



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
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COMNAVFORJAPANINST/COMNAVREGJAPANINST 11101.12R
N9
22 Dec 16

COMNAVFORJAPAN/COMNAVREGJAPAN INSTRUCTION 11101.12R

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: ASSIGNMENT TO NAVY MANAGED MILITARY FAMILY HOUSING

Ref: (a) DoD 4165.63-M of October 28, 2010
(b) CNICINST 11103.5
(c) OSD memo dtd 21 Nov 2008, Overseas Housing Requirements
(d) USFJ ltr dtd 23 Mar 2012, Housing Occupancy Rates, GOJ Provided Housing
(e) Joint Travel Regulation
(f) DoD Instruction 1400.25 Volume 1250 of February 23, 2012
(g) Department of State Standardized Regulations (DSSR)
(h) CNICINST 11103.3B
(i) COMNAVFORJAPANINST/COMNAVREGJAPANINST 7220.1U
(j) COMFLEACTINST 11101.29A

1. Purpose. To provide assignment and occupancy policy for installations operating Navy managed Military Family Housing (MFH) in Japan.

2. Cancellation. COMNAVFORJAPANINST/COMNAVREGJAPN 11101.12Q.

3. References Definition. Reference (a) establishes MFH and assignment policy. Reference (b) promulgates MFH policy for housing managed by the U.S. Navy. Reference (c) authorizes mandatory assignment to Government-Owned Housing. Reference (d) discusses occupancy for housing constructed by the Government of Japan Facilities Improvement Program (JFIP). References (e), (f) and (g) provide guidance related to entitlements and allowances when suitable government housing is not available to authorized personnel. Reference (h) provides assignment guidance for General and Flag Officer Quarters (GFOQ) and Key and Essential personnel. Reference (i) provides policy regarding Temporary Lodging Allowances (TLA) for personnel assigned in Japan. Reference (j) provides policy on resident limitations for civilians residing in Japan.

4. Scope. This instruction applies to all personnel authorized use of MFH, except for GFOQ and Key and Essential personnel per reference (h):

- a. Commander, Fleet Activities Yokosuka (CFAY)
- b. Commander, Fleet Activities Sasebo (CFAS)
- c. Commanding Officer, Naval Air Facility Atsugi (NAFA)

5. Policy. Reference (d) establishes a minimum 90 percent occupancy of the gross number of Government of Japan (GOJ) provided MFH inventory. Commander, Navy Region Japan (CNRJ) installations will optimize use of all available MFH units on the installations. The following practices are authorized:

a. Military Personnel

(1) Use of mandatory assignment for military personnel as prescribed in references (c) and (d) if unable to attain 90 percent occupancy through voluntary assignment.

(2) When suitable MFH is available as determined by the Installation Commanding Officer (ICO) and a valid offer is refused by eligible uniformed Service member, Overseas Housing Allowance (OHA) may be disallowed in accordance with Chapter 10 of references (e) and (g).

(3) Assignment policy will not place eligible military personnel in jeopardy of choosing between assignment to a MFH unit and entitlements/allowance that will result in hardship. A valid offer considers family size, unit type, and other special circumstances approved by the ICO. The location of the MFH unit (e.g., Main Base, Ikego, and Hario Housing areas) is not a consideration point or factor in determining a valid offer for assignment purposes.

b. Civilian Personnel

(1) Civilian personnel on a transportation agreement with one or more family members will be authorized to voluntarily apply for housing and be assigned to MFH. Installations may assign up to 10% of their government-owned Military Family Housing assets to accompanied civilian personnel.

USCS personnel desiring to voluntarily accept government housing will forfeit their LQA while residing in government-owned housing. All Non-Appropriated Fund civilian personnel will pay the Fair Market Rental Rate for an individual unit which includes the rental cost plus utilities and services cost.

(2) Civilian personnel will follow all rules and regulations within the "Resident Handbook".

c. General

(1) Families with pets are authorized assignment to the first and second floor of towers on-board all installations providing government-owned military family housing. The ICO has discretion to authorize the use of additional floors as needed.

(2) This policy does not address feral animals, which are covered under installation pest management plans. This policy pertains to government-owned military family housing with pet ownership by service members and their families. All authorized animals must wear a collar at all times with a valid and current rabies vaccination tag or animal registration tag, which should be in compliance with applicable Region policy. Resident pet-owners shall be responsible for cleaning urinary and fecal mishaps so as not to impose on the health and comfort of the families residing on the floor or within the tower. Pet owners who fail to clean-up after their pet's mishaps will receive one warning. A second failure will result in the loss of pet privileges for the remainder of their assignment to the installation.

(3) Owners are responsible at all times for controlling the behavior of their animals. No pet will be allowed to roam free at any time; it must be on a leash or in a pet carrier; to prevent altercations between pets for the safety and well-being of all residents.

d. Priority use of MFH. The following priority will be used when making assignments to MFH. The ICO has discretion to approve deviations from this priority.

(1) Accompanied uniformed members of the Armed Forces assigned to the installation.

(2) Accompanied DoD appropriated and non- appropriated funded (NAF) civilian personnel on Permanent Change of Station (PCS) orders with valid travel agreements and when at least one of the criteria is met in paragraph 5.b.

(3) Accompanied non-DoD personnel in a PCS status. Enclosure (1) of reference (b) contains a complete listing of non-DoD personnel. Additionally, at least one of criteria must be met in paragraph 5.b.

(4) Installations must determine and collect fair Market rental rate values for NAF and non-DoD civilians occupants.

(5) In those cases when personnel are selected or frocked for promotion they may be assigned and occupy housing designated for their frocked pay grade.

(6) Per reference (b), civilians living in base housing for five years or more may request up to a one year extension if the housing occupancy is below 90%. Waiver requests will be reviewed on a case-by-case basis.

6. Responsibilities

a. Commander, Navy Region Japan (CNRJ)

(1) Plan, program, and budget to support installation MFH operations and suitability requirements.

(2) Provide oversight of assignment policy, occupancy levels and interpretation of guidance that affects assignment to MFH.

(3) Collaborate with Navy Facilities Engineering Command, Far East to evaluate and coordinate MFH construction and sustainment requirements.

(4) Engage with higher authority on policy, waiver requests and other issues affecting Navy-managed MFH in Japan.

(5) Prepare installation occupancy reports on a quarterly basis.

b. Installation Commanding Officers (ICOs)

(1) Develop and implement CNRJ MFH assignment policy and procedures consistent with references (a) through (j) and this instruction to optimize use of MFH.

(2) Establish waiting lists by pay grade and family composition that incorporate multiple housing areas within their purview.

(3) Ensure MFH units are suitable for occupancy.

(4) Make assignments quickly and cost effectively as possible.

(5) Use a broad spectrum of media outlets to inform eligible personnel of installation housing assignment policies.

(6) Plan and communicate resource requirements with CNRJ N93 to support MFH sustainment, suitability, and relocation costs.

(7) Interact with local community real estate representatives to coordinate availability of suitable community housing per reference (a) minimum suitability standards based on affordability, location, features, and physical conditions to augment MFH.

(8) Submit any requested changes to the CNRJ assignment policy and subsequent updates electronically to CNRJ N93.

7. Action

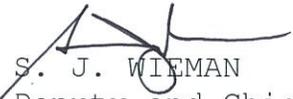
a. Request, endorsements, waivers, exceptions, and appeals of decisions or other matters addressing this policy will be forwarded to CNRJ via the ICO for review and adjudication.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1.

9. Review and Effective Date. Per OPNAVINST 5215.17A, CNRJ N9 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and

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consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will automatically expire five years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.


S. J. WIEMAN
Deputy and Chief of Staff

Releasability and Distribution:

This instruction is cleared for public release and is available Electronic only via CNIC Gateway Region Japan website <https://g2.cnic.navy.mil/TSCNRJ/N00/N04C/default.aspx>