



## DEPARTMENT OF THE NAVY

U.S. NAVAL AIR FACILITY  
ATSUGI JAPAN  
FPO AP 96306-1209

11101  
Ser N00/0837  
28 Aug 15

### MEMORANDUM

From: Commanding Officer, U.S. Naval Air Facility Atsugi  
To: All U.S. Naval Air Facility Atsugi Commands and Tenant Commands

Subj: ASSIGNMENT TO NAVY MANAGED MILITARY FAMILY (MFH) AND UNACCOMPANIED HOUSING (UH)

Ref: (a) COMNAVFORJAPANINST 11101.12Q CH-1  
COMNAVREGJAPANINST 11101.12Q CH-1  
(b) NAFATSUGIINST 11101.5A  
(c) NAFATSUGIINST 11103.5H  
(d) CO, NAFA email of 4 Aug 15

1. To effectively utilize MFH and UH assets and funds as originally intended, assignment to government housing is mandatory for all Active Duty (AD) personnel. This policy does not apply to United States Civilian Service (USCS) and Non-Appropriated Fund Civilian (NAF) personnel. USCS and NAF employees may apply for MFH as addressed in paragraph 4 and 5.

2. Effective August 17, 2015, service members (SM) reporting to U.S. Naval Air Facility (NAF) Atsugi, will be assigned to appropriate government housing based on pay grade and family composition. Should government housing not be available, the SM can go on a waiting list and pursue a lease for off-base housing. Once government housing becomes available, the SM will be authorized a government-funded move to the assigned on-base MFH. The SM may elect to remain in the leased off-base residence; however they will relinquish their Overseas Housing Allowance (OHA). Assignment is solely based on family composition; pets will not be a rationale for off-base assignment. If a SM declines an adequate on-base MFH unit due to pet ownership and pursues a lease off-base, they will relinquish their OHA.

3. In the case of UH, appropriate barracks space based on command and rank will be utilized. Per references (a) and (b) requests to live off-base will not be entertained until UH utilization reaches ninety percent. Geographical bachelors are not authorized OHA and will be housed in UH.

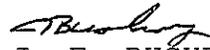
Subj: INVOLUNTARY ASSIGNMENT TO NAVY MANAGED MILITARY  
FAMILY (MFH) AND UNACCOMPANIED HOUSING (UH)

4. Accompanied Civilians employees on a transportation agreement with one or more family members will be authorized to voluntarily apply for housing and be assigned to MFH. Civilian employees may be assigned up to 10% of the MFH. 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 service cost. USCS personnel desiring to voluntarily accept government housing will forfeit their Living Quarters Allowance (LQA) while residing in government owned housing.

5. Civilian families will follow all rules and regulations within the "Resident Handbook." To avoid house shopping; civilian families shall not be able to apply for MFH then decline the adequate housing based upon personal preference. Once a family applies for on-base housing they will follow the same policies established for military members; if they turndown an adequate housing unit and want to go to the community they will forfeit their LQA entitlement.

6. Requests for exception to this policy will be made to Commanding Officer, NAF Atsugi via the SM Chain of Command and the Atsugi Housing Service Center.

7. NAF Atsugi point of contact for this policy is Mr. Ronald E. Singer, Housing Director, at DSN 264-2701 or [ronald.singer@fe.navy.mil](mailto:ronald.singer@fe.navy.mil).

  
J. F. BUSHEY