



DEPARTMENT OF THE NAVY  
COMMANDER, FLEET ACTIVITIES YOKOSUKA  
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COMFLEACT YOKOSUKA INSTRUCTION 11101.29C

From: Commander, Fleet Activities Yokosuka

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

Ref: See Appendix A

Encl: (1) Eligibility, Assignment, Occupancy and Termination Military Family Housing  
(2) 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 U.S. Fleet Activities (FLEACT) Yokosuka's Area of Responsibility (AOR). The intent of this instruction is to provide a single reference source discussing the major requirements of references (a) through (o), 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 11101.29B. This instruction has been a complete revision and should be reviewed in its entirety.
3. Scope. Applies to all persons and organizations seeking assignment and/or using MFH under the cognizance of FLEACT Yokosuka.
4. Discussion. Per references (a) and (b), FLEACT Yokosuka 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, FLEACT Yokosuka is the Housing Authority (HA) for all housing matters.
5. Policy. Consistent with references (a) through (n), the housing program will be managed and administered to ensure maximum use of MFH at all times, at all geographic locations under the control of the HA. The use of involuntary assignment for military personnel as prescribed in reference (i) may be directed. The following additional measures will be complied with:
  - a. Prohibit discrimination based on race, color, religion, national origin, gender, sexual orientation, disability, or age.
  - b. Ensure assignments are completed as quickly as possible to realize maximum benefit from utilization of 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 will only be considered for the most compelling mission essential or extreme hardship reasons, and will never be granted solely to benefit an individual's billet title or rank. A hardship is a unique and unusual circumstance beyond the 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 freeze or delay the progression of the standard housing assignment process. 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 must carry the endorsement of the requestor's commanding officer or officer-in-charge. Waiver requests will be addressed to Commander, FLEACT Yokosuka via the Installation Housing Program Director (N93).

c. Waivers submitted due to medical reasons will only be considered in the most exceptional circumstance(s). 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 the waiver request is medically warranted.

d. Waiver requestors are strongly advised to not take any actions that presume waiver approval prior to receiving the waiver decision. This includes, but is not limited to, arranging an off-base rental property. Such action will be considered invalid if the waiver request is not granted. Requestors will be responsible for any consequences caused by his/her own actions including pecuniary matters.

7. Action. This instruction is effective immediately.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the FLEACT Yokosuka N93 will review this manual annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy Policy and statutory authority using OPNAV 5215/40. The manual will expire ten years after effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.



M. R. JARRETT, JR

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via CNIC Gateway CFAY website <https://g2.cnic.navy.mil/CNRJ/SitePages/CFAY.aspx>

CFAYINST 11101.29C  
22 Oct 2020

# **Eligibility, Assignment, Occupancy and Termination of Military Family Housing**

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CHAPTER 1  
ELIGIBILITY FOR MILITARY FAMILY HOUSING

1. General Eligibility Policy

a. Tour length. A member must have six months or more remaining on his/her current tour in FLEACT Yokosuka's AOR at the time of occupancy in order to be assigned MFH in Yokosuka.

b. Unit location. Members assigned to commands physically located in Yokosuka or a Navy Yokohama UIC are eligible for MFH at FLEACT Yokosuka or Ikego. Other members may request housing, but will be subject to the lowest priority for placement if higher priority members are on the wait list.

c. Family members. Persons who are not bona fide family members as defined in Appendix B will not be allowed to reside in MFH. Bona fide family members must have command sponsorship or family entry approval and reside with the sponsor for six months (180 days) or more per 365 day period. Divorced or legally separated members must have legal and physical custody of family members. The Housing Services Center (HSC) must be notified of any family members newly acquired due to marriage, birth, or adoption.

d. Eligibility for MFH does not ensure availability of, or assignment to MFH.

2. Eligibility Categories

a. Active duty service member. Must be on Permanent Change of Station (PCS) orders with accompanying family members identified on their orders and authorized to relocate with member.

b. Single, pregnant active duty service member without dependents. Upon a doctor's medical certification of the pregnancy, they are eligible to apply for MFH. Permission to move into MFH prior to the twentieth week of pregnancy will be at the discretion of the HA.

c. DoD civilian employees, including Non-Appropriated Fund (NAF) employees. DoD civilian employees will normally rely on off-base options for their housing needs. Civilians are not required to participate in the MFH process and may live off-base with housing allowances authorized. To be eligible for MFH, a civilian employee must be on a transportation agreement with accompanying family members identified on their DD Form 1614 and authorized to relocate with sponsor. DoD civilian employees will be authorized to voluntarily apply for and be assigned to MFH in the bedroom category for which they are eligible at a housing location (Main Base or Ikego) whose occupancy rate is 90% or less. When an occupancy is greater than 90% for the bedroom category or the unit type (townhouse or tower) for which they are eligible in both Main Base and Ikego, civilians will be required to rely on off-base housing. The Housing Director will monitor occupancy rates and take appropriate action to ensure compliance.

If MFH is elected, Housing will provide the unit assignment to the civilian employee. Civilian employees married to an active-duty service member and civilian employees residing in MFH are not authorized Living Quarters Allowance (LQA).

d. American Red Cross (ARC) personnel. Under reference (d), ARC personnel assigned to Yokosuka may be furnished quarters on the same basis as DoD U.S. citizen civilian employees recruited from the United States. At no time will an ARC member displace a military member.

e. Special needs. No person will be discriminated against because of special health or disability requirements. Applicants are responsible to provide the HA a minimum of 60-day notice of any special needs with a doctor's recommendation or a letter from the Exceptional Family Member coordinator at their last Permanent Duty Station (PDS). Should a physically handicapped-accessible MFH unit not be available, minor modifications to an existing MFH unit will be made. If a unit cannot be modified, or if it is determined by the HA to be cost prohibitive to meet the individual's needs, the HSC will assist in seeking appropriate off-base housing. This does not mean that the member can stop looking for their own accommodations.

3. Bedroom eligibility. Is determined by family composition under the following guidelines:

a. By paygrade

(1) Junior Enlisted (E-6 & junior) are eligible for two, three, or four bedrooms.

(2) Senior Enlisted (E-7 & senior) are eligible for three or four bedrooms.

(3) Officers (O1-O5, W1-W5, O1E-O3E) are eligible for three or four bedrooms.

(4) Senior Officers (O6) are eligible for assignment to Senior Officer Quarters (SOQ). (If no SOQ is available, the member may voluntarily elect assignment to an Officer four or three bedroom townhouse or three-bedroom tower. If such a voluntary election is made, the member's housing assignment will be considered complete, without opportunity to reapply for SOQ later.)

b. Selection to higher paygrade. Members reporting in a selected status to a higher paygrade will be eligible for assignment to the bedroom category of their selected paygrade.

c. Expecting. Should pregnancy occur while waiting for MFH assignment, sponsors may elect to transfer their names to the next higher bedroom wait list in their respective paygrade eligibility. Certification of pregnancy from a doctor must be submitted to the HSC in all cases involving pregnancy in order to be placed on the appropriate bedroom Wait List.

d. Fewer bedrooms option. Members may apply for MFH with fewer bedrooms than their eligibility minimum. The HSC will take into consideration family composition to ensure minimum standards can be met prior to approving. Members will sign an acknowledgement

that they are voluntarily accepting lesser bedroom accommodations, and that they will not be allowed to relocate at a later date unless there is an increase in bona fide family members. Approval of fewer bedrooms shall be governed by the following:

- (1) No more than two persons share a bedroom.
- (2) Two children of different gender may share a bedroom if under 6 years of age.
- (3) Dependent parents will be assigned one bedroom per couple if married, and separate bedrooms if not married.



CHAPTER 2  
APPLICATION PROCESS

1. Application for MFH. Application for MFH (DD Form 1746) may be submitted by mail, fax, e-mail, Housing Early Assistance Tool, or in person to the HSC at any time following receipt of PCS orders to Yokosuka. Application packages must include all components listed below:

a. Military member's application package:

- (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 Entry Approval message or command sponsorship approval letter.
- (5) Detaching endorsement from last PDS.

b. Civilian employee's application package, only if requesting MFH:

- (1) DD Form 1746 (application for assignment to housing).
- (2) Transportation Agreement.
- (3) Travel Orders.
- (4) DD Form 1614 (or Letter of Employment).

2. Effective Date of Application (Control Date). The control date is when MFH eligibility became effective and is used for determination of a Military Member's position on the Wait List.

a. PCS. The control date will normally be the date of detachment from the last PDS. For members reporting from an involuntary unaccompanied PCS tour, the control date will be the date of detachment from the last accompanied PCS tour. For members without a previous PDS, the control date will be the date they reported to their new PDS. Military personnel or spouses with Power of Attorney (POA) are required to report to the HSC in person within three business days of arriving at the location of the new PDS. Not reporting to HSC within three business days of arrival will revert the control date to the actual date of reporting to HSC. The earliest eligible control date will not take effect until the member or spouse with POA has turned in all required documents and the HSC has verified the application package.

b. Commissioning of Enlisted Personnel. For those members already residing in MFH, the control date will be the date of commissioning, provided application is submitted no later than 30

calendar days following commissioning. Otherwise, the Control Date will be the date the new application is accepted by the HSC. Enlisted members selected for commissioning will not be authorized assignment to Officer quarters until actually commissioned.

c. Homeport change. For members assigned to units changing homeport, the Control Date will be the date of promulgation on the Chief of Naval Operations (CNO) message for Change in Homeport Certificates. To qualify for this Control Date, the MFH application must be submitted no later than 30 calendar days following the unit's homeport change arrival in Yokosuka.

3. Wait Lists. Wait Lists for MFH will be based on military paygrade and bedroom eligibility.

a. Categories. The following wait lists will be established by the HA as a minimum:

(1) Senior Officers (O6).

(2) Officers (O1-O5, W1-W5, O1E-O3E) by bedroom eligibility.

(3) Senior Enlisted (E7 & senior) by bedroom eligibility.

(4) Junior Enlisted (E6 & junior) by bedroom eligibility.

b. Priority. Control Date will be the primary determinant for priority on Wait Lists.

(1) When military members of equal rank apply with the same Control Date, the applicant with the earlier date of rank will take precedence for wait list purposes over the other. If dates of rank are the same, then precedence will be given to the member with the earliest active duty service date.

(2) Freeze Zone. Intended to prevent a MFH applicant near the top of the wait list from being continually displaced on the list due to the arrivals of other members with earlier control dates. Freeze zone is the top ten percent of a wait list and will not be altered by new arrivals regardless of rank or position. If a newly arriving member's control date would place them inside the freeze zone, they will be placed just below the freeze zone.

(3) Civilian personnel. No wait lists will be maintained for civilians, even if there is no MFH available in their eligibility category. The signing of an off-base lease will complete the civilian housing application process, with no future application for MFH authorized.

(4) Main Base only due to military necessity. Members in positions designated by the HA per reference (o) with accompanied family members will be offered MFH on Main Base meeting their bedroom eligibility. Being on the reference (o) list does not equate to mandatory assignment to MFH, and as such, prior to beginning the MFH assignment process, members may voluntarily opt out to seek off-base housing. In such cases, members must be certain that their chain of command will support their decision to not reside on Main Base. However, once a valid

MFH offer is made, declining MFH, regardless of type and location, will be considered as completing the assignment process.

4. Advance or Delayed Arrival of Dependents

a. A spouse may be assigned MFH in advance of the active-duty member only with a complete MFH application plus advance dependent travel approval from OPNAV N130. The message from OPNAV N130 must clearly state that advance travel of dependents and station allowance based on new PDS (Honshu Yokosuka, Japan) is authorized for the member's dependents. Command sponsorship of dependents must have been submitted and the spouse must have a POA to accept housing on behalf of the member. In the absence of a POA, members may provide email notification to the HSC, authorizing the spouse to accept housing.

b. Members with families on authorized delayed travel can be assigned to MFH up to 30 calendar days in advance of their dependents arriving. A copy of the flight itinerary for the family member(s) will be required for verification purposes.

CHAPTER 3  
ASSIGNMENT TO MILITARY FAMILY HOUSING

1. Assignment Process. A spouse with POA can represent the member during the MFH process. MFH unit type descriptions are available on the HSC web page, and showroom units are available at Main Base and Ikego for viewing to assist applicants.

a. Initial check-in. Military members eligible for MFH will report to the HSC via e-mail, phone call, or in person within three business days of arriving at the PDS. Members can submit an application for MFH at this time if not done before. HSC will verify wait list position and request to review a housing brief.

b. Housing Brief review. Military members will review the housing brief available on the housing website or separately provided via e-mail within 10 calendar days of arriving at their PDS. The HSC will not endorse the payment of Temporary Lodging Allowance (TLA) until the member has reviewed the Housing Brief.

c. Off-base election opportunity. Upon review of the housing brief, members wishing to consider residing off-base using Overseas Housing Allowance (OHA) will be offered up to three business days to make the decision to seek off-base housing or continue the MFH assignment process. The decision to seek off-base housing is irrevocable and results in forfeiture of eligibility for MFH. Members may choose to skip the three days allotted for off-base consideration, and proceed directly to MFH selection.

d. Available MFH unit preference submission. After off-base opportunity is declined, members will receive the available MFH unit listing of the day within their eligibility and bedroom category. All members within the same category will receive identical listings of available MFH units on their given day. Members must return the listing with numbered preferences no later than 1500 on the second business day after receiving the list (i.e. if receiving listing on Monday, return no later than 1500 Wednesday; if receiving listing on Friday, return no later than 1500 Tuesday). Members are advised that this is not a race to the first submission, and that earlier return of the preference list does not improve their chances of being assigned to their preferred MFH unit. Members may only include their preference from among the units on the list given to them, and not mix in units offered to other MFH applicants on other days.

e. MFH offer and acceptance. Submitted MFH preferences will be prioritized based on members' relative Wait List positions. Based on this prioritization of preferences, each member will be offered one MFH unit. If a member failed to submit a numbered preference by the deadline, the HSC will select a unit from the list to be offered. The offer will be accepted or declined in writing. Upon acceptance of MFH, the applicant will be required to acknowledge receipt of and understanding of written guidance delineating the resident's responsibilities for living in MFH, and be provided a copy of enclosure (1) of this instruction.

f. Declining a valid MFH offer. If the member declines the offer but refuses to sign in writing, the refusal to sign will be annotated on the member's record as having formally declined

the offer. Declining a valid MFH offer will result in both loss of MFH eligibility and loss of eligibility to receive entitlements for off-base housing. When adequate MFH is refused by military members or civilians, OHA and/or LQA will not be authorized.

g. Move-in timeline. After accepting an offer, the member must move in within 5 business days for Main Base, and 10 business days for Ikego. Failure to occupy within the required timeframe will result in termination of TLA and loss of OHA eligibility.

h. No MFH available. If no MFH units were available in the member's category, the member will remain on the wait list and be authorized to move off-base using OHA. Members who, due to such initial unavailability, are in the process of pursuing off-base housing or move into off-base housing, will be offered one opportunity for accepting MFH when an MFH in their category becomes available. In this case, if the MFH offer is declined, the member will be committed to continuing with off-base housing, with OHA authorized. The member will be removed from all wait lists and forfeit MFH eligibility.

(1) Exception: If the initial unavailability was due to lack of dog-permitted MFH, the member must seek off-base housing with no further MFH eligibility, and will be removed from all wait lists, unless in a billet designated by reference (o).

(2) If no MFH is available in their category, members may voluntarily request in writing to be placed on a wait list with fewer bedrooms than they are eligible. However, family composition must be able to adhere to the bedroom provisions in Chapter 1.

(3) 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 wait list within 48 hours to offer MFH using the contact information provided, the applicant will be bypassed and the next applicant on the respective wait list will be offered MFH.

2. Pet Policy. Members are permitted to keep two pets in their assigned MFH unit (e.g., two cats; one cat and one dog), but only under the following provisions:

a. Ownership requirements. All pets must be registered with the FLEACT Yokosuka Veterinary Services Office, and must have proper vaccinations and be micro-chipped for identification at all times. Cats must be spayed or neutered. Documentation certifying registration, vaccinations, spaying, or neutering will be submitted to the HSC upon arrival and upon request. Failure to submit required documents may result in loss of pet privileges in MFH.

b. Dog-permitted MFH units. Dogs are only permitted in SOQ, townhouses, and units up to the third floor of housing towers, and not allowed inside tower elevators for any reason. If no dog-permitted quarters are available for applicants with documented pet dogs, they will be required to move off-base without future eligibility for MFH. As such, it is highly recommended for families to consider leaving their pet dogs behind until a dog-permitted home is secured.

c. Delayed arrival of dog. Members arriving PCS without a dog, but can provide proof (Fluorescent Antibody Viral Neutralization Test) to the HSC that a dog is in the process of being shipped, will be assigned to MFH in the same manner as other applicants with a dog. Members who do not provide proof that a dog is in the process of being shipped, will be assigned to MFH in the same manner as other applicants without a dog. Dogs acquired after PCS arrival will not be considered when making MFH offers under any circumstance. If such a member declines an offer to a non-dog-permitted MFH because of having acquired a dog after arrival, they will not be authorized off-base housing allowances.

3. Designated non-smoking MFH units. Nara and Ise Towers in Ikego are currently designated as non-smoking MFH facilities. (Additional towers to be designated as non-smoking will be announced at a later date.)

a. Residents accepting assignment to Nara and Ise Towers are required to observe and acknowledge in writing 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 family members and all visitors. Failure to abide by this policy will be grounds for termination of MFH and will result in the sponsor and family members being required to move off-base at no cost to the government and no housing allowances will be authorized.

b. The non-availability of non-smoking designated MFH units is not a valid reason to decline an MFH offer.

CHAPTER 4  
RELOCATION AFTER ASSIGNMENT TO MILITARY FAMILY HOUSING

1. Authorized Reasons for Relocation from MFH to another MFH. The following eligibility changes are the only authorized reasons for relocation after assignment to MFH. A promotion to Senior Enlisted or Senior Officer while assigned to MFH will not be eligible for relocation from one MFH unit to other MFH unit.

a. Change in family composition increasing bedroom eligibility. (Relocation is at member's expense). Relocation is only allowed to MFH with more bedrooms. Member can decline relocation. Declining a relocation offer to a MFH unit with more bedrooms, regardless of type and location, will be considered as completing the relocation process, with no further relocation prospects.

b. Commissioning from Enlisted to Officer. (Relocation is at Government expense. Dislocation Allowance is not payable.) Promotions from Enlisted to Officer will authorize relocation. Member can decline relocation. Relocation occurs after commissioning.

c. PCS transfer to a position authorized by the HA to reside on Main Base only. (Relocation is at member's expense. Dislocation Allowance is not payable.) Member can decline relocation, unless assigned to Billeted Quarters.

d. Government directed. (Relocation is at Government expense.) The HA can direct relocations due to inhabitability of the MFH due fire, flood, or other catastrophe; or due to repairs requiring the MFH unit to be empty; or due to safety/health related problems validated by the HSC Safety Inspector or U.S. Naval Hospital Preventive Medicine Department.

2. Terms for Relocation

a. Eligibility. Members must have at least six months or more remaining on their current tour in FLEACT Yokosuka's AOR at the time of relocation. Receipt of new PCS orders to another command in FLEACT Yokosuka's AOR will not authorize relocation from one MFH unit to other MFH unit.

(1) Relocation from MFH to Off-Base: If a member has lived in their current MFH unit for a minimum of one year and has at least one year or more remaining on their current tour, relocation from MFH to off-base will be authorized at the member's expense, with no further opportunity to apply for MFH. In addition, a whole-house cleaning fee of up to \$1,000, depending on the unit size, must be paid prior to moving off-base.

(2) Relocation from Off-Base to MFH: Receipt of a new set of PCS orders to other command under FLEACT Yokosuka's AOR will authorize relocation from off-base to MFH at the member's expense, with no further opportunity to move back to off-base. Reapplication to MFH will be accepted when the member reports to other command and will be processed in the same manner as new arrivals per Chapter 3 of this instruction.

b. Moving Timeline. Members will not be issued the keys to the MFH they are moving into until one business day prior to the actual date of assignment.

(1) Members will normally be authorized three calendar days to move from one MFH unit to another, but may be granted extensions by the Installation Housing Program Director.

(2) If there is no MFH unit available in the member's category at the time of application for relocation, while waiting for a MFH unit to become available, the member will be authorized to live off-base with OHA, or may remain in their currently assigned MFH unit if desired.

c. Funded Intra-Station Move. Is when local transportation of a member's household goods (HHG) coincident with moving between two dwellings is at government expense. Funded Intra-Station Move is NOT authorized to accommodate a member's personal problems, convenience, or morale, and will only be authorized under the following circumstances:

(1) When a member on the wait list accepts a MFH unit while living off-base. Note: This does not include members who become eligible for MFH after reporting onboard (i.e., marriage).

(2) When a single member becomes pregnant and is assigned to a MFH unit.

(3) When a member is ordered to a position for which there are Billeted Quarters.

(4) When an enlisted service member is commissioned.

(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 the five year occupancy policy.

(6) When directed by the HA due to uninhabitability of the MFH.

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

d. Termination of off-base 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.

(1) Effective date of occupancy to MFH is 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.



(2) 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 will forfeit OHA (military) or LQA (civilian) allowance authorization. Neither OHA nor LQA is determined by the HSC, it is an entitlement either approved through the Personnel Support Detachment or Human Resources Office.

CHAPTER 5  
TERMINATION OF MILITARY FAMILY HOUSING

1. Termination of Eligibility for MFH. Vacating MFH is required under the following:

a. PCS. When the installation ceases to be the area of the member's PDS or homeport unless Continued Logistic Support (CLS) is approved per reference (j).

b. End of military service. When the military sponsor is separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List, relieved from active-duty status, or officially declared a deserter. Requests to remain in MFH beyond separation/retirement date must be submitted to Commander, Navy Installations Command (CNIC) no later than 30 days prior to separation/retirement date for consideration. The request will detail the justification and demonstrate significant hardship. (Service Members who will be employed locally in any capacity as a DoD civilian employee after separation/retirement from service will be required to vacate MFH prior to their last day on active-duty. They may reapply for MFH, if eligible, under their civilian employee status.)

c. Death of service member. Per reference (d), surviving family members may remain in MFH for up to 365 days after the death of the service member (or the date of the Service Secretary's determination of death, if later) without charge. Extension requests must be submitted to CNIC no fewer than 30 days prior to the expiration of the 365 days via Commander, Navy Region Japan for consideration. Rental rates equivalent to the fair market value of the quarters will be charged for any extension granted beyond the 365 days after death.

d. End of accompanied status. When family members no longer reside permanently with the member for any reason including voluntary separation, legal divorce/ separation, or court order. The member must terminate MFH within 30 days from the date of the family member's departure from MFH. Moving HHG from MFH will be at member's expense.

(1) Exception: If sponsor retains legal custody of family member children and they reside with the member for at least six months (180 days) per 365 day period.

(2) Exception: In the event of the death of the sole family member of the service member or civilian employee, per reference (d), the sponsor may remain in the assigned MFH unit for up to 90 days after the death. Extension requests must be forwarded to the HA for consideration no less than 30 days prior to the expiration of the 90 days. Members will not be eligible for housing allowances until termination of assignment.

e. Misconduct. Members may be evicted from MFH due to violations of housing regulations and/or other misconduct as determined by the HA. Moving HHG from MFH will be at member's expense. These members will not be eligible for MFH for the remainder of their current tour or any future tours of duty in Yokosuka. Such misconduct includes, but is not limited to:

- (1) Identification in the household of a registered sex offender as defined in reference (f).
- (2) Improper care or destruction of the MFH unit or related property/landscaping.

(3) Unacceptable or wanton behavior by the sponsor or any bona fide family member or guest that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not in the best interest of the U.S. Government as determined by the HA. Unacceptable behavior would include serious or repeated violations of MFH rules and engaging in activities detrimental to preserving military discipline as determined by the HA, which includes unauthorized use of MFH for business, fundraising, or political activities.

f. Civilian personnel occupancy limit. Assignments to MFH will 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.

g. End of Billeted Quarters position. Personnel in Billeted Quarters (BQ) are required to vacate one day after no longer occupying the position for which the BQ is designated. Such personnel will not be eligible for CLS in their BQ. 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 BQ for more than one day following relief of duties must be submitted to CNIC via requestor's chain of command and HA no later than 30 days prior to the extension request start date. The request will detail the justification and hardship incurred.

2. Vacating Notification. Termination of MFH requires 30-day written notice of intent to vacate, unless in receipt of PCS orders to transfer in less than 30 days. (Quarters will not be terminated on a Saturday, Sunday or federal holiday.)

3. Exceptions to Termination Requirements. The following special conditions apply:

a. HA can direct continuation of MFH assignment for unsatisfactory notification of intent to vacate, or unsatisfactory unit condition (e.g., failure to sufficiently "broom clean" MFH unit or properly dispose of personal items per local requirements). Housing Allowances can be withheld until conditions are met for satisfactory termination.

b. PCS to Naval Air Facility Atsugi. Member may continue to reside in MFH until assigned MFH at Atsugi, provided they have been placed on the Atsugi MFH wait list and written concurrence of the gaining command is provided to the HSC.

c. Member Hospitalized for more than 90 days. Member may be authorized to retain MFH retention during period of hospitalization. However, a waiver request must be endorsed by the Commanding Officer, U.S. Naval Hospital Yokosuka and granted by the HA.

d. 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 fair market rate.

APPENDIX A  
REFERENCES

- (a) DoD 4165.63-M, DoD Housing Management Manual, of 28 Oct 2010
- (b) CNICINST 11103.4A, Responsibility for Housing Program in the Navy, of 31 Jan 2014
- (c) CNIC M-11103.1, Navy Housing Referral Services Manual, of 20 Aug 2018
- (d) CNIC M-11103.3, Navy Owned and Leased Family Housing Eligibility, Assignment, and Termination Criteria, of 23 Jan 2019
- (e) USD (AT&L) memo “Enterprise Military Housing Information Management System” of 16 Apr 14
- (f) CNICINST 1752.1, Policy for Sex Offender Tracking, Assignment, and Installation Access Restrictions, of 6 Feb 2011
- (g) CNICINST 11103.7A, Navy Housing Roles and Responsibilities for Program Management and Finance, of 16 Jan 2014
- (h) CNIC Housing Desk Guides
- (i) COMNAVFORJAPANINST/COMNAVREGJAPANINST 11101.12R, Assignment to Navy Managed Military Family Housing, of 22 Dec 2016
- (j) COMNAVFORJAPANINST 4060.6N, Logistic Support of Dependents in Japan after Departure of Sponsor, of 30 Mar 2016
- (k) COMNAVFORJAPANINST 1300.1V, Command Sponsorship, of 1 May 2014
- (l) COMFLEACTINST 6200.1S, Immunization, Registration, Housing and Control of Pets, of 19 Nov 2010
- (m) The Joint Travel Regulations (Chapter 10), Housing Allowances
- (n) CNICINST 11103.12, Navy Housing and Intra-Station Moves, of 5 Jul 2012
- (o) Commander, FLEACT Yokosuka Memorandum, Main Base Housing Due to Military Necessity

APPENDIX B  
GLOSSARY OF TERMS

Billeted Quarters (BQ). Categories of BQs are as shown below:

a. General and Flag Officer Quarters. Billeted quarters specifically designated for occupancy by O7 and senior positions (including civilian equivalents).

b. Installation Command Quarters. Billeted MFH designated for the Installation Commander.

Bona Fide Family Member

a. A spouse specified on Page 2.

b. 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 at least one-half of their support; or is unmarried under 23 years of age and pursuing full time education and is dependent on the applicant for one-half of their support.

c. 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 the Page 2 in the member's service record; is command sponsored; is in fact dependent on the applicant for at least one-half of their support; and actually resides with the applicant for six months out of a year.

d. Parents and/or parents-in-law who are ordinarily residents in Japan if the sponsor provides at least half of their support.

e. Military member married to military member stationed at different installations will normally not be eligible for MFH unless they have a bona fide dependent. In the case of a step child, the member with sole and physical custody is eligible for MFH. If the parent is deployed, the step parent will not be eligible for MFH unless they have court approved physical custody and the child must be listed on member's orders as a dependent.

Control Date. The effective date of eligibility for MFH. A Service member's position on the wait list for assignment to MFH is determined by their control date and assignment priority.

Freeze Zone. The relative position of the top ten percent ("freeze zone") of personnel on each wait list for assignment to MFH will be stabilized and not altered by placing new arrivals within the top ten percent regardless of rank or duty assignment.

Housing Authority (HA). The Installation Commander (CO), who has the housing plant account responsibility and responsibility for the implementation of the policies contained in this directive.

Overseas Housing Allowance (OHA). OHA is a monthly allowance paid to a Service member assigned to a duty station outside the continental United States permanent (less Hawaii) authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the member's housing costs and includes rent, utility or recurring maintenance expenses and move-in housing allowance.

Permanent Change of Station. In general, the assignment, detail or transfer of a member or unit to a new permanent duty station under a competent order that does not specify the duty as temporary, provide for further assignment to as new station or direct return to the old station.

Promulgation Date. The date specified, the date time group of naval message or date of OPNAVNOTE signed by the Director-Navy Staff (DNS) for change of homeport. DNS issues the promulgation date as the starting point in time for the activity and its chain of command to execute the organizational change request action on the effective date. Promulgation date has significance for ship and squadron personnel since it commences the homeport certificate process. The date is used by Navy Housing to allow Sailors to get on housing lists. For homeport or permanent duty station changes, the promulgation date is normally 6 months prior to the effective date to allow 6 months before, and up to a year after the effective date, to complete a permanent change of station move.

CFAYINST 11101.29C  
22 Oct 2020

# **FLEET ACTIVITIES YOKOSUKA FAMILY HOUSING HANDBOOK**



DO NOT REMOVE THIS HANDBOOK FROM THE RESIDENCE.

Enclosure (2)

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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.

**HOUSING SERVICES CENTER HOURS OF OPERATION AND PHONE NUMBERS**

FLEACT Yokosuka:  
0800-1600, Monday through Friday.  
Closed on 1st Wednesdays from 1200.

Ikego Detachment:  
0800-1600, Monday through Friday.  
Closed on 1st Wednesdays from 1200.

FLEACT Yokosuka  
Family Housing Services Center (HSC)  
PSC 473 BOX 131  
FPO AP 96349-0131

Ikego Hills Housing Management Office  
PSC 473 BOX 131  
FPO AP 96349-0131

Services Center Reception ..... 243-9037  
Self-Help Office .....243-7263  
Facilities Office Reception .....243-6784  
Telephone Operator .....

Reception Desk ..... 246-8027  
Self-Help Office .....246-8028  
..... 0/113/243-1110  
Or from Cellular Phone ..... 046-816-1110

FLEACT Yokosuka Public Works Department (PWD)  
Facilities Maintenance Request/Pest Control: ..... 115/243-5555  
Or from Cellular Phones .... 046-816-5555

Maintenance Service Calls. You and the government share the responsibility for the upkeep and maintenance of your assigned quarters.

*If you have any maintenance or repair issues that need to be resolved, particularly any health and safety issues, please place a call to the Public Works Trouble Desk at DSN: 243-5555 (046-816-5555). If you don't feel your issue was properly resolved, please contact your Inspector or the Yokosuka Facilities Housing Manager at DSN: 243-9067 (046-816-9067), or e-mail us at [YokosukaHousing@fe.navy.mil](mailto:YokosukaHousing@fe.navy.mil).*

Housing Website  
[https://www.cnic.navy.mil/regions/cnrj/installations/cfa\\_yokosuka/ffr/housing\\_and\\_lodging.html](https://www.cnic.navy.mil/regions/cnrj/installations/cfa_yokosuka/ffr/housing_and_lodging.html)

**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

## CHAPTER 1 – 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.

**101. COMPLAINTS.** The sponsors are responsible for the conduct of their family members and guests. If a dispute arises, the sponsors will try to resolve it amongst themselves. If unable to resolve, then please contact FLEACT Yokosuka Security Department with a follow up notification to the HSC. Should this fail, the HSC along with the sponsors' command representatives will mediate the issues. Continual unsubstantiated complaints could result in involuntary termination of the privilege to continue to reside in family housing. Likewise, substantiated complaints could result in involuntary termination of housing of the offender. Be respectful to your neighbors. When situations of serious nature arises in which housing regulations are being violated, a complaint form is available at the HSC and should be completed and submitted. The HSC will investigate the complaint and take appropriate action.

**102. PET POLICY.** Pet ownership is a conditional privilege extended to those personnel assigned to pet eligible quarters onboard FLEACT Yokosuka and Ikego Detachment. Responsible behavior must be exhibited in the control of pets or the privilege may be revoked. While dogs are limited to dog-friendly quarters only, cats are authorized 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 authorized 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 authorized within the jurisdiction of FLEACT Yokosuka. See COMFLEACTINST 6200.1S for more information.

- a. Number of pets authorized per household. The number of pets per household is limited to two (e.g., two cats; one cat and one dog; etc.) in FLEACT Yokosuka and Ikego Detachment. Breeding any animal for any purpose is prohibited. Dogs are authorized in all townhouses and first through third floor tower units in Yokosuka and Ikego. This could change with notice to residents. Dogs are not authorized in tower elevators at any time and can only be in the common areas (e.g. hallways and staircase) for the purpose of expeditiously transiting between the housing unit and outside the building.
- b. 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. All pets will also be registered with the HSC and all documentation certifying registration, vaccinations, spaying, or neutering must be submitted to the HSC. Your pets shot records must be kept current. Failure to comply will result in losing the privilege of having a pet in MFH.

- c. 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 yards, on any common ground or any part of the housing unit. Cats may not be free roaming without supervision. When unsupervised or free roaming, cats may come into contact with feral/stray cats that are infected with diseases.
- d. Public Nuisance. Animals and animal premises will 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 will not be left unattended in the backyard or balcony areas 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.
- e. Neglect. Animals will 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.
- f. Stray/Loose Animals. Stray/feral/wild animals must not be fed at any family housing locations. If seen, report the location of stray/feral animals to the FLEACT Yokosuka Housing Department. Bird feeders are not authorized in Military Family Housing Units as seed droppings attract pests. A Violation Notice (VN) will be issued by FLEACT Yokosuka HSC to anyone found to be in violation and the pet owners may lose their privilege to harbor or own an animal. Repeated violation will result in administrative actions including eviction from MFH.
- g. Dead or injured animal. Per COMFLEACTINST 6200.1S, wild or stray animals found dead or injured on-base should be reported to FLEACT Yokosuka PWD, Pest Control Office.
- h. Animal Traps. Do not tamper with, discard or steal animal traps.
- i. Pet Owners' responsibility in preparation for moving out. You are responsible for your own flea/tick control program during occupancy.
- j. Any damage to government property or pest infestation caused by your pet(s) will be your financial responsibility.
- k. The fostering of an animal from the shelter is permitted when the shelter cannot harbor the animal. Fostering households are permitted to have no more than two pets, to include those fostered during these conditions. A fostered pet is a pet up for adoption and is expected to be placed in a new home as soon as possible. Foster period not to exceed 90

days and no consecutive fostering of pets. The sponsor is responsible for notifying the HSC prior to taking on additional pets by fostering. Sponsor must inform the HSC when the pet is adopted.

1. Service animals will not be counted against the number of authorized pets. Service animals must be prescribed by a medical provider and have accompanying certification. Service animal certification must be issued or validated by a military medical service provider. Service animals without certification are considered Comfort animals and will be counted against the authorized number of pets.

**103. QUIET HOURS.** Quiet Hours should be observed all the times, but normally for outdoor noise they are normally 2200-0800, Sunday through Saturday. Excessive disturbance will not be tolerated at any time. Activities which emit sounds that exceed normal living sounds are prohibited, especially in multi-family living quarters since these activities may cause disturbance to neighbors.

**104. SMOKING**

- a. Smoking is prohibited in common areas of all high-rises such as hallways, staircases, community 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 occasion. If you are offended by your neighbor's smoke, kindly let them know and try to find a solution, i.e. limit the amount of smoking, move from the main balcony to the bedroom balcony etc., during these times close the doors and windows to limit.
- b. Non-Smoking High-rise Towers. The Asagao and Ajisai Towers in Yokosuka and the Nara and Ise Towers in Ikego are designated as non-smoking facilities. Families living in these towers prior to this designation may continue to smoke tobacco products in their assigned units. All new assignments are with the understanding that facilities are smoke-free thereafter.

**105. SUPERVISION OF CHILDREN AND CURFEW POLICY STATEMENT**

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

b. Children Supervision. The following policy applies to all minors:

Age of Child	Left Unattended In Quarters	Left Alone Overnight (2230-0530) (1030-0530)	Left in Playground Unsupervised	Left in Car Unsupervised
0-6 yrs	NO	NO	NO	NO
7-9 yrs	NO	NO	YES*	NO
10-15 yrs	YES	NO	YES	YES
16-18 yrs	YES	YES**	YES	YES

\*ADULT WITHIN HEARING OR VISUAL CONTACT

\*\*WITH ACCESS TO ADULT SUPERVISION

Children under 12 years of age will not baby-sit other children, including their siblings. Baby-sitters under the age of 16 may supervise until 2400 but are not allowed to sit all night. In addition, all children under the age of 18 and any students attending high school, organizers of special events that may result in children returning during restricted hours will inform base security of such events.

## CHAPTER 2 – COMMON AREAS

### 201. COMMON AREAS/COMMON GROUNDS

- a. Basketball Goals. Due to the damages to government property, the cost to repair yard areas, disruption of community relations, as well as traffic safety concerns, basketball goals are prohibited in parking areas/structures, roadways and any common areas.
- b. Decorations
  - (1) Holiday decorations and decorative exterior lights are only permitted during the holidays. Christmas lights and decorations are permitted 30 days prior to and 15 days after the event. For all other holidays and events, such as Thanksgiving, Halloween, Independence Day, where exterior decorations and lighting are common practice, they are also permitted 30 days prior to the event and must be removed 15 days after the event. Decorative lights are permitted to be on from dusk until 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.
  - (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. Roofs and ledges are off limit areas.
- 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 will obstruct the way of egress from your housing unit. This is for each residents' safety and the safety of the first responders. Never use the high-rise common areas and emergency escape stairwell as storage or play areas. The area must be free of all items. Residents may decorate the doors, and walls on either side of their entry door. Nothing will be placed on the floor.
- d. Resident Bulletin Boards. Bulletin Boards located in the first floor lobby of the Towers are for residents use only provided to post personal notices as in selling of belongings, vehicles and information of upcoming Yard Sales for 30 days. Personal notices must have the date of posting in the lower right hand corner. All flyers or personal notices not in compliance will be removed by housing.
- e. 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.
- f. Chalk. Drawing on the exterior walls, high-rise interior common areas, or inappropriate drawings that infringe on good order and discipline is not authorized. Residents may use

chalk on common area sidewalks, driveways, and parking areas, ensuring safety. However, the chalk must be washed away when finished.

- g. Vandalism. Will not be tolerated at any time.

**202. OFF-LIMIT AREAS.** The following areas are considered off- limits:

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

**203. 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. Parking of inoperative and/or unregistered vehicles and any tow-behinds in MFH are not authorized at any time. Operating and rolling vehicles on MFH common areas are prohibited. Parking lot should not be used as a play area. The use of motorcycle tents or leaving personal items in visitor or free parking as a way to reserve the space is 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 Department at the owner's expense.



## CHAPTER 3 – HOUSEKEEPING & MAINTENANCE

**301. GROUNDS MAINTENANCE.** Residents are responsible for the maintenance of their backyard, front patio area, vines growing on their fence and flower bed (if applicable). Areas maintained by the Government are considered “common areas.” You may not plant any vegetation in common areas. You are required to keep the areas free of personal items 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/Weeding. Fenced in yards must be kept clean, neat and orderly at all times when not using. This is accomplished by mowing and weeding (i.e. fence line). Grass should not exceed 4 inches at any time. Clippings will be raked, swept from concrete walkways. Do not sweep or wash clippings into the streets or gutters.
- b. Hedge pruning will be performed to the lower window edge, as well as flower bed weeding.
- c. Vines. Climbing vines may be planted, but freestanding devices must support them. Vines and freestanding devices cannot be connected or attached to the housing unit, fence, dividing wall, or any other government owned structure. Any personal climbing vine that attaches itself to a MFH unit will be removed immediately. Any damage caused by the vines will be at resident’s expense. Housing inspectors are authorized to have these types of removal performed without notice to resident.
- d. Unauthorized digging. Do not dig holes into the ground in any common areas and parks.
- e. Bird droppings. The cleaning and removal of bird droppings/waste from balconies, patios, and sidewalks is the responsibility of the resident. Bird droppings should not be cleaned in any manner that would create dust. Best method is to use soapy water and a broom/ brush. Once the area is cleaned a standard household disinfectant will be used.

**302. 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. The standards that follow are listed to help guide tenant efforts and will be used during random sanitation inspections which are covered in chapter 4, paragraph 402b of this handbook. These are minimum standards and are not all-inclusive, but will help to maintain cleanliness as well as prevent insects and other pest from entering your home.

a. Housekeeping Standards

(1) General cleaning of entire home:

- Walls: Clean, and free of dirt, grease, holes, cobwebs, and fingerprints.
- Floors: Clean, dry and free of hazards.
- Ceilings: Clean and free of cobwebs.
- Windows: Clean shades or blinds intact and fully operational.
- Doors: Clean, free of grease and fingerprints. Doorstops should be present where applicable. Locks fully functional. Any malfunction should be reported to your housing inspector.
- Heating/Cooling units: Clean, free of dust to include around vents and clear of any mildew build-up. Filters of wall mounted Heating/Cooling units must be cleaned regularly (at least once a month).
- Trash: Will be disposed of properly and not left in the unit.
- Cat boxes: Clean, odor free and cat litter not on floor.
- Dogs: Townhouse yard will be free of all dog droppings. For Tower, no dog droppings in cages or in house.
- Entire unit: Free of rodent and insect infestation.

(2) Kitchen:

- Stove: Accessible portions of the stove kept clean and free of food and grease.
- Refrigerator: Kept clean. Freezer door should completely close and seal seated properly. Freezer will have no more than one inch of ice.
- Dishwasher: Kept clean and free of food.
- Cabinets: Clean and neat. Cabinet surfaces, and countertop free of grease and spilled food.
- Exhaust Fan: Kept free of grease and dust. Should be regularly cleaned of any condensation and mildew accumulation.
- Sink: Kept clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner. Care and caution should be exercised in using the garbage disposal.
- Food storage areas: Should be neat and clean without spilled food.
- Trash/garbage (except for recycling): To be stored in covered container and emptied daily to prevent insect infestation.

(3) Bathroom:

- Toilet and tank: Kept clean and odor-free.
- Tub and shower: Kept clean and free of excessive mildew, soap scum. Where applicable, shower curtains of adequate length should be in place. Build-up of mildew on curtains should be cleaned or the curtain replaced as required to reduce any mildew in the bathroom.

- Exhaust fans: Should be free of dust.
- Floor: Should be clean and dry.

(4) Storage Areas:

- Linen closet: Should be neat and clean.
- Closets: Should be neat and clean. No flammable materials should be stored in the unit.
- Other storage areas: Should be clean, neat and free of hazards.

(5) Bedrooms: (All clothing should be properly stored in the closets or drawers. No soiled or dirty clothes should be left lying around).

- Closet: Neat and clean.
- Overall room should be neat and clean.

**303. MOLD AND MILDEW.** Mold and mildew are endemic in Japan but not hard to control. It is the resident's responsibility to clean mildew. Should mildew develop, remove it with 60/40% bleach and water solution or distilled vinegar. Report all cases of excessive mold occurrences to the HO. If not reported promptly, the resident may be held liable for the damages. To keep your home free from mold and mildew:

a. Keep things and places clean

- (1) Even small amounts of dirt or dried food will help mold growth.
- (2) Keeping closets, drawers, walls and clothing clean will prevent most mildew and mold from developing.

b. Keep things dry

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

c. Be sure to have air movement

- (1) Use an oscillating fan to move the air.

- (2) Frequently open closet doors and dresser drawers.
  - (3) Ensure clothing is dry when stored. Hang clothing loosely in the closet.
  - (4) Store items where they will not get damp.
  - (5) Do not place furniture against the wall.
  - (6) Do not store items susceptible to mold and mildew in the storage room.
- d. 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.

**304. 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 HO if a heavy infestation of pests is evident.

**305. SELF-HELP PROGRAM.** Minor household repairs should be voluntarily performed by the resident (i.e. clogged commodes, damaged window/door screens, touch-up painting, etc.). Under no circumstances should the resident attempt any electrical wiring repairs. Due to variations in the types of housing and the needs and desires of the residents, items available at the Self-Help may vary. Please check with your local HSC for available items. This service is not authorized for off-base residents.

Main Base: Building 4311, DSN 243-7263  
Mon, Tue, Thurs, Fri, and Sat 0800-1600

Ikego: Building 679, DSN 246-8028  
Mon-Fri, 0800-1600  
1st Wed each month, 0800-1200

- a. Lawn Mower Sheds. The Housing Self-Help Center lawnmower sheds are located throughout the FLEACT Yokosuka and Ikego Detachment Housing Areas. Sheds are designated to nearby residents only. Each shed contains several lawnmowers, weed-eaters, rakes, goggles, earplugs, and extension cords. Lawn maintenance items must only be used between the hours of 0800-1900 and returned to the shed each day after cleaning. The Housing Self-help personnel will do routine checks of all equipment. If you see or use a lawnmower that needs repairs, please contact Housing Self-Help so that they perform the repair to the equipment. Residents are responsible for providing their own gasoline.

- b. Construction and Alterations. Any construction, additions or alterations to family housing units, including fencing, patios and surrounding grounds, must be approved in writing before starting the work. The required authorization request must be submitted to the Facilities Housing Inspector and approved by the Facilities Managers. Any unauthorized alteration/addition may be removed and the area restored by the government at your expense. Construction, additions or alterations include, but not limited to the installation of bamboo on fencing, or balconies, wallpaper, boarders, stencils, hanging items from trees and awnings, and painting. Alteration to the quarters and grounds includes any area deemed by Housing Facilities that can impede the air flow which could cause mold and/or mildew to the government quarters.
- c. Light bulb replacement policy
- (1) Residents must replace all light bulbs and starter bulbs inside the home, except fluorescent tubes. Public Works 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 as well as all fluorescent tubes and LED lights.
  - (2) Starter bulbs and light bulbs can be purchased at the Navy Exchange, 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.
- d. Gardens. Only townhouse residents are authorized gardens. Gardens are not authorized in common grounds. Gardens must not exceed 32 square feet (8ft x 4ft) and must be inside the fenced yard. Gardens must be kept neat and clean at all times. Plants cannot exceed the existing height of resident's fence and must be contained within the maximum 32 square feet area. Gardens must be removed by 1 November of each year and the area restored. Failure to restore the area will result in the Government having the area restored at member's expense.

## CHAPTER 4 – OCCUPANCY INSPECTIONS

**401. 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 a repair must be performed in order to prevent additional damage to facility or government property), management will enter without prior notice and escort maintenance personnel into an occupied unit. Examples but not limited to, water leaks, electrical issues etc.
- b. When you are not available to allow entry for scheduled or unscheduled maintenance or repair work, you can or should make arrangements for a trusted neighbor or friend, at least 18 years of age to provide access. If unavailable, housing will determine if the maintenance can wait. If it is deemed required, the housing inspector will enter and escort the maintenance personnel during the repair.
- c. It is your responsibility to inform the HSC of any health conditions that require awareness for scheduled and unscheduled maintenance repairs. Examples: Contact or potential contact with infectious diseases (influenza, Measles Mumps, Rubella (MMR), COVID, tuberculosis, etc).

**402. OCCUPANCY INSPECTIONS.** 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. Sanitation Inspection. The Naval Preventive Medicine Manual on Sanitation Standards (NAVMED P-5010-2) has established an inspection requirement for all Government Owned Family Housing (FH). A routine inspection of FH will be conducted by Preventive Medicine Personnel on at least 10 percent of the total number of housing units annually.

- (1) Inspections will be performed during normal operating hours of the Housing Office. FH residents will be given a minimum of 3 days' notice prior to the inspection. A representative of the Housing Office will accompany the inspector(s) from U.S. Naval Hospital Yokosuka Preventive Medicine Department (PMD).

- (2) If the resident is present during the inspection, the inspector will again inform the resident of the purpose of the inspection. If the resident IS NOT PRESENT, the inspector will leave a written notice of the date, time, and purpose of the inspection and any finding(s) that will be reported.
  - (3) Units to be inspected will be determined by FH. These inspections will normally be conducted every Tuesday, if possible, and the FH Director will notify those units that have been selected for inspection on the Thursday prior to the scheduled inspection. Conditions that may necessitate follow-up inspections will be determined by the Commander.
  - (4) FH units should be inspected at the resident's request, or if housing is notified of a possible unsanitary condition.
  - (5) The PMD representative will document inspection findings using the approved Habitability Survey, then enter the results in the PMD database.
  - (6) A copy of the completed inspection report will be provided to the FH Director who will forward the results to the Commander.
- c. Preventive Maintenance Inspection. During your occupancy of MFH, your housing unit is subject to preventive 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 preventive maintenance inspection is not conducted and the equipment fails to operate due to your negligence, you can be held responsible and liable for repairs.
- d. Fire Safety Inspection. COMNAVREGJAPAN Fire and Emergency Services conducts home fire safety inspections when requested by an occupant or directed by the Commander, FLEACT Yokosuka. Occupants providing Home Daycare service will have their quarters inspected per OPNAV instructions.
- e. 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.
  - (2) Visit the local HSC with a copy of 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 a confirmed flight date is received, please contact the local HSC to update Intent to Vacate form and schedule the final inspection.
- (3) Renovation/Maintenance Inspection. This inspection is conducted to determine the work necessary to prepare the unit for the next resident. The sponsor or spouse must be present at this inspection. It is normally conducted within three days of submitting the Intent to Vacate form to the local HSC.
  - (4) Temporary Lodging Reservation. We recommend that reservations are made as early as possible since desired Temporary Lodging Allowance (TLA)/Temporary Quarters Subsistence Expense accommodations may be full.
  - (5) Termination of Telephone, Cellular Phone, and Internet Service. Please contact service providers to terminate the services prior to vacating. Contact the Base Communication Office in the PSD Building 1555, second floor, or call DSN: 243-5847 for additional information. 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 residency in MFH. The sponsor or spouse (with power of attorney) must be present at this inspection. Once it has been verified that quarters have been successfully returned to the government in satisfactory condition, the Housing Inspector will provide the appropriate documentation and sign the Command Check-out sheet.
  - (7) Quarters Clearance Documentation
    - (a) Military Personnel: Upon clearance of government quarters, members will receive two copies of the BAH Memorandum to submit to the detaching and gaining Disbursing Offices. It is recommended that members make additional copies for their records.
    - (b) Civilian Personnel with LQA entitlement: Upon clearance of government quarters, civilian personnel will receive a copy of Military Pay Order (DD-114) to submit to COMNAVREGJAPAN Human Resources Office.



## CHAPTER 5 – RESIDENT REQUESTS

**501. COMMERCIAL ENTERPRISES.** No commercial enterprise is permitted in the quarters or on the premises. DoD 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 HSC and FLEACT Yokosuka Office of the Staff Judge Advocate (SJA). At no time will a MFH unit be modified to accommodate a home business.

**502. CONTINUED LOGISTIC SUPPORT (CLS).** Approved CLS letter must be submitted to the Housing Office for family members to continue to reside in MFH. Refer to COMNAVFORJAPANINST 4060.6N for submission requirements.

**503. INSTALLATION ACCESS REQUEST/HOUSE GUEST PASS.** Guests require passes issued by the FLEACT Yokosuka Visitor Control Center (VCC), previous as known as Industrial Security Office (ISO). All House Guest passes in excess of 72 hours must be requested in advance for background checking by VCC. 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 the HSC for further information.

**504. LIVE-IN CHILDCARE PROVIDER (NANNY).** Requests for live-in childcare provider must be submitted to the Installation Housing Program Director per below guidelines:

- a. The nanny will be a Japanese National or legal resident of Japan with visas appropriate for working individuals. Third-country nationals from countries on USFJ's list of Designated Third Country are not authorized. Full compliance with Japanese immigration law is required. The individual must be in Japan on a working visa suitable for this 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. Member may be required to reimburse the government all costs associated with obtaining information.
- 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 HA, the live-in nanny will be eligible for a separate bedroom. However, a reassignment to a larger MFH unit will not be authorized unless approved by the HA.

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

## CHAPTER 6 – RESIDENT RESPONSIBILITIES

**601. BASIC ALLOWANCE FOR HOUSING (BAH).** It is the member's responsibility to ensure that BAH is stopped after moving into Government Housing or reinstated after vacating Government Housing. It is recommended that members work closely with their Command Pay and Personnel Administrator to ensure appropriate documents are processed in a timely manner.

**602. CHANGES IN YOUR STATUS.** You are required to notify the HSC of any change in:

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

**603. 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 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.
- c. Pools. Privately owned swimming pools are prohibited. Due to the hazards of drowning, only small wading pools no more than 12 inches deep are permitted. Wading pools are to be constantly monitored by an adult during use, and must not be left unattended while holding water. Wading pools must be kept inside the fenced backyard and must be drained and stored when not in use. This will help reduce and prevent mosquito infestation. You will be held responsible to restore grounds or for pest control should the damages be incurred by your negligence.
- d. Trampolines. Are only authorized in fenced in backyards with appropriate safety netting attached. Liability insurance is strongly recommended. MFH will not be liable for any damage or personal injury.

**604. TEMPORARY ABSENCE FROM QUARTERS**

- a. Residents who plan to leave their quarters unoccupied for more than seven days must complete a "Temporary Absence from Quarters" at the HSC. Failure to do so may result in being charged for damages to the quarters if occurred in the absence.
- 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 sponsored with base privileges, age of 18 and older, and authorized in writing. Members may not collect any payment from house sitters.

**605. 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.

**606. ANCHORING PERSONAL PROPERTY**. To mitigate risks of tip-over incidents, residents are strongly recommended to anchor all free-standing personal property, including freestanding chests, door chests, dressers, entertainment centers, bookcases taller than 27 inches, televisions, and large appliances, using an anti-tip bracket. Residents will not be charged for repairing the interior wall surface unless extensive damages are made.

## CHAPTER 7 – RESTRICTIONS

**701. 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 authorized. 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.

**702. WEAPONS AND AMMUNITIONS**

- 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 FLEACT Yokosuka Security Department.
- 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 COMNAVREGJAPAN Regional Fire Department and FLEACT Yokosuka Security Department. NEVER move the item and keep everyone clear of the area until it is checked by a properly trained ordnance team.

## CHAPTER 8 – SUPPORT AND SERVICES

### 801. AVAILABLE AREAS FOR FUNCTIONS

- a. Community rooms. Are located in most of the towers, and are available for use by all authorized individuals to conduct social events. Non-profit organizations will be permitted but residents will have priority. Use is NOT permitted for any commercial activities, and private employment, i.e. photo shoot, Yard Sales and Garage Sales, even if such business is approved to be conducted in MFH Quarters. No private organization fundraisers will be authorized. Please contact the HSC for availability and reservation policies.
- b. Picnic areas. Maintained by the HSC are available in Yokosuka for use by all authorized individuals and organizations on a first come, first serve basis.

### 802. RECYCLING PROGRAM

- a. Recyclable items. Can be turned in to the FLEACT Yokosuka Qualified Recycling Program (QRP), located over by the NEX Depot/Warehouse. 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 in your housing area.

(1) For Main Base: QRP.

(2) For Ikego: Near the Ikego school bus terminal.

**803. 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 HSC 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 COMFLEACTINST 2410.1B. 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.

**804. TRASH DISPOSAL**. Residents are required to comply with FLEACT 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 HSC.
- 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 Main Base and Ikego should leave bulk trash near their garbage containers and call 243-6558 (Main Base) 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.

## CHAPTER 9 – OTHER INFORMATION

### 901. ENERGY CONSERVATION

- a. Water. 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) Main Base: Auto Hobby Shop.
    - (b) Ikego: 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 11300.2G. The actual schedule will be determined by FLEACT Yokosuka PWD based on the CNIC guidance.
- (6) Additional Refrigerators and Freezers are not allowed on the balconies, patios or backyard porches.

**902. FIRE SAFETY.** All fires will 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 indicating that the battery needs to be replaced, please contact your Housing Inspector during HSC business hours or contact PWD Trouble Desk after business hours to have the battery replaced.
  - (b) When the smoke detector activates due to smoke, it will make a loud, steady 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, high-rise towers and common areas.
  - (b) Must have ten feet of clearance from buildings, structures, and other combustibles (i.e. tree branches, bushes/shrubbery, etc.).
  - (c) Must be used per 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 per the manufacturer's guidelines.
- (7) Lit candles must be monitored by an adult and must not be left unattended at any time. Never place a lit candle under any cabinet or shelf at any time. The resident will be responsible for any and all damage caused by a candle or other personal item that uses a candle.
- (8) Fireworks are prohibited onboard Main Base and Ikego. At no time will fireworks be stored or used in any housing area. If any type of fireworks are discovered, the offender will be referred to higher authority for further action which could result in the loss of housing privilege and will not be authorized to draw OHA/LQA.
- (9) Propane fueled deep fat fryers are not permitted in any tower. They are only permitted for use 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.).

b. Barbecue Grills

(1) General Barbecue Requirements

- (a) Barbecue grills are prohibited in common areas unless it is a designated picnic area.
- (b) Do not leave barbecue grills unattended when in use or while still hot.
- (c) Inspect the barbecue prior to use to ensure it is in good condition (no loose, missing, damaged, or corroded parts).
- (d) Barbecues must be maintained free of grease build up. Grease buildup has been the most frequent cause of barbecue-related fires in the U.S. Naval Forces, Japan/COMNAVREGJAPAN region. Maintain and operate the barbecue per the manufacturer's guidance.
- (e) 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 will be per manufacturer procedures.
- (c) When gas grill is not in use, the valve stem on the propane tank will be turned off.

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

- (a) The use of barbecues on the balconies of the towers is a privilege granted by COMNAVREGJAPAN. This privilege is granted contingent on compliance with the General Barbecue 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 will result in the loss of this privilege for the violator and could also affect all tower residents.
  - (b) **Only propane barbecues are permitted.** Charcoal barbecues, heaters, hibachi grills, smokers, turkey oil fryers, etc. are not permitted to be used in any tower and they will not be stored on balconies or within the buildings.
  - (c) All combustible materials will 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 will not be stored inside any MFH. They will 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 will 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.

- h. Appliances. The only appliance that is designed to run unattended is the refrigerator. Never leave the house with the Washer/Dryer/ Stove/Dishwasher running. Unattended appliance if left could fail and cause damage to the house and or personal property. Any damage cause due to an unattended appliance (other than the refrigerator) will be the responsibility of the resident.

**903. NATURAL DISASTERS.** Japan is known for its typhoon and occurrence of earthquakes/ tsunamis. More information can be found at:

<http://www.metoc.navy.mil/jtwc/jtwc.html>

<http://ptwc.weather.gov/>

Stay tuned to FLEACT Yokosuka Channel 15, Armed Forces Japan 810 AM, or FLEACT Yokosuka Website ([www.cnmc.navy.mil/yokosuka](http://www.cnmc.navy.mil/yokosuka)) and social media forums Facebook (search for CFAY) and Twitter ([www.twitter.com/cfay\\_yokosuka](http://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.