



DEPARTMENT OF THE NAVY

U.S. NAVAL AIR FACILITY
ATSUGI, JAPAN
FPO AP 96306-0001

11100
Ser N00/0805
4. Nov 16

From: Commanding Officer, U.S. Naval Air Facility Atsugi
To: Prospective Resident of Military Family Housing

Subj: INTERIM HOUSING ASSIGNMENT CH-1

Ref: (a) Interim Housing Assignment ltr of 21 Sep 15
(b) NAFATSUGIINST 11101.5A

1. Reference (a) is here by cancelled and replaced by this Interim Housing Assignment Change 1 Letter. These changes will be incorporated in the new revision of reference (b).

2. Commander Navy Region Japan (CNRJ) requires that all military members be assigned to Military Family Housing (MFH), provided there is housing available that meets the criteria of paygrade and family composition. Pets are not considered when assigning MFH. It is imperative as good stewards of our Nation's resources and to our commitment to our Host Nation that the United States Armed Forces utilize all housing units built by the Government of Japan. To maximize MFH occupancy and minimize time spent in temporary lodging, it is our goal that families are assigned MFH as quickly as possible after arriving to U.S. Naval Air Facility (NAF) Atsugi.

3. This letter serves as notice that all military personnel be afforded on-base housing based on family composition and paygrade as of the day that they check into family housing.

4. On-base Family Housing relocation due to changes in family composition (e.g. birth of a child, acquiring additional command sponsored dependents, etc) or promotion changing housing entitlement shall be at the expense of the member. Government funded moves will only be considered under the most compelling mission essential reasons.

5. Billeted Quarters are unique in that some specific MFH units are assigned individuals holding a specific billet. The only billeted quarter on NAF Atsugi is the Commanding Officer, NAF Atsugi.

6. The MFH Assignment Process:

a. When you check into housing you will be briefed on available units that are move-in ready depending on paygrade and family composition.

b. Due to the different styles of MFH (Townhomes, Garden Apartments and Tower units), you may be given two or three choices of units. This may not always be the case.

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7. Waiting lists. If no units are available in the respective eligibility category based on paygrade and family composition only, applicants will be placed on a waiting list, authorized TLA and may be authorized to move off base with full OHA if no future assignments can be forecasted. When a unit meeting your eligibility requirement becomes available, if you are first on the waiting the unit shall be offered to you. If you accept the unit, a government funded local move shall be authorized to move you from off-base to your on-base MFH unit. If you decline the MFH unit you will no longer be eligible for OHA.

8. Special Circumstances - Documented Pets (canines). Dogs are permitted in all town homes, garden apartments, and the first two floors of tower units. If no dog-friendly quarters are available and none can be forecasted, the applicant may have to move off base until dog-friendly quarters become available. Same procedures apply as paragraph 7. Documented dog owners are applicants who have their pets registered with the Camp Zama, Yokosuka or Yokota Veterinary Treatment Facility. All pet registration must be completed prior to move in date.

9. Civilians. Civilians are not required to participate in the MFH assignment process, and may live off-base with their entitled housing allowances. Authorized accompanied Civilian employees on a transportation agreement may voluntarily participate in the MFH assignment process, provided no more than 10 percent of the MFH units are not assigned to Civilians. If you choose to participate in the MFH assignment process, you shall follow the same process and procedures as military members except as noted above. The requirement that you vacate MFH after five years applies. At present, locally hired and contracted employees are not authorized on base Family Housing.

10. Waivers. Waivers to this MFH assignment policy may be submitted to Commander NAF Atsugi via your Command and the Atsugi Housing Service Center (AHSC). The AHSC can provide you a template to make your request.

11. Should you have any comments or concerns regarding your Housing here on NAF Atsugi, please contact the AHSC at dsn 264-3795 or email atsugihousing@fe.navy.mil.


J. F. BUSHEY