Quarters. Billeted MFH designated for the Installation Commander.

(3) Other BQ. Designated by the HA for O-7 or above personnel meeting the following criteria:

(a) Carrying significant war fighting/operational responsibility, and;

(b) Are critical to facilitating the defense of U.S. interests, and/or;

(c) Are responsible for the protection, safety and/or well-being of people and/or property.

b. Key and Essential (K&E). Positions recommended by their commands and approved by the HA (Base Commander) as having significant operational and/or emergency operations duties as specified in subparagraph 11a(3) above and not assigned to billeted quarters. Not accepting the assigned MFH may rescind the K&E designation. There are two categories of K&E, as follows:

(1) Operational Necessity (ON). Positions meeting the criteria of subparagraph 11a(3) above. ON applicants are assigned to and/or placed on waiting lists to MFH on board Main Base only in their eligibility category above applicants ahead of all other applicants including those in the freeze zone.

(2) Normal K&E. Other positions meeting the criteria of subparagraph 11a(3) above. Normal K&E applicants are assigned to and/or placed on waiting lists to MFH without regard to location or type in their eligibility category ahead of all other applicants including those in the freeze zone except below ON applicants.

12. Termination of Assignment to MFH. Members terminated from MFH due to violations of housing regulations and/or other misconduct shall be at risk of losing housing allowances. Eligibility for MFH ceases immediately under the following circumstances:

a. When the installation ceases to be the area of the member's PDS or home port unless Continued Logistic Support is approved. The member must vacate MFH prior to departing.

b. When the military sponsor is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List. Members who will be employed locally (in any capacity) as a civilian after separation/retirement from service shall be required to terminate MFH prior to their last day on active duty. They may reapply for MFH (if eligible) under their civilian status. The HA may approve retention up to 60 days to relieve a hardship that occurs after member applies for separation or retirement only when conditions are clearly beyond their control. Local transportation of the member's HHG is paid for by the Government, but Dislocation Allowance (DLA) is not payable.

c. Death of sponsor or sole bona-fide family member. Family members may remain in quarters for up to 365 days after the death of the sponsor, and no rental fee will be charged for this period. After the 365 days, rental rates equal to BAH or fair market value will be charged. In the event of the death of the sole family member, the sponsor will have to vacate MFH within 60-days. Local transportation of the member's HHG goods is paid for by the Government, but DLA is not payable.

d. When all bona-fide family members leave or are to be away for more than 60 consecutive days. The member must terminate MFH within 30 days from the date of occurrence. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

e. When the sponsor and all bona-fide family members are to be away for more than 20 weeks. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

f. When the bona-fide family members no longer reside permanently with the member or vice versa for any reason including voluntary separation, legal divorce, legal separation or court order. (Exception: If sponsor retains legal custody of bona-fide family member children and they reside with the member for nine consecutive months per year). The member must terminate MFH within 30 days from date of separation. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

g. When evicted for violating housing regulations. Move is at the member's own expense.

h. When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside personally in quarters. Move is at the member's own expense.

i. When the sponsor has been officially declared a deserter.

j. Unacceptable or wanton behavior of the sponsor, spouse or any bona-fide family members or guests as determined by the HA; that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Government. Unacceptable behavior would include serious or repeated violations of MFH rules or misconduct. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

k. Unacceptable care or destruction of the MFH unit assigned or related property and landscaping as determined by the HA. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

l. When required to preserve military discipline as determined by the HA. Local transportation of the member's HHG is paid for by the Government, but DLA is not payable.

m. Occupants removed from quarters by a temporary restraining order or other legal action, termination will normally be required within 30 calendar days from the effective date of the order. However, termination may be delayed for up to 90 days from the effective date of the order provided there is appropriate documentation to indicate that both spouses are actively seeking reconciliation and are "actively" participating in appropriate, sanctioned counseling programs. Continuation of the assignment beyond 90 days will be determined on a case-by-case basis by the HA.

n. In cases involving PCS, or retirement/discharge, a full 30-day written notice of intent to vacate is required.

o. Assignments to MFH shall be terminated for all civilian personnel after five consecutive years of occupancy. They may not reapply for MFH for the duration of their current or follow-on employment in the local area. Local transportation of eligible member's HHG is paid for by the Government, but DLA is not payable.

p. Members transferring PCS to NAF, Atsugi and assigned MFH at Ikego may continue to reside in their quarters until being assigned MFH at NAF, Atsugi provided they have been placed on the NAF, Atsugi MFH waiting list and written concurrence of the gaining command is provided to the HSC.

q. A member hospitalized for an extended period of time may be authorized for MFH retention for the period of hospitalization. However, a waiver request must be endorsed by the Senior Medical Officer and granted by the HA. This policy is not applicable when a sole family member is hospitalized.

r. The HA may grant a waiver request for MFH retention up to 60 days to relieve a hardship only when conditions are beyond the member's control. No further extensions will be authorized. If such waiver request is granted, the member must pay a daily rental and utility fee until MFH is officially vacated. The amount to be charged will be based on the member's OHA and utility allowance.

13. Allowances. OHA for military members or LQA for civilian members will be terminated on the day prior to the effective date of occupancy to MFH, defined as when the following two conditions are met: The MFH is assigned and available for occupancy as determined by the HSC; and the sponsor or designated representative (with POA) has possession of the keys. Actions by the sponsor or designated representative which delays effective occupancy of MFH may result in an OHA or LQA termination date being set as the date the above conditions could have been met in the absence of interference. Termination of OHA/LQA is based on possession and occupancy of MFH, not on clearance or cleaning of rental quarters. Members turning down assignment to MFH shall forfeit OHA (military) or LQA (civilian) allowance authorization.

14. Eviction. Members may be evicted from MFH per the guidance contained in references (d) and (f). Moving HHG from MFH shall be at the member's own expense. The member shall not be eligible for MFH for the remainder of their current or any subsequent tours of duty in Yokosuka, regardless of time expired or whether or not the tours of duty are consecutive. Members evicted from MFH may also be disallowed OHA (military) or LQA (civilian) allowance authorization.

15. Criteria for Relocation after Assignment

a. When a reduction in pay grade creates ineligibility for the MFH assigned, a resident may be re-assigned.

b. When applicants have been assigned to MFH, they will not be permitted to move to another MFH, except:

(1) Upon promotion from enlisted to officer, or transfer to a K&E or billet position requiring member to reside on main base. Relocation is at Government's expense, but DLA is not payable. Promotions other than from enlisted to officer will not authorize relocation. Upon promotion from enlisted to officer, relocation is at the member's option.

(2) Upon change in family composition affecting size of MFH for which eligible. Relocation is at the member's option and expense and for a larger unit only. Relocation of civilians is not authorized for changes in family composition.

c. Receipt of a new set of orders to other command under FLEACT, Yokosuka's AOR will not authorize relocation to other MFH.

d. Applicants meeting eligibility requirements for relocation must complete new MFH applications and submit them with a copy of orders and verification of bona fide family members to the HSC. The application control date shall be the date of the new application.

e. Members who are authorized relocation and request reassignment will be required to pass an unannounced housekeeping inspection conducted by the HSC. Failure to pass the inspection will result in cancellation of the re-assignment application. Sponsors will not be permitted to re-apply, unless they are requesting re-assignment based on a change in family composition. Re-application may not be made for six months following the failed housekeeping inspection. When an applicant again requests re-assignment, another unannounced housekeeping inspection is required. If the inspection is failed, the application will be cancelled and the sponsor will not be permitted to re-apply.

f. A sponsor will normally be allowed three calendar days to relocate from one MFH unit to another.

g. Only Government directed relocations will be paid for by the Government. All other moves will be at the member's own expense.

h. In all cases, members must meet all eligibility requirements and have at least six months duty remaining in FLEACT, Yokosuka when re-assigned MFH.

i. Civilian members are not authorized relocation after assignment to MFH unless there is a need to meet K&E ON location requirements.

16. Live-in Aides. The HA may authorize a live-in aide to reside in MFH in accordance with reference (1).

17. Diverting MFH to UH. Except billeted and Operational Necessity (not regular K&E) positions, MFH shall not be diverted to UH for single military or civilian personnel, who shall rely on off-base housing. BQ may be requested for diversion for Flag and the ICO. Normally, a two bedroom tower unit will be requested for diversion for ON positions if available.

18. Advance Arrival of Dependents

a. Dependents arriving in advance of their active duty sponsor shall be assigned quarters before member reports to PDS if they have advance approval authority from Pers-451. Message from Pers-451 shall clearly state that advance travel of dependents and station allowance based on new PDS (Honshu Yokosuka, Japan) is authorized for member's dependents once residence established at the vicinity of new PDS. Command sponsorship of the dependents must have been submitted and the spouse must have a POA to accept housing for the sponsor. Sponsors may also provide email notification to the HSC approving spouse to accept housing on their behalf in the absence of a POA.

b. Dependents arriving in advance of their active duty sponsor and not having advance approval of Pers-451 shall not be eligible for or assigned MFH, and must immediately seek off-base housing. In such a case, the active duty sponsor shall be assigned MFH when he reports to PDS and a government locally funded move will be authorized to move HHG to MFH.

19. Delayed Travel of Dependents. Applicants with families on delayed travel shall be assigned to MFH within 30 calendar days in advance of their dependents arriving and are required to apply for MFH within five working days once the flight itinerary is obtained. Failure to apply for MFH will result in relinquishing a privilege of residing in unaccompanied on-base housing or OHA payment (if the member is living off-base) effective on the date of dependent's arrival.

20. Intra-Station Moves

a. Reference (o) states, an Intra-Station Move, incident to moving to/from Military Family Housing (MFH), is NOT authorized to accommodate a member's personal problems, convenience, or morale.

b. Reference (p) states that local transportation of an employee's HHG is authorized when, for the Government's convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings.

c. Reference (p) states that moves to and from government housing may be paid for by the Government if the moves are "directed by competent authority on the basis of a Service requirement." Payment is not authorized for moves that are to accommodate a member's personal problems, convenience, or morale.

d. In accordance with references (o) through (p), an Intra-Station Move will be authorized when a member falls under the circumstances described below. Any situations other than below may not be regarded as authorization for an Intra-Station Move unless a waiver request endorsed by the member's command is submitted to the Commander, Fleet Activities, Yokosuka via the Housing Director and approved.

(1) When a member is assigned to a MFH unit from the wait list while living off-base.

(2) When a member is designated as a Key & Essential Operational Necessity (K&E ON) or Emergency Management (K&E EM) position while living in Ikego and chooses to move to a unit on board Yokosuka.

(3) When an enlisted member promotes to an officer's rank while living in MFH and wishes to relocate to an officer designated MFH unit.

(4) When a military member is employed locally (in any capacity) as a civilian after separation/retirement from service and required to vacate assigned MFH and move off-base.

(5) When a DoD civilian on a transportation agreement is required to vacate assigned MFH and move off-base after receiving a termination letter due to five year occupancy policy. Approval for funded moves does not apply to local hired civilians or contractors.

(6) When a member is required to vacate assigned MFH and relocate to other MFH because the Housing Director determines the unit is unfit for continued occupancy by validated safety and security reasons.

(7) When a member is required to vacate MFH and move off-base in the event of the death of the sole family member.

(8) When a member is required to relocate MFH due to major renovation or repairs that may cause considerable inconvenience to the resident.

(9) When a member is required to vacate approved off-base rental unit and relocate to other housing unit when the Housing Director determines the residence does not meet the Navy's safety, health and sanitary standards to include, but not limited to, possible landslide, newly identified structural deficiencies, extensive mold growth, and when the housing area/complex is placed "off-limits". This does not apply to local hired civilians or contractors.

(10) When a member is required to vacate approved off-base rental unit and relocate to other housing unit by reason of a foreclosure action against the landlord. This does not apply to local hired civilians and contractors, and if the member or family member is the homeowner.

(11) In the event that a MFH unit or off-base rental property becomes inhabitable by fire, flood, or other catastrophe.

Bedroom Eligibility at Time of Assignment

Company Grade Officers and Junior Enlisted Personnel (Based on Family Composition Only)	
Number of Bona-Fide Family Members	Number of Bedrooms for which Eligible
One Family Member	Two
Two (two dependents other than spouse)	Three
Two (spouse and one other dependent)	Two
Three (three dependents other than spouse)	Four
Three (spouse and two other dependent)	Three
Four or more Family Members	Four
Other Officers and Senior Enlisted Personnel (Based on Rank and/or number of bona-fide dependents as shown above, whichever is greater)	
Rank	Number of Bedrooms for which Eligible
O-6 through O-10	Three or Four (Some SOQ's are three bedroom)
O-4 through O-5	Three
W1-W5, 01E-03E (over 9 years as enlisted member)	Three
E-7 - E-9	Three
Note 1: Eligible civilian employees are eligible for the same minimum bedroom allotment as their military equivalents. Note 2: Selectees for O-6, O-4, or E-7 will be authorized the MFH entitlement of their selected grade.	

Billeted and K&E Positions

BILLETED QUARTERS		
COMSEVENTHFLT (C7F)	COMCARSTRKGRU FIVE (CCSG5)	COMSUBGRU SEVEN (CSG7)
COMNAVFORJAPAN (CNFJ)	COS C7F	COMFLEACT YOKOSUKA (CFAY)
CMDCM C7F	CMDCM CNFJ	
OPERATIONAL NECESSITY - K & E POSITIONS		
C7F Deputy COS, Asst COS for OPS (N3)	COMDESRON FIFTEEN (CDS15)	Naval Reactors Representative Office Director Yokosuka
C7F Executive Assistant	CDS 15 Deputy	CNFJ COS (N01)
C7F Flag Aide (N001)	CDS 15 CSO	CNFJ ASST COS OPS (N3)
CSG7 COS (N01)	CDS 15 OOPS	CNFJ (CNRJ) Executive Director
CSG7 Deputy COS OPS (N3P)	CDS 15 FOPS	CNFJ Flag Aide (N001)
CSG7 Deputy COS Mat (N4)	RRN Reactor Officer	CCSG5 COS (N01)
CFAY CSO (N01)	Commanding Officers (CO) and Executive Officers (XO) Forward Deployed Ships	CCSG5 Deputy COS OPS (N3)
CFAY Emergency Preparedness Officer (N37C)	CCG5 Asst Reactor Officer	CCSG5 Deputy COS Mat (N4)
CFAY PAO (N01PA)	Commander, Defense Logistics Agency Distribution, Yokosuka, Japan	Yokosuka Middle School Principal (or designee)
Japan Regional Fire Chief	Regional Deputy Fire Chief	CFAY Installation Fire Chief
CFAY Fire Prevention Chief		

OTHER - K & E POSITIONS		
C7F ASST COS INTEL (N2)	CDS15 Deputy COS log (N4)	Commanding Officer, Naval Supply Systems Command Fleet Logistics Center Yokosuka
C7F ASST COS COMMS (N6)	CNFJ Deputy COS Intel (N2)	Commanding Officer, U.S. Naval Hospital (NAVHOSP), Yokosuka
CCSG5 Flag Aide	CSG7 Deputy COS Intel (N2)	
CCSG5 Deputy COS Intel (N2)	CCSG5 ASST COS COMMS (N6)	
CSG7 Deputy COS Theater ASW (N3T)	Commanding Officer, U.S. Naval Ship Repair Facility and Japan Regional Maintenance Center Yokosuka, Japan	
	CMDCM's of Afloat Commands and Flag Staffs (CSG7, CCSG5), CFAY, and NAVHOSP, Yokosuka) See Note 1.	
Note 1: Must be permanently assigned to a valid CMDCM/CMC billet and possess NEC 9580.		

COMFLEACTYOKOSUKAINST 11101.29A
2 Jun 16

Commander, Fleet Activities, Yokosuka



Family Housing Handbook

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MILITARY FAMILY HOUSING (MFH) OFFICE HOURS

Fleet Activities 0800-1630, Monday through Friday.
(FLEACT), Yokosuka: Closed on 1st Wednesdays from 0800-1100.

Ikego Detachment: 0800-1630, Monday through Friday.
Closed on 1st Wednesdays from 0800-1300.

FLEACT, Yokosuka
Family Housing Services Center (HSC)
PSC 473 BOX 215
FPO AP 96349-0215

Services Center Reception243-9037
Facilities Office Reception243-6784
Self-Help Office243-7263

Ikego Hills Housing Site Management Office
PSC 474 BOX 400
FPO AP 96351-0400

Reception Desk246-8027
Self-Help Office246-8028

Naval Facilities Engineering Command (NAVFAC) Far East
Maintenance Request:.....115/243-5555

Maintenance Service Calls. You and the government share the
responsibility for the upkeep and maintenance of your assigned
quarters. For maintenance service, please call NAVFAC Far East
Trouble Desk at 115 or 046-816-5555 (from Cellular Phone).

Emergency (Life and Death Situations).....

On Base Phone 911
Off Base Phone 046-816-0911

To Call from Off-Base or Cell phone to:

For 243-XXXX (Yokosuka) dial:.....046-816-XXXX
For 241-XXXX (Yokosuka) dial:.....046-896-XXXX
For 246-XXXX (Ikego) dial:..... 046-806-XXXX

Remove the first "0" from the above telephone number and add
011-81 to call from an international telephone.
For example: 011-81-46-816-XXXX.

To make an international call, dial 99 before the international code and telephone number.

1. Energy Conservation

a. Water. Military Family Housing (MFH) residents should work to preserve this precious resource. Below are some conservation tips:

(1) Grounds should be watered as often as allowed, preferably early in the morning or late in the evening. Watering in any given area is not to exceed 15 minutes at a time.

(2) Water should be conserved when bathing, laundering, and doing dishes. Water should not be allowed to run continually while rinsing dishes or brushing teeth.

(3) Car washing is only permitted at authorized areas as shown below:

(a) FLEACT, Yokosuka, Auto Hobby Shop.

(b) FLEACT, Yokosuka Ikego Detachment, Gasoline Station.

(4) All hoses must have a positive control nozzle (i.e., pistol grip/shut-off device).

(5) Report continuously running commodes.

(6) Report any leaks.

(7) Consider sweeping your walkways instead of hosing them down.

b. Electricity. The electrical power supplied to FLEACT, Yokosuka and Ikego Detachment is 50 Cycles 100 Volts, which means that 60 cycle appliances (American) will run slower and not heat to set temperatures. Transformers do not change the cycles, they only boost the voltage from three to five volts.

Below are some conservation and electrical safety tips:

(1) Under no circumstances should the resident attempt any electrical wiring modification or repairs.

(2) Avoid the use of washers and dryers during the peak use period.

(3) Turn-off lights in unoccupied rooms and appliances not in use. When leaving your quarters ensure lights and appliances are off. Turn off porch lights by 0800.

(4) Do not use multiple (two or four way) plugs. Overloading outlet capacities may result in electrical fires. Electrical power supply can vary; therefore, we strongly recommend using surge-protected multiple outlet devices.

(5) Cooling and Heating Seasons. Cooling and Heating seasons are based on seasonal temperature changes and forecasts as outlined in COMFLEACTYOKOSUKAINST 11300.2 (Series). Residents in housing units with separate Heating, Ventilation, and Air Conditioning (HVAC) systems must also comply with this instruction. The actual schedule will be determined by NAVFAC Far East based on the Commander, Navy Installations Command (CNIC) guidance.

2. Compliance. Compliance with the policies and information contained in this Handbook is required of all residents and their guests. Failure of military personnel to comply could be in violation of the Uniform Code of Military Justice, and could result in adverse administrative actions for civilian personnel.

3. Eligibility. Military personnel on Permanent Change of Station (PCS) orders and Department of Defense civilians, including Non-Appropriated Fund (NAF) employees, on a transportation agreement with accompanying bona-fide family members are eligible for MFH. Eligibility does not ensure availability of, or assignment to MFH. If MFH is not available, off base quarters approved through the HSC are considered suitable.

4. Community Relations. Establishing and maintaining favorable day-to-day neighborhood relations is essential. Simple actions such as keeping the noise to a minimum for indoor and outdoor activities, supervising children, observing standards of

cleanliness, keeping pets quiet, etc., are good signs of healthy neighborhoods. It is important, especially in a military community, to remember that people work around the clock and that your off-duty time is when others may be sleeping.

a. Pet Policy. Pet ownership is a conditional privilege extended to those personnel assigned to pet eligible quarters on board FLEACT, Yokosuka and Ikego Detachment. Responsible behavior must be exhibited in the control of pets or the privilege may be revoked. Dogs and cats are allowed at all MFH sites. Non-poisonous fish, frogs, crab, snails, turtles, small birds, hamsters, gerbils, rabbits, and guinea pigs which are properly caged in a domicile designed for their habitation are allowed at both MFH sites. Exotic or non-domesticated species or animals, to include snakes, spiders, pot-bellied pigs, chinchillas, chickens, ducks, lizards, ferrets, squirrels, bats, monkeys, tanuki (Japanese raccoon), or species designated as wildlife, will not be allowed within the jurisdiction of Commander, Fleet Activities (COMFLEACAT), Yokosuka. See COMFLEACTYOKOSUKAINST 6200.1 (Series) for more information.

(1) Number of pets authorized per household. The number of pets per household is limited to two (e.g., two cats; one cat and one gerbil; one fish and one bird; etc.) in FLEACT, Yokosuka and Ikego Detachment. Breeding any animals for any purpose is prohibited. Dogs are allowed in all townhouses and first and second floor, three bedroom high-rise MFH units in Yokosuka and Ikego.

(2) Registration. All pets must be registered with the FLEACT, Yokosuka Public Health Command District Japan, Yokosuka Branch Veterinary Services Office, have proper inoculations, and be micro-chipped for identification at all times. Pet cats in high or mid-rise units must be spayed or neutered. Documentation certifying registration, inoculations, spaying, or neutering must be submitted to the HSC. Your pets shot records must be kept current.

(3) Condition of ownership and responsibilities of the pet owners. You must provide proper restraint and have control of your animal. All animals must be on a leash by a responsible individual whenever the animal is outside of a fenced yard.

Dogs may exercise off the leash in established and authorized dog runs only. Pets will not be tethered, chained, or tied in front yards, on any common ground or any part of the housing unit.

(4) Public Nuisance. Animals and animal premises shall not be permitted to disturb the peace or constitute a public nuisance or health hazard. Pet owners are responsible for removing their pets' excrements immediately after excretion anywhere on board FLEACT, Yokosuka including Ikego Detachment. Dogs shall not be left unattended in the backyard of MFH units during the absence of all family members. At no time will owners leave their pets home alone for more than one continuous day.

(5) Neglect. Animals shall be humanely treated at all times. All pets must be provided with sanitary and sufficient shelter, readily available source of clean, potable water and fed daily in a quantity and quality sufficient to maintain the animal in suitable health.

(6) Stray/Loose Animals. Stray/feral animals must not be fed or nurtured and their location must be reported to FLEACT, Yokosuka Security.

(7) A Violation Notice (VN) will be issued by FLEACT, Yokosuka Housing Office to anyone found to be in violation and the pet owners may lose their privilege to harbor or own an animal.

(8) Dead or injured animal. Report injured or dead animals to your local Housing Office.

(9) Animal Traps. Do not tamper with, discard or steal animal traps.

(10) Pet Owners' responsibility in preparation for moving out. You are responsible for your own flea/tick control program. You will be required to purchase fumigation products and show the empty canister(s) to the inspector at your final inspection as proof that you have treated your quarters, or provide documentation that you have contacted and paid for Pest Control to prove that the quarters and grounds have been treated

within 30 days prior to vacating your quarters. Failure to provide required documentation/proof will result in the unit being treated by the government and you will be charged for the service.

(11) Any damage to government property or pest infestation caused by your pet(s) will be your financial responsibility.

b. Quiet Hours. Although "Quiet Hours" is observed between 2200-0800, Sunday through Thursday and 2400-0800, Friday through Saturday, excessive disturbance will not be tolerated at any time. Other than normal living sounds are prohibited especially in multi-family living quarters since these activities may cause disturbance to neighbors.

c. Supervision of Children and Curfew Policy Statement. Please see the COMFLEACT, Yokosuka Policy Statement for more information.

(1) Curfew. All children under the age of 18, unless accompanied or supervised by their parents or designated adult guardian, shall observe curfew hours from 2230-0530.

(2) Child(ren) Supervision. Supervision of children is observed on board FLEACT, Yokosuka and Ikego Detachment. Parents shall assess their child's personality, the environment, developmental progress and maturity levels to determine when their child is ready to accomplish activities with little to no supervision.

d. Smoking

(1) Smoking is prohibited in common areas of high-rises such as hallways, staircases, multipurpose rooms, storage areas, elevators, near air intake ducts on building exterior and within 50 feet of any building entrance/exit. Non-smokers are reminded that in public housing you can expect to smell tobacco on rare occasions. If you are offended by your neighbor's smoke, kindly let them know and try to find a solution. You can also bring it to the attention of the Housing Office.

(2) Non-Smoking High-rise Towers. The Nara and Ise Towers in Ikego are designated as non-smoking MFH facilities. Families living in these towers prior to this designation may

continue to smoke tobacco products in their assigned units. All new assignments to these towers are with the understanding that the MFH unit shall be smoke-free thereafter.

e. Complaints. The sponsors are responsible for the conduct of their family members and guests. If a neighborhood dispute arises, the sponsors should try to tactfully resolve it amongst themselves before contacting FLEACT, Yokosuka Security or the Housing Office. Should this fail, the housing office along with the sponsors' command representatives will mediate the issues. Continual unsubstantiated complaints could result in termination of housing eligibility of the complainant. Likewise, substantiated complaints could result in termination of housing eligibility of the offender. A common sense approach will do much to reduce the possibilities or occurrence of neighborhood problems or disputes. Be respectful of the peace and quiet of your neighbors. When situations of serious nature arises in which housing regulations are being violated, a complaint form (available at the Housing Office) must be completed and submitted. The Housing Office will investigate the complaint and take appropriate action.

5. Housekeeping. You are responsible for the routine maintenance, housekeeping and, where appropriate, grounds maintenance. Regularly conducted housekeeping will extend the life of the appliances, decrease the possibility of pest infestation, and enhance the appearance of your quarters. Please contact your Housing Office for useful tips on general housekeeping.

a. Mold and Mildew. Mold and mildew are not hard to prevent. Should mildew develop, remove it with 60/40% bleach and water solution or distilled vinegar. Report all cases of excessive mold occurrences to the Housing Office. To keep your home free from mold and mildew:

(1) Keep things and places clean

(a) Even small amounts of dirt or dried food will help mold growth.

(b) Keeping closets, drawers, walls and clothing clean will prevent most mildew and mold from developing.

(2) Keep things dry

- (a) Wipe down shower walls after taking a shower.
- (b) Stretch shower curtains out to dry after taking a shower.
- (c) Cover pots while cooking.
- (d) Vent the clothes dryer outside of the house.
- (e) Use exhaust fans in the kitchen, utility room and bathroom.

(3) Be sure to have air movement.

- (a) Use a fan to move the air.
- (b) Frequently open closet doors and dresser drawers.
- (c) Ensure clothing is dry when stored. Hang clothing loosely in the closet.
- (d) Store items where they will not get damp.
- (e) Do not place furniture against the wall.

(4) Dry the air: Use chemicals such as Silica gel to absorb moisture. Place on a closet shelf or hang in a cloth bag to absorb moisture. Keep out of the reach of children.

b. Pest Control. As a resident of MFH, you have the responsibility for the control of light to moderate infestation of centipedes, cockroaches, ants, ticks, fleas, mice, or other pests. You may use locally available products. Sanitation and good housekeeping are the most effective means for controlling many household pests. Contact your Housing Office if a heavy infestation of pests is evident.

6. Common Areas/Common Grounds

a. Basketball Goals. Due to the damages to government property, disruption of community relations, and the cost to repair grass areas, basketball goals are prohibited in MFH. Sports facilities are available for this type of recreational activity.

b. Decorations

(1) Holiday decorations are permitted 30 days prior to and 15 days after the event. Decorative lights are permitted from dusk and must be turned off at 2200. Turning the lights off at this hour serves a two-fold purpose. One, it conserves electricity and two, reduces the chance of a safety hazard arising due to unattended electrical circuits outside the quarters. Proper electrical cords must be used for outdoor use to prevent electrocution. Please contact your local housing office for further information on holiday decoration installation policy.

(2) Exterior Decorating. Use a non-destructive method, such as tape and hooks not requiring drilling or nailing, to decorate the exterior of your homes. Do not use nails, screws or other hardware.

c. High-Rise Common Areas. Residents are responsible for keeping the high-rise common areas such as hallways and stairways free of personal items including, but not limited to, shoe racks, toys, garbage, bikes, strollers, newspapers, old tires, debris, etc. No items shall obstruct the way of egress from your housing unit. The clear width of the exit door is an example for clearances. Never use the high-rise common areas and exterior emergency escape stairwell as storage or play areas. The area must be free of all items. During an emergency situation, items left in the exterior emergency escape stairwell, common hallways and stairways, will obstruct fire evacuation route, as well as, impede access of fire respondent team and lead to serious injuries.

d. Hills and Slopes. As a safety precaution and to prevent damage onto personal and government property, do not ride or roll wheeled items down hills and slopes.

e. Pools. Privately owned swimming pools are prohibited in MFH. Due to the hazards of drowning, only small wading pools not larger than five feet in diameter and not more than 12 inches deep are permitted in government housing. Appropriate supervision is required. Wading pools must be kept inside the fenced backyard and must be drained and properly stored when not in use to prevent mosquito infestation. You will be held responsible to restore grounds or for pest control should the damages be incurred by your negligence.

f. Shopping/courtesy carts. Navy Exchange (NEX) Japan District and High-Rise Courtesy Carts shall not be misused. NEX Shopping carts must remain in the confines of NEX and shall not be taken into the housing area. High-Rise Courtesy carts must remain at the designated High-Rise.

g. Trampolines are only authorized in fenced in backyards with appropriate safety netting attached. Liability insurance is strongly recommended.

h. Vandalism will not be tolerated at any time.

7. Grounds Maintenance. Residents are responsible for the maintenance of their backyard, front patio area and flowerbed (if applicable). Grounds maintained by contractor personnel are considered "common areas." You may not plant any vegetation in common areas. You are required to keep grounds free of debris including toys, yard decorations, furniture or other obstacles to meet appearance and safety standards. You are responsible for litter pickup and removal in the common areas up to 50 feet around your unit. The housing areas are inspected regularly. Your local housing inspector is available to advise you of the established standards on grounds care and how to comply with them. If you are vacating and leave your grounds in unsatisfactory condition, you will be charged for the cost of restoration.

a. Mowing. Lawns must be kept neat and orderly by mowing as often as necessary. Clippings should be raked or swept from the lawn area and concrete walkways. Do not sweep or wash clippings into the street or gutter. Grass should not exceed three inches in length.

b. Hedge pruning will be performed to the lower window edge, as well as flowerbed weeding.

b. Construction and Alterations. Any construction, additions or alternations to family housing units, including patios and surrounding grounds, must be approved in writing before starting the work. The required authorization request must be submitted to your Housing Office. Any unauthorized alternation/addition may be removed and the area restored by the government at your expense. Construction, additions or alternations include, but not limited to the installation of wallpaper, borders, stencils and painting.

c. Light bulb replacement policy

(1) Residents must replace all light bulbs, fluorescent tubes, and starter bulbs inside the home. NAVFAC Far East Trouble Desk will replace the light bulbs on the balconies of all high-rises and the stairwell and porch lights of all townhouses due to safety hazard.

(2) Starter bulbs, light bulbs, and fluorescent tubes can be purchased at the main NEX store, NEX Depot, and off-base convenience stores and department stores.

(3) If you have trouble taking off the light cover or if the light fixture is not working properly after replacing the light bulb, please contact the housing inspector for assistance.

9. Entry into Occupied Quarters. You will be notified prior to housing personnel entering your home for maintenance or inspection purposes, unless prior notification would defeat the purpose of the inspection.

a. In the event of an emergency (i.e., the safety of the residents or the preservation of the quarters), management will enter without prior notice and escort maintenance personnel into an occupied unit.

b. When you are not available to allow entry for scheduled or unscheduled maintenance or repair work, you should make arrangements for a trusted neighbor or friend to provide access.

10. Keys

a. If you have accidentally been locked out of your homes, please go to your servicing housing office with your ID card. The Housing Office will loan you a spare key. The key must be returned on the same day it was issued.

b. For after hour service, please call FLEACT, Yokosuka Security at 243-2300 and for Ikego at 246-8368. There is no charge for this service.

c. If you have misplaced your door key, you will be charged for the replacement of the door lock.

d. If you require additional keys, please contact your servicing housing office. Do not duplicate any keys.

11. Trash Disposal. Residents of MFH are required to comply with COMFLEACT, Yokosuka Recycling and Hazardous Waste Disposal policy.

a. Trash Segregation Program. Trash must be segregated to burnable and non-burnable solid waste and put into the properly marked containers. The containers must remain at the designated areas with the lids properly shut. For more information on the segregation of waste, dates for when your containers will be emptied, and designated location of containers, please contact your nearest housing office.

b. Bulk Item Disposal

(1) High-rise, Bulk trash must be placed within the dumpster enclosures, without blocking the way of other residents.

(2) Townhouse residents of FLEACT, Yokosuka and Ikego Detachment should leave bulk trash near their garbage containers and call 243-6558 (Yokosuka) and 246-8302 (Ikego) for pick-up. Please do not place your personal items near garbage containers as they may be mistaken for trash.

c. Hazardous Waste/Material Disposal. All household products that contain corrosive, toxic, ignitable or reactive ingredients are considered Household Hazardous Waste (HHW) and

must be handled with proper care when using and/or disposing them. Do not dispose of containers filled or partially filled with these materials or to discard their contents in the trash, storm drain, sewer or ground. Follow the instructions on the HHW turn in guide for proper disposal of HHW. Consider using non or less hazardous alternatives whenever possible.

Some useful websites for tips (alternatives):

- <http://www.queenofclean.com>
- <http://www.epa.gov>

12. Automotive Repair. Minor repairs to your personal vehicles are expected. However, repairs which cause a nuisance, safety hazard to your neighbors, and pollute the environment, such as but not limited to, engine or transmission overhaul, body work, spray painting, working late hours, excessive noise, vehicle on blocks is not allowed. You are responsible for the proper Hazardous Material disposal and restoration of the grounds should you spill or your vehicle has leaked automotive oils and grease onto the grounds. Refer to the "HHW turn in guide for proper disposal" of automotive oils and greases. Do not dump oils and greases onto the ground, into drainage systems, dumpsters, or public/personal trash receptacles.

13. Recycling Program

a. Recyclable items can be turned in to your FLEACT, Yokosuka Qualified Recycling Program (QRP), located behind the Yokosuka Base Taxi Office. FLEACT, Yokosuka QRP can be reached at 243-5806.

b. Cardboard Recycling Program. All cardboard boxes must be flattened and placed into the cardboard recycling containers located at your housing area.

(a) For FLEACT, Yokosuka: Community Center parking lot.

(b) For FLEACT, Yokosuka Ikego Detachment: Kamakura Tower Dumpster and behind the Child Development Center.

14. Violation Notice (VN). A VN will be issued to you if you do not comply with the policies in this handbook. Failure to comply within the given time frame will result in a second

violation notice via your Commanding Officer. Failure to comply with the second notice could be cause for termination of your housing entitlement.

15. Termination of Occupancy and Eviction

a. Termination from housing due to violations of housing regulations and/or other misconduct shall be at risk of losing housing allowances. Eligibility for MFH ceases immediately under the following circumstances:

(1) When the installation ceases to be the area of the member's permanent duty station or home port unless Continued Logistic Support (CLS) is approved.

(2) When the sponsor is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List. Members who will be employed locally (in any capacity) as a civilian after separation/retirement from service shall be required to terminate MFH prior to their last day on active duty. They may reapply for MFH (if eligible) under their civilian status.

(3) Death of sponsor or sole bona-fide family member. Family members may remain in quarters for up to 365 days after the death of the sponsor, and no rental fee will be charged for this period. After the 365 days, rental rates equal to Basic Allowance for Housing (BAH) or fair market value will be charged. In the event of the death of the sole family member, the sponsor will have to vacate MFH within 60-days.

(4) When all bona-fide family members leave or are to be away for more than 60 consecutive days. The member must terminate MFH within 30 days from date of such occurrence.

(5) When sponsor and all bona-fide family members are to be away for more than 20 weeks.

(6) When the bona-fide family members no longer reside permanently with the member or vice versa for any reason including voluntary separation, legal divorce, legal separation or court order. (Exception: If sponsor retains legal custody

of bona-fide family member children and they reside with the member for nine consecutive months per year). The member must terminate MFH within 30 days from date of separation.

(7) When evicted for violating housing regulations. Move is at the member's expense.

(8) When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside personally in quarters. Move is at the member's own expense.

(9) When the sponsor has been officially declared a deserter.

(10) Unacceptable or wanton behavior of the sponsor, spouse or any bona-fide family members or guests as determined by the Housing Authority (HA); that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Government. Unacceptable behavior would include serious or repeated violations of MFH rules or misconduct.

(11) Unacceptable care or destruction of the MFH unit assigned or related property and landscaping as determined by the HA.

(12) When required to preserve military discipline as determined by the HA.

(13) Occupants removed from quarters by a temporary restraining order or other legal action, termination will normally be required within 30 calendar days from the effective date of the order. However, termination may be delayed for up to 90 days from the effective date of the order provided there is appropriate documentation to indicate that both spouses are actively seeking reconciliation and are "actively" participating in appropriate, sanctioned counseling programs. Continuation of the assignment beyond 90 days will be determined on a case-by-case basis by the HA.

(14) When an occupant has an approved requests to voluntarily vacate MFH. Move is at the member's expense.

(15) In cases involving PCS, or retirement/discharge, or voluntary move to the civilian community, a full 30-day written notice of intent to vacate is required.

(16) Assignments to MFH shall be terminated for all civilian personnel after five consecutive years of occupancy. They may not reapply for MFH for the duration of their current or follow-on employment in the local area. If covered by a transportation agreement, local transportation of the member's HHG is paid for by the Government, but Dislocation Allowance is not payable.

(17) Members transferring PCS to NAF, Atsugi and assigned MFH at Ikego may continue to reside in their quarters until being assigned MFH at NAF, Atsugi provided they have been placed on the NAF, Atsugi MFH waiting list and written concurrence of the gaining command is provided to the HSC.

(a) A member hospitalized for an extended period of time may be authorized MFH retention for the period of hospitalization. However, a waiver request must be endorsed by Commanding Officer, U.S. Naval Hospital, Yokosuka ("By direction" is not acceptable) and granted by the HA. This policy is not applicable when a sole family member is hospitalized.

(b) Sponsors who are no longer in receipt of Overseas Housing Allowance (OHA) or Living Quarters Allowance (LQA) for any reason will be required to pay the applicable fair market rental and utility rate for their MFH quarters until they officially vacate.

b. Eviction. When a member is evicted from MFH, the moving of HHG from MFH shall be at the member's own expense. The member shall not be eligible for MFH for the remainder of their current or any subsequent tours of duty in Yokosuka, regardless of time expired or whether or not the tours of duty are consecutive. Members evicted from MFH may also be disallowed OHA (military) or LQA (civilian) allowance authorization.

16. Waivers. Waivers to housing program policy and requirements will normally not be granted. Waivers to processes and policies will only be considered for the most compelling mission essential or extreme hardship reasons, and shall never

be granted solely to benefit an individual's billet title or rank. A hardship is a unique and unusual circumstance beyond a member's control that, in the HA's judgment, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at the installation. The submission of a waiver request does not delay the normal processes and the requester shall be prepared for the HA's final decision. The following additional information is provided concerning waivers:

a. Waivers granted may not violate any provision of U.S. Law or Executive Order.

b. Waiver requests shall be addressed to Commander, Fleet Activities, Yokosuka via the Commanding Officer (requester's command) and Director, Yokosuka Housing Services Center (N93). Waiver requests shall be endorsed by the requester's command using official letterhead stationery, and signed by the activity's commanding officer. Requests signed "By direction" shall be returned without action being taken.

c. Waivers submitted due to medical reasons shall only be considered in the most exceptional circumstance(s) and, if granted, shall normally be authorized at no cost to the government (member's own expense). Requests due to medical reasons must contain, as an enclosure, an endorsement signed by Commanding Officer, U.S. Naval Hospital, Yokosuka ("By direction" is not acceptable) that substantiates why relocation to a specific area or type of MFH is medically warranted.

d. Appeals of decisions made by the HA shall be submitted in writing and endorsed by the submitter's commanding officer using official letterhead stationery. Requests shall be addressed to Commander, U. S. Naval Forces, Japan (ATTN: N93) via FLEACT, Yokosuka (ATTN: N93), and be received by FLEACT, Yokosuka (ATTN: N93) no later than ten working days from the date of the HA decision. Submission of an appeal does not stay the decision made by the HA.

17. Criteria for Relocation after Assignment

a. When a reduction in pay grade creates ineligibility for the MFH assigned, a resident may be re-assigned.

b. When applicants have been assigned to MFH, they will not be permitted to move to another MFH, except:

(1) Upon promotion from enlisted to officer, or transfer to a Key and Essential or billet position requiring member to reside on main base. Relocation is at Government's expense.

(2) Upon change in family composition affecting size of MFH for which eligible. Relocation is at the member's option and expense. Relocation of civilians and contractors is not authorized for family composition.

c. Applicants meeting eligibility requirements for relocation must complete new MFH applications and submit them with a copy of orders and verification of bona fide family members to the HSC. The application control date shall be the date of the new application.

d. Members requesting reassignment will be required to pass an unannounced housekeeping inspection conducted by the HSC. Failure to pass the inspection will result in cancellation of the re-assignment application. Sponsors will not be permitted to re-apply, unless they are requesting re-assignment based on a change in family composition. Re-application may not be made for six months following the failed housekeeping inspection. When an applicant again requests re-assignment, another unannounced housekeeping inspection is required. If the inspection is failed, the application will be cancelled and the sponsor will not be permitted to re-apply.

e. A sponsor will normally be allowed three calendar days to relocate from one MFH unit to another.

f. Only Government directed relocations will be paid for by the Government. All other moves will be at the member's own expense.

g. In all cases, sponsors must have six months duty remaining at their current installation when re-assigned MFH.

18. Liability

a. General. Government housing is government property. Residents are expected to respect the property and will be required to read and sign a "Conditions of Residency Agreement

for MFH" at the time of assignment of government quarters which will outline the rules regarding resident responsibilities and liabilities. The government is not liable for loss of any personal property. Furthermore, the resident may also be liable for damage to the property itself, depending on the circumstances. Good individual insurance is the best form of protection for residents.

(1) Resident Liability. Residents will be held responsible and liable for losses or damages to government property due to negligence, lack of proper housekeeping, unauthorized alterations, damaged or missing government property, abuse, and accidents. Residents are strongly encouraged to carry renter's liability insurance. Such insurance normally covers personal HHG, and can be obtained from individual insurance companies.

(2) Government Liability. Residents are strongly encouraged to carry personal property/renter's insurance. Residents may file claims with the FLEACT, Yokosuka Office of the Staff Judge Advocate (SJA) for loss or damages affecting personal property, provided such loss or damage (i.e., fire, flood, theft, and vandalism) is not caused by resident negligence. The authority to pay such claims is provided in 31 U.S.C.240-243 and is limited to \$15,000.00. Entitlement to such payments is subject to certain exceptions covered in most commercial homeowner's insurance policies. If negligence was involved, not only will the government not honor a claim for damage to personal property, but may hold the resident liable to pay for any loss or damage to government property. Claim forms may be obtained from the HSC. All claims must be submitted via the sponsor's command legal officer/department for investigation and compliance with applicable regulations before being submitted to the Personnel Claims Unit Pearl Harbor.

b. Debt Collection. Residents will be held liable for, and must repair, replace, or reimburse the government, for all damages created by other than normal wear and tear. Residents will be given the opportunity to voluntarily reimburse the government. When debts are not voluntarily paid, procedures provided for in the Debt Collection Act of 1982 (Public Law 97-365) will be followed.

19. House Guest Pass. Guests require passes issued by the FLEACT, Yokosuka Industrial Security Office. All House Guest passes in excess of 72 hours must be requested in advance and endorsed by your Commanding Officer. House Guest passes are issued for social visitations only and may not be used in conjunction to process command sponsorship or a live-in childcare provider request. Please contact your local Housing Office for further information.

20. Live-in Childcare Provider (Nanny). Requests for Live-in childcare provider must be authorized by the Director, Yokosuka HSC in accordance with below guidelines:

a. The nanny will be a Japanese National or legal resident of Japan with visas appropriate for working individuals. Full compliance with Japanese immigration law is required. The individual must be in Japan on a working visa suitable for this employment. Medical care and return transportation must be confirmed in the employment contract with minimum salary requirements to be paid. Housekeeping is not sufficient justification for a live-in nanny. There must be childcare or medical care requirements combined with the member and spouse's demanding duty schedules that clearly support the need for a live-in nanny. The nanny will reside in MFH, unaccompanied and must meet the security requirements for background checks, base entry and access to facilities.

b. The sponsor may be requested to obtain a report from the police department of the city where the intended nanny resides to determine if the individual has a criminal or subversive activity record.

c. A guest in tourist status is not authorized to be a live-in nanny.

d. Approval of a live-in nanny does not imply entitlement to benefits and/or privileges.

e. When a live-in nanny is approved by the Housing Authority, the live-in nanny will be eligible for a separate bedroom.

f. The requirement for a live-in nanny will be reviewed biannually to determine if the necessity for continued care exists.

21. Temporary Absence from Quarters. Many of us fly home to be with family and friends throughout the year.

a. If you plan to leave your quarters unoccupied for more than seven days (but not to exceed 90-days) complete a "Temporary Absence from Quarters" form at the nearest housing office.

b. House sitting. House sitting is permitted, but the assigned member remains fully responsible for the quarters and the sitter's conduct. House sitters must be Status of Forces Agreement (SOFA) sponsored with base privileges, age of 18 and older, and authorized in writing. Members may not collect any payment from house sitters.

22. Commercial Enterprises. No commercial enterprise is permitted in the quarters or on the premises. Department of Defense regulations prohibit the use of quarters as a show room or store for the sale of goods or services. Home based businesses are acceptable as long as there is not an excessive amount of traffic induced by such business and the business is approved, in writing, by the Housing Office and FLEACT, Yokosuka Office of the SJA.

23. Available Areas for Functions

a. Multipurpose Rooms. Multipurpose rooms, which are located on the first floor of most mid-rise and high-rise towers, are available for use by all authorized individuals and organizations. Please contact your Housing Office for availability and reservation policies.

b. Picnic Areas. Picnic areas maintained by the Housing Office are available for use by all authorized individuals and organizations. Reservations are required through your local housing office. Please contact your Housing Office for availability and reservation policies.

24. Parking

a. Parking is restricted to streets, private driveways, parking lots, and parking structures. Unless otherwise designated, parking is on a first come, first served basis. In parking lots, common sense and courtesy must prevail in the use of available parking spaces. Motorized vehicles to include

trailers may not be parked on any grassy/landscaped areas or sidewalks at any time. Motorcycles, motor scooters, mopeds are not authorized to be parked or stored on yards, porches, or patios except temporarily during typhoon condition of readiness II until the "All Clear" notice is given. Long-term parking of inoperative and/or unregistered vehicle in MFH is not allowed at any time. Operating and rolling vehicles on MFH common areas are prohibited.

b. Towing/Impounding. Any vehicle that is not removed or that fails to have the violation corrected will be towed and impounded by FLEACT, Yokosuka Security at the owner's expense.

25. Telephone Service. Telephone service is your responsibility and must be installed by the U.S. Naval Computer and Telecommunications Station Far East Base Communications Office. Installation of additional jacks must be requested in writing to the local Housing Office and must be professionally installed. Any cost associated with the installation of additional jacks is the responsibility of the resident. If you lose service, check your telephone first to ensure that is not the problem before calling the Telephone Trouble Desk at 114 or 046-816-5100 (from cellular phone) for repairs.

a. Cordless Telephone, radio communications devices, and baby monitoring devices. Connecting a cordless telephone purchased in the United States (U.S.) to any telephone network in Japan is strictly prohibited. U.S. made cordless telephones, radio communications devices, and baby monitoring devices use the same frequencies as the Japan Public Safety activities. Interference with these frequencies may be subject to legal proceedings. Cordless telephones and baby monitoring devices manufactured for use in Japan may be used on United States Forces, Japan installations.

b. Radio Control of Model Equipment. Remote controlled model aircraft, boats and vehicles are regulated under COMFLEACTYOKOSUKAINST 2410.1 (Series). Consult the instruction for specific details. Remote controlled model aircraft, boats and vehicles purchased from abroad may be operating on radio frequencies that are not authorized in Japan. Contact the Navy-Marine Corps Spectrum Office, Far East, 243-2365/6/7 for assistance in determining whether your vehicle operates on the proper frequencies.

26. Weapons and Ammunition

a. Firearms. The possession of firearms, ammunition, government owned arms or other ordnance equipment or weapons in government quarters is a direct violation of security policy and Government of Japan laws.

b. Weapons Other Than Firearms. Check with your local security office.

c. Unexploded Ordnance. In the past, unexploded ordnance has been found in some areas. This ordnance is located in areas that were once used as storage sites. Firm precautionary measures should be taken to ensure adults and children are aware of the dangers involving ordnance, firearms and ammunitions. Report any suspected ammunitions found to Commander, Navy Region Japan (COMNAVREGJAPAN) Regional Fire Department and FLEACT, Yokosuka Security Detachment. NEVER move the item and keep everyone clear of the area until it is checked by a properly trained ordnance team.

27. Off-Limit Areas. The following areas are considered off-limits:

- a. Roof area of all housing units and other real property.
- b. Ledge area of the second floor of all townhouse units.
- c. All confined spaces.
- d. Wooden areas outside the parameter fence.

28. Occupancy Inspection. Your quarters and surrounding grounds are subject to continuous inspection to ensure your compliance with regulations and resident safety. The following inspections may be accomplished during your occupancy:

a. Housekeeping Inspection. This inspection is conducted if there is reason to believe the interior of the unit is not being maintained in a safe and sanitary condition, or it is not being used for its intended purpose. Advance notification will not be provided for housekeeping inspections. The inspection is

also conducted when you request a transfer to other government quarters or an extension in your government quarters. Your request may be denied if your quarters do not pass the inspection.

b. Preventative Maintenance Inspection. During your occupancy of MFH, your housing unit is subject to preventative maintenance inspection to ensure fire detection devices, central heating and cooling equipment, and dryer exhaust vents are fully functional. The service provider will post notices with the point of contact information on your door to inform you in advance of the inspection to be conducted. If you miss or cannot make arrangements to be home on the scheduled date, please contact the service provider to reschedule the appointment. If the preventative maintenance inspection is not conducted and the equipment fails to operate due to your negligence, you can be held responsible and liable for repairs.

c. Fire Safety Inspection. COMNAVREGJAPAN Fire and Emergency Services conducts home fire safety inspections when requested by an occupant or directed by the installation Commander. Occupants providing Home Daycare service will have their quarters inspected in accordance with OPNAV instructions.

d. Vacating Quarters Inspection. Below is a step by step process for vacating Government Quarters.

(1) Schedule a pack-out date. Upon receipt of PCS orders, schedule a pack-out date with Naval Supply Systems Command Fleet Logistics Center, Yokosuka Outbound Personal Property Office located at Building 5013, DSN 243-7062 with a copy of your orders.

(2) Visit your local Housing Office with a copy of your orders to fill out an Intent to Vacate Form at least 30 days prior to the estimated vacate date, preferably upon receipt of detaching orders. Approximate dates are acceptable for the purpose of completing the vacate forms. Once you receive a confirmed flight date, please contact your local Housing Office to update your Intent to Vacate form to schedule your final inspection.

(3) Renovation/Maintenance Inspection. This inspection is conducted to determine the work necessary to prepare the unit for the next resident. You or your spouse must be present at this inspection. It is normally conducted within three days of submitting the Intent to vacate form to the local Housing Office.

(4) Navy Lodge Reservation. We recommend you make reservations as early as possible since your desired Temporary Lodging Allowance (TLA)/Temporary Quarters Subsistence Expense accommodations may be full. One day maximum TLA is authorized unless arrangements for departure transportation dictate lodging requirements of more than one day. For pet owners, contact the kennel for reservations at 243-4530.

(5) Termination of Telephone, Cellular Phone, and Internet Service. Please contact your service providers to terminate the services prior to vacating. Contact the Base Communication Office, building C-20, room 103 at DSN 243-5847 with a set of your new PCS orders. Some services require several days to terminate the service so please be sure to give enough advance notice.

(6) Final Check-out Inspection. This inspection is to verify that the quarters and government issued assets are returned to in a satisfactory condition. It is conducted on the final date of your residency of MFH. You or your spouse, with power of attorney, must be present at this inspection. You are required to condition. Once it has been verified that you have successfully returned your quarters to the government in satisfactory condition, the Housing Inspector will stamp your Command Check-out Card.

(7) Quarters Clearance Documentation

(a) Military Personnel: Upon clearance of government quarters, you will receive two copies of BAH Memorandum to submit to your detaching and gaining Disbursing Offices. It is recommended that you make additional copies for your records.

(b) Civilian Personnel with LQA entitlement: Upon clearance of government quarters, you will receive a copy of Military Pay Order (DD-114) to submit to COMNAVREGJAPAN Human Resources Office.

29. Continued Logistic Support (CLS). CLS is the request for extension of benefits and privileges conferred by the U.S. - Japan SOFA for family members whose sponsor has transferred from Japan and is no longer attached to a U.S. Navy command located within the territory of Japan, whose sponsor has transferred from Japan yet remains attached or is in receipt of guaranteed orders to a U.S. Navy command located within the territory of Japan, or whose sponsor has transferred from Japan with no ultimate duty station identified. See COMNAVFORJAPANINST 4060.6 (Series) for more detail.

30. Changes in Your Status since Your MFH Assignment. You are required to notify the Housing Office of any change in:

- a. Marital Status (legal or voluntary separation, divorce, death of spouse).
- b. Family Composition (birth, adoption, etc.).
- c. Pay Grade, Length of Tour, Change of Duty Station, Release from Active Duty.
- d. Early Return of Dependents.
- e. Disciplinary Actions.

31. Basic Allowance for Housing (BAH). It is often mistaken that BAH is automatically stopped or reinstated. After moving into Government Housing, it is recommended that you contact your Disbursing Office to make sure that your BAH has stopped.

32. Fire Safety. All fires shall be reported to the fire department immediately and to the HSC as soon as possible. Any person who negligently or intentionally sets a fire, allows a fire to be set, or allows a fire to kindle is liable for all costs associated with the fire to include firefighting, rescue, emergency medical services, as well as damages. Renter's insurance to cover this liability is highly recommended.

- a. General Fire Prevention Rules
 - (1) Do not smoke in bed.
 - (2) Do not disconnect, remove, or make inoperable in any way or means any fire alarm system or component.

(3) Do not disconnect or remove smoke detectors.

(a) If the smoke detector beeps or chirps once every 15 to 30 seconds, this indicates the battery is low and needs to be replaced.

(b) Residents are responsible for replacing the battery (standard nine volt) and reinstalling the device immediately.

(c) Please contact the housing office if the smoke detector continues to beep or chirp after the battery is replaced.

(d) When the smoke detector activates due to smoke, it will make a loud, steady beeping sound. In this situation, immediately call 911 (from a cell phone: 046-816-0911) and evacuate your residence.

(4) Do not burn trash, rubbish, branches, leaves, yard residue, or any other refuse items in any housing area.

(5) Open fire pits and other forms of open fires are prohibited. Commercially sold fireplaces/fire pits are permitted; the following guidelines apply:

(a) Fireplaces/fire pits are not permitted in mid and high-rise towers.

(b) Must have ten feet of clearance from buildings, structures, and other combustibles (i.e. tree branches, bushes/shrubbery, etc.).

(c) Must be used in accordance with manufacturer's guidelines.

(d) Must be on a sturdy, non-combustible foundation.

(e) Must be supervised by an adult at all times while in use (once lit and until the coals are cold).

(6) Tiki torches, or other similar decorative/bug repellent torches are permitted for use only in the backyards of townhouses. Maintain a minimum of ten feet of clearance from

any building, structure, or other combustible items (i.e. tree branches, bushes/shrubbery, etc.). Use and maintain the torches in accordance with the manufacturer's guidelines.

(7) Lit candles must be monitored by an adult and must not be left unattended at any time.

(8) Fireworks are prohibited on board FLEACT, Yokosuka including Ikego detachment.

b. Barbecue Grills

(1) General Barbecue Requirements

(a) Do not leave barbecue grills unattended when in use or while still hot.

(b) Inspect the barbecue prior to use to ensure it is in good condition (no loose, missing, damaged, or corroded parts).

(c) Barbecues must be maintained free of grease build up. Grease buildup has been the most frequent cause of barbecue-related fires in the Commander, U.S. Naval Forces, Japan/COMNAVREGJAPAN region. Maintain and operate the barbecue in accordance with the manufacturer's guidance.

(d) Maintain a minimum clearance of ten feet from any building, structure, or other combustible items (i.e. tree branches, bushes/shrubbery, etc.). Mid and high-rise tower units will not be able to meet this clearance requirement; in this situation, maintain the maximum clearance possible from the building exterior wall.

(2) Charcoal Barbecue Requirements

(a) Charcoal barbecues are not permitted in mid and high-rise towers.

(b) Electric Starters or Chimney Starters are the preferred method for lighting charcoal barbecues.

(c) Never empty charcoal briquettes on the ground or into a drainage system.

(d) Ensure the coals are cold prior to placing them in the trash (it is recommended to immerse or thoroughly douse the coals in water before disposing of them). Improperly discarded warm/hot coals have been the leading cause of trash/dumpster fires in our region.

(3) Propane Barbecue Requirements

(a) Spare propane cylinders are not authorized.

(b) Hose and cylinder valve maintenance shall be in accordance with manufacturer procedures.

(c) When gas grill is not in use, the valve stem on the propane tank shall be in the off position.

(4) Use of Barbecues at Mid and High-rise Towers

(a) The use of barbecues on the balconies of high-rise buildings is a privilege granted by COMNAVREGJAPAN. This privilege is granted contingent on compliance with the General Barbecue Requirements and Propane Barbecue Requirements sections above, as well as the requirements in the Use of Barbecues at Mid and High-rise Towers section. Failure of residents to comply with the requirements could result in the loss of this privilege for all tower residents.

(b) **Only propane barbecues are permitted.** Charcoal barbecues, heaters, hibachi grills, smokers, etc. are not permitted to be used in mid or high-rise towers or stored on balconies or within the buildings.

(c) All combustible materials shall be kept a minimum of three feet from the barbecue.

(d) Keep the balcony doors closed while barbecuing to prevent activation of the smoke detector (Do NOT remove any smoke detectors).

c. Use and Storage of Flammable Liquids/Materials. All residents are cautioned to be extremely careful in the use of flammable cleaning fluids, gasoline, and other flammable liquids. These articles shall not be stored inside any MFH. They shall only be stored in Underwriters Laboratories approved

containers with a tightly sealed cap, inside an approved flammable locker. One gallon is the combined maximum quantity of flammable material permitted to be stored at any given time. Tower residents shall store flammable liquids only on balconies, and townhouse residents within outside storage sheds.

d. Grease Fires. Unattended cooking is the leading cause of kitchen fires. Do not leave the kitchen when you are cooking food on the stove, and always make sure you have a cover available for the pan with which you are cooking. Should a stove top fire start, turn off the power to the stove and cover the pan with a lid. Immediately call COMNAVREGJAPAN Regional Fire Department at the emergency phone number (911), and notify the HSC as soon as possible.

e. Evacuation Plan. It is always a good idea to be prepared for any emergency. Part of the preparation is to have an evacuation plan so that all members of your family will know what to do. Your evacuation plan should have at least two escape routes in case the primary route is inaccessible. Establish a meeting place where your family can meet. The meeting place should be away from the building and streets (you don't want to obstruct/hinder the responding emergency vehicles).

(1) Mid-Rise and High-Rise Towers. Please refer to the fire evacuation floor plan located on the lobby wall to see where your emergency escape routes are.

(2) Townhouses

(a) It is recommended to purchase a fire escape ladder for 'last-resort' escape use in the event of a fire. If you find yourself trapped upstairs during a fire, and you do not have an escape ladder, go into a bedroom (preferably a bedroom facing the street/parking lot) and close the door. Place towels, sheets, or clothing, etc. under the door to limit smoke coming into the room. Open the window and signal to people for help; if you have a phone with you, call the fire department and tell them you are trapped in the house.

(b) There are locks installed on the upstairs windows which, in their default arrangement, limit how far one of the windows will open. This was done for fall protection.

When the lock is released, it will allow the other window to open fully allowing for escape during an emergency. Please take a moment to familiarize yourself with the operation of the safety lock.

f. Reporting a Fire. Report all fires via 911 (from a cell phone: 046-816-0911); even if the fire has already been extinguished. Follow the dispatcher's instructions.

g. Fire Alarm Activation. If the fire alarm goes off in your building, stay calm and immediately evacuate in a safe and orderly fashion. Follow your family's evacuation plan and go to your meeting point. If anyone in your family is missing and you think they might be trapped, immediately notify the fire department. For mid and high-rise tower residents:

(1) Do not use the elevators to evacuate when the fire alarm has activated.

(2) The fire alarm will not sound on every floor, but rather on pre-determined floors. This is the design of the system and is not a malfunction. The fire department will assess the situation and activate the fire alarm for the remaining floors as needed.

33. Natural Disasters. Japan is known for its typhoon and occurrence of earthquakes/tsunamis. More information can be found at:

<https://www.cnic.navy.mil/Yokosuka/CommunitySupport/EmergencyManagement/index.htm>. Stay tuned to COMFLEACT, Yokosuka Channel 15, Armed Forces Japan 810 AM, or COMFLEACT, Yokosuka Website (www.cnic.navy.mil/yokosuka) and social media forums Facebook (search for CFAY) and Twitter (www.twitter.com/cfay_yokosuka) for the latest information.

a. All personnel should rely on their individual commands for more detailed information and guidance.

b. Suggested 72 Hour Emergency Kit. Gather these documents and put into a back-pack. Tight fit, but doable and easy to carry. Older children can be responsible for their own pack of items/clothes too. You can include any other items in your 72 Hour Kit that you feel are necessary for your family's survival.

(1) Personal documents and money: Legal documents (powers of attorney, birth/marriage certificates, wills, passports, contracts, etc.); up-to date immunizations records; insurance policies; cash; credit card; pre-paid phone cards; scriptures; genealogy records; patriarchal blessing.

(2) Food and Water: Three-day supply of non-perishable food such as protein/granola bars; trail mix, dried fruit, crackers, cereals (for munching); canned tuna, beans, turkey, beef, vienna sausages, etc. (pop-top cans that open without a can-opener if possible); Water (one Gallon per person).

(3) Fuel and Light: Flashlight (don't forget batteries); cigarette lighter; matches (wrapped in foil and plastic).

(4) Equipment: Can opener, dishes, utensils; radio; pen and paper; pocket knife; duct tape.

(5) First Aid Kit and Supplies: Toiletries (roll of toilet paper - remove the center tube to easily flatten into a zip-lock bag, feminine hygiene, folding brush, etc.); cleaning supplies (mini hand sanitizer, soap, shampoo, dish soap, etc., wrap soap in foil and plastic to prevent "flavoring" food items, especially for kids); medication (Acetaminophen, Ibuprofen, etc.).

(6) Special needs items: Prescription medications for at least two weeks, eye glasses, contact lens solutions, and hearing aid batteries.

(7) Bedding and Clothing: Change of clothing (short and long sleeved shirts, pants, jackets, socks, etc.); undergarments; rain coat/poncho; blankets; etc. (stuff to keep warm and dry).

(8) Don't forget the babies and kids: Small toys/games are important as they will provide some comfort and entertainment during a stressful time; Medication (Acetaminophen, Ibuprofen, children's medication etc.); infant needs if needed (diapers, bottles, etc.). Update your 72 Hour Kit often (put a note in your calendar/planner) to make sure that; all food, water, and medication is fresh and has not expired; clothing fits; personal documents and credit cards are up to date; and batteries are charged.

Reminder for All Residents Save Energy



"When not in use - Snap off the Juice!"

And don't forget to

"Put a Stop - to the Drop."



Reminder for High-rise Residents



KEEP HALLWAYS CLEAR.



DO NOT STOW ANY ITEMS FOR ANY LENGTH OF TIME

ESPECIALLY BICYCLES AND SHOPPING CARTS.

DO NOT IMPEDE AN EVACUATION OR
FIRE FIGHTING EFFORT!