



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-0001

NAVSUPPACT NAPLES INST 11103.5B
N93

13 MAY 2015

NAVSUPPACT NAPLES INSTRUCTION 11103.5B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

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

Ref: (a) CNICINST 11103.5
(b) NAVSUPPACT NAPLES INST 7210.1B
(c) CNICINST 11103.12
(d) NAVSUPPACT NAPLES INST 11103.6A
(e) DOD 4165.63-M of 28 October 2010

Encl: (1) Eligibility Criteria
(2) Assignment Policy
(3) Waiting List Policy
(4) Termination of Housing Assignment
(5) Sample Letter for Special Requests or Exceptions to Policy Regarding Military Family Housing

1. Purpose. To establish and issue local housing policy and procedures specific to U.S. Naval Support Activity, (NAVSUPPACT), Naples, Italy and NAVSUPPACT Naples Detachment, Gaeta, Italy. To implement references (a) through (c).

2. Cancellation

(a) NAVSUPPACT NAPLES INST 11103.5A.

(b) NAVSUPPACT NAPLES ltr 11103 Ser N93/969 of 20 May 14

3. Scope. The eligibility, application, and assignment of Military Family Housing (MFH) in Naples are governed by references (a) through (e) and are applicable to all U.S. military personnel and Department of Defense (DoD) civilian employees regardless of branch of service. All Military personnel, DoD civilian employees, DoD Dependent School teachers, and U.S. contractor personnel reporting to the Naples and Gaeta area will be guided by the policies and procedures contained in this instruction. North Atlantic Treaty Organization personnel assigned to the area may be eligible for assignment to MFH in Naples.

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4. Background. Per reference (a), the Commanding Officer (CO), NAVSUPPACT Naples, is designated as the Housing Authority for all MFH in the Naples area and, as such, is charged with the administration of all family housing assets.

5. Discussion. Leased family quarters are available for assignment at the NAVSUPPACT Naples, Support Site only. Enclosures (1) through (5) provide local policy to ensure equitable assignment and optimum utilization of these assets.

6. Exceptions to Policy. All requests for exception to policy must be initiated by the service member and addressed to the CO, NAVSUPPACT Naples via their command and Housing Director for decision.



D. W. CARPENTER

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<https://www.cnic.navy.mil/Naples/About/Departments/Administratio n/AdministrativeServices/Instruction/index.htm>

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Eligibility Criteria

1. In the Naples and Gaeta areas, all U.S. military personnel with accompanying family members are eligible to apply for Military Family Housing (MFH). Proof of command sponsorship is required.

2. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with a certification from the U.S. Naval Hospital, Naples, Italy. Placement for enlisted service member is on the two-bedroom waiting list and the three-bedroom for officer. The control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy pending availability of units.

3. Department of Defense (DoD) civilian and other DoD sponsored civilian personnel with a transportation agreement and accompanying dependents are eligible to place their name on the waiting list to reside in MFH. Proof of dependents is required. Assignment will be based on equivalent military rank, family size and composition per reference (e). DoD civilians will be assigned to MFH in the event there is excess housing and no waiting lists. Excess housing is determined by the military waiting list being depleted and more than five vacant units available in the specific category. Separate military and DoD civilian waiting lists will be maintained for this purpose. For other eligible DoD sponsored civilians, charges will be on a reimbursable basis. Per reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of government housing.

4. North Atlantic Treaty Organization (NATO) military (non U.S.) personnel with accompanied dependents are eligible to place their name on the waiting list for MFH. Assignment to housing will be based on equivalent military rank, family size, and composition. NATO military (non U.S.) personnel will be assigned to MFH in the event there is excess housing and no waiting lists. Excess housing is determined by the U.S. military and DoD civilian waiting lists being depleted and more than five vacant units available in the specific category. A separate waiting list will be maintained for NATO military personnel. Per reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of

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government housing. The established dollar amount and process for payment will be thoroughly discussed prior to check-in with all NATO military (non U.S.) personnel. All relocation costs incurred are the sole responsibility of the NATO military (non U.S.) member.

5. Contractor personnel with accompanying dependents may be assigned to MFH in the event there is excess housing and no waiting lists in all other categories. Housing is considered excess when all waiting lists have been depleted and more than five vacant units have been available for more than 30 days. Per reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of government housing. The established dollar amount and process for payment will be thoroughly discussed prior to check-in with all contractor personnel. All relocation costs incurred are the sole responsibility of the contractor.

6. Billeted Quarters. U.S. Naval Support Activity, Naples, Italy billeted quarters policy is contained in reference (d).

7. All Flag Officer Housing in the Naples area is managed through the Housing Director (N93), Navy Region Europe, Africa, and Southwest Asia.

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Assignment Policy

1. The Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, as the Housing Authority (HA) has implemented a direct assignment policy to ensure efficient utilization of Military Family Housing (MFH) assets.
2. Per reference (a), the HA bases all assignments to MFH on pay grade, family composition and control date. This instruction establishes policy to assign based on the following:
 - a. Officers (O6 and above) are eligible for a minimum of four bedrooms.
 - b. Officers (W1 - O5) are eligible for a minimum of three bedrooms.
 - c. Senior enlisted (E7 - E9) are eligible for a minimum of three bedrooms.
 - d. Enlisted (E1 - E6) bedroom eligibility is based on family composition. Where inventory permits, families will normally be eligible for one additional bedroom per child and a separate bedroom for dependent parents.
 - e. Civilian eligibility is based upon family composition and comparable military rank per reference (e). In the event no officer units are available, enlisted units may be offered for assignment. If accepted, the family may not request relocation to another unit, except when an increase in family size would change bedroom eligibility.
3. All newly arriving service members and Department of Defense (DoD) civilians must report to the Housing Service Center (HSC) immediately upon arrival. Available MFH options will be discussed and all military personnel with accompanying dependents will be placed on a waiting list for assignment.
4. Per reference (a), members must request government housing within 30 days of reporting to the NAVSUPPACT Naples or the Gaeta area and request placement on the waiting list if housing is not available. Failure to report within 30 days will result in the loss of the member's control date (usually the date of departure from last Permanent Duty Station).

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5. Service members stationed in Gaeta are eligible for assignment to Naples area MFH and may place their name on the waiting list upon completion of the appropriate housing briefing.
6. All requests for exceptions to housing policy must be submitted in writing from the service member, via their CO/Officer-in-Charge (OIC) and the NAVSUPPACT Naples Housing Director, to the CO NAVSUPPACT Naples. If the service member has not yet reported to the Naples area, the request for exception to the Housing policy must be routed through the gaining CO/OIC.
7. Special requirements for priority assignment to MFH as a result of medical conditions must be documented by a physician, and endorsed by the CO, U.S. Naval Hospital, Naples, and the service member's CO/OIC. The request must indicate why there is a requirement for priority assignment and appropriate documentation must be included. If priority assignment is approved, the family will be placed immediately below the freeze zone, per reference (a), on the appropriate waiting list. Medical requirements should be coordinated in advance through the sponsorship program, the Exceptional Family Member Program if applicable, and addressed to the HSC prior to arrival of the service member.
8. Requests to relocate from one MFH unit to another are addressed as exceptions to policy. Requests must be endorsed by the applicant's CO/OIC and the NAVSUPPACT Naples Housing Director. All requests will be approved/disapproved by the HA. Approved relocations will be at the member's expense. These expenses may include moving cost, change of occupancy charges, or any costs incurred by the government.
9. MFH residents who qualify for an increase in minimum bedroom requirements are placed on the waiting list. The control date is the date documentation is provided to the HSC. Assignment is made when the member has completed the one year occupancy agreement and moves to the top of the waiting list. The relocation will be at the member's expense.

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Direct Assignment Policy

1. The direct assignment policy is based on pay grade, family composition, and the bedroom eligibility criteria for the military member.
2. The direct assignment policy requires newly arriving military personnel to be assigned to MFH immediately, if available, per the assignment policy of this enclosure.
3. The direct assignment policy applies to the following personnel with dependents:
 - a. Naples Area. All arriving military personnel will be directly assigned to MFH, if available.
 - b. Gaeta Area. All arriving military personnel will have the option to reside in the local economy or accept assignment to MFH.
4. Upon arrival, military personnel may request to reside in the local economy. A certificate of non-availability will be issued if less than five MFH units are available in the member's waiting list category.
5. Members who decline assignment to government quarters will not be authorized Overseas Housing Allowance (OHA).
6. Sponsors of arriving personnel should coordinate with the HSC prior to arrival to determine availability of MFH. Coordination must be established with the HSC no later than one week prior to arrival of service member.
7. Pet policy under direct assignment will be strictly enforced. Prior to assignment to MFH, families with more than two pets will be required to return excess pet(s) to the United States of America or find a suitable family willing to adopt. Exceptions to the pet policy are rare and require justification.

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Waiting List Policy

1. All eligible service members are required to apply for Military Family Housing (MFH). Waiting lists are established as follows:

a. Applicants may place their name on only one waiting list. Separate waiting lists will be maintained for all government controlled housing.

b. The following waiting lists are applicable:

- (1) W1 - 06 Four Bedrooms
- (2) E1 - E9 Four Bedrooms
- (3) W1 - 05 Three Bedrooms
- (4) E1 - E9 Three Bedrooms
- (5) E1 - E6 Two Bedrooms
- (6) Department of Defense (DoD) civilian Four Bedrooms (Officer)
- (7) DoD civilian Four Bedrooms (Enlisted)
- (8) DoD Civilian Three Bedrooms (Officer)
- (9) DoD Civilian Three Bedrooms (Enlisted)
- (10) DoD Civilian Two Bedrooms
- (11) North Atlantic Treaty Organization personnel
- (12) Contractor personnel

2. General Policy

a. Application for housing will be made by completing a Form 1746, Application for Assignment to Housing; Sex Offender Policy Acknowledgement and Disclosure form; providing a copy of Permanent Change of Station orders; and providing a copy of verification of dependents.

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b. All advance applications will remain in a pending status until the service member reports to the Housing Service Center (HSC). Service members must check in with the HSC within three working days of arrival to establish eligibility for Temporary Lodging Allowance per reference (b).

c. Applicants have one opportunity to transfer from one waiting list to another and retain the original control date. Requests must be in writing from the applicant to the assignment counselor and will be retained in housing application file.

d. Applicants who sign a lease for community housing while awaiting assignment to MFH will be required to fulfill the initial four month term of the lease. During this period, applicants will be deferred but will not lose their position on the waiting list.

e. Personnel residing in MFH may place their name on a waiting list to relocate to another unit if promoted from enlisted to officer or increased in bedroom eligibility as detailed in enclosure (2).

f. Per reference (c), when a member on a waiting list declines a government offer for a housing unit that member loses the entitlement to a government-funded move.

g. Applicants who arrive prior to their dependents and have received secretarial approval of delay of dependents will remain on the waiting list in a deferred status. The applicant will be assigned to MFH upon the arrival of dependents.

h. In the event the applicant cannot be present, he/she will be required to provide a Power of Attorney (POA) for their spouse to accept/decline housing on their behalf. Failure to provide POA while the applicant is unavailable will result in the member being deferred until he/she returns.

i. The HSC will make every reasonable attempt to contact the applicant via phone or email when quarters become available for assignment. If the HSC is unable to make contact after two working days, the applicant is bypassed, placed at the bottom of the waiting list, and the available housing is offered to the

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next member on the waiting list. Documentation of the attempted contact will be retained with the application for housing. Applicants are responsible for ensuring the HSC has accurate contact information.

j. Applicants are allowed two working days from time of offer to accept or decline. Failure of applicants to notify HSC of acceptance of quarters is considered a declination of MFH.

k. Service members who have relocated from government quarters to the economy may place their names on a waiting list to return to government quarters. The control date is the date of application, and relocation is at the expense of the service member.

l. Waiting lists are available for review at the HSC.

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Termination Of Housing Assignment

1. Residents of Military Family Housing (MFH) are required to remain in MFH for at least one year prior to requesting to relocate to the local community. Service members who wish to terminate for reasons other than receipt of Permanent Change of Station (PCS) orders out of the local geographic area are required to submit a request. Requests can be approved if ten or fewer units are available in the member's waiting list category. All termination of MFH, regardless of the reason, requires a minimum of 30 days written notice to the Housing Service Center (HSC). Resident responsibilities associated with termination of MFH may be found in the resident handbook.

2. Extensions

a. Requests for extension of MFH must be initiated by the service member and forwarded via their Commanding Officer (CO)/Officer-in-Charge (OIC) to the Housing Director. Requests must contain a detailed plan that describes how, and by whom, the final termination from housing will be completed. Extensions may be authorized under the following conditions:

(1) Temporary Duty Under Instruction (TEMUIN) for a period less than 20 weeks.

(2) Completion of the Department of Defense Dependents School (DoDDS) school year, not to exceed 90 days.

(3) Residents request for a specific reason not to exceed 90 days.

b. To receive approval, a command sponsorship letter must be provided to the HSC 30 days prior to the transfer, covering dependents after the service member is transferred as a result of PCS or TEMUIN orders.

c. Requests for extension for reasons other than TEMUIN or completion of the DoDDS school year require justification for the request, as well as endorsement by the individual's command.

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3. Early return of qualifying dependents requires termination of MFH quarters no later than 30 days following their return. It is the service member's responsibility to notify the HSC 30 days in advance and to relocate to the Unaccompanied Housing (if eligible), or obtain a lease in the local community. A government funded move is not authorized.

4. Per reference (c) family separations or dependents returning to previous/alternate living arrangements in excess of 90 days will require termination of MFH. Government funded move is not authorized.

5. Drug Usage. The Housing Authority (HA) has established a Zero Tolerance policy for illicit drug use by residents or guests. Violations of this policy may result in termination of entitlement to MFH.

6. Evictions. A member who is evicted from MFH is not authorized to reapply for government quarters during their tour of duty.

7. Debts. Residents are required to satisfy all debts for rent, damages to MFH or government appliances, furniture, or equipment prior to checkout from their local command. The HSC will not endorse checkout until proof of payment is provided.

8. Per reference (b), Temporary Lodging Allowance (TLA) Instruction, all service members vacating MFH are eligible for departure TLA. Final checkout date must be coordinated with HSC to ensure no more than the authorized number of TLA days are used prior to departure.

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**SAMPLE GUIDE LETTER FOR ALL SPECIAL REQUESTS OR EXCEPTIONS TO
POLICY REGARDING MILITARY FAMILY HOUSING**

Date

From: Your rank, full name (including middle initial, if any)
branch of service, current command

To: Commanding Officer, NAVSUPPACT Naples, Italy

Via: (1) Your Commanding Officer
(2) Housing Director, U.S. Naval Support Activity,
Naples, Italy

Subj: REQUEST FOR EXTENSION or REQUEST FOR GUESTS, ETC. (SHORT
EXPLANATION OF REQUEST)

Ref: (a) CNIC INST 11103.5
(b) NAVSUPPACT NAPLES INST 11103.5B
(c) Any other appropriate references

Encl: (1) List all supporting documents included with your
letter (hospital endorsement, PCS orders, police
report, etc)

1. Please submit your request at least 30 days in advance, allowing time for your request to be routed through your chain of command and forwarded to the Housing Service Center. Your request must be in a letter format, being as specific as possible, explaining what you want/need, any unique or extenuating circumstances and your justification. Please include your current work and home phone numbers, email address and your current mailing address. It is very important to include full names, plus all associated circumstances, including dates and time frames (if applicable) involving your request. You must submit a copy of all related documents that could support your request (hospital endorsement/statement, PCS orders, current Page two (Record of dependency and Emergency Data), police reports, legal documentation, etc).

2. All requests must be routed through the military member's chain of command for endorsement, prior to being submitted to the Housing Service Center.

Enclosure (5)

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Subj: REQUEST FOR EXTENSION or REQUEST FOR GUESTS, ETC. (SHORT EXPLANATION OF REQUEST)

3. If you are requesting for your family members to remain in your currently assigned unit after your detachment date you must provide a copy of your approved temporary extension of continued command sponsorship as outlined in NAVSUPPACT INST 1754.1C. A Power of Attorney for the dependent spouse is also required.

F. I. LAST

Note: Failure to include all required information and proper documentation could significantly delay a response to your request or result in your request being returned with no action or denied.

Any questions regarding submission should be directed to the Housing Service Center at DSN: 629-4466 or COMM: 081-811-4466.