



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY

PSC 817 BOX 1

FPO AE 09622-1000

NAVSUPPACT NAPLES INST 11103.5
N93

21 APR 2009

NAVSUPPACT NAPLES INSTRUCTION 11103.5

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

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

Ref: (a) CNICINST 11103.5
(b) CNIC Desk Guide Assignment to Housing dtd Aug 08
(c) CNIC Desk Guide Termination of Housing dtd Jul 08
(d) CNIC Desk Guide Hsg Rqmts and Mgmt Program dtd Jan 09
(e) NAVSUPPACT NAPLES INST 7210.1

Encl: (1) Eligibility Criteria
(2) Assignment Policy
(3) Waiting List Policy
(4) Termination Policy
(5) Exception to Policy Sample

1. Purpose. To establish and issue local housing policy and procedures specific to the Naples and Gaeta area. To implement references (a) through (e).

2. Cancellation. NAVSUPPACT NAPLES INST 11101.11B.

3. Scope. The eligibility, application, and assignment of MFH in Naples and Gaeta are governed by references (a) through (e) and are applicable to all U.S. military personnel, and DOD civilian employees regardless of branch of service.

4. Background. Per reference (a), the Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy is designated as the Housing Authority (HA) for all MFH in the Naples and Gaeta area and, as such, is charged with the administration of all family housing assets.

5. Discussion. Leased family quarters are available in various developments in the Naples and Gaeta area. Enclosures (1) through (4) provide local policy designed to ensure equitable assignment and optimum utilization of these assets.

21 APR 2009

6. Changes or Additions. Recommended changes or additions to this instruction should be submitted to the Housing Director, (NAVSUPPACT) Naples.

7. Exceptions to Policy. All requests for exception to policy must be initiated by the service member and addressed to the Commanding Officer, NAVSUPPACT Naples via their Commanding Officer/Officer-in-Charge and Housing Director for decision, see enclosure (5) for guidance.

8. Action. Military personnel and DOD civilian employees in the Naples and Gaeta area who want to reside in MFH and the staff of the Housing Welcome Centers will be guided by the policy and procedure contained in this instruction.



R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists I through V

21 APR 2009

ELIGIBILITY CRITERIA

General Eligibility

1. In the Naples area, all U.S. military personnel, pay grades E1 to O6 with accompanying family members, are eligible to apply for Military Family Housing (MFH). Proof of command sponsorship or dependent entry approval is required.
2. In the Gaeta area, all U.S. Military personnel, pay grades E1 to O6 with accompanying family members, are eligible to apply for Naples area MFH. Proof of command sponsorship or dependent entry approval is required.
3. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with a certification from the U.S. Naval Hospital, Naples, Italy. Placement is on the two-bedroom waiting list, and the control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy, pending availability of units.
4. Service members married to service members, with one stationed in Gaeta and one stationed in Naples, will be assigned to only one MFH unit. The member with physical custody of dependents is eligible for assignment.
5. DOD civilian and other DOD sponsored civilian personnel with a transportation agreement are allowed to place their name on the waiting list to reside in Support Site housing only. Assignment will be based on equivalent officer rank or family size and composition whichever is greater. DOD civilians will be assigned to MFH once the military waiting list is depleted and there are vacant units available in the specific category. Separate military and DOD civilian waiting lists will be maintained for this purpose. For other eligible DOD sponsored civilians, charges will be on a reimbursable basis. As discussed in references (a) and (b) it is Navy policy to establish fair and reasonable charges for occupancy of government housing.
6. Accompanied NATO military (non US) personnel will be allowed to place their name on the waiting list to reside in Support

21 APR 2009

Site housing only. Assignment to housing will be based solely on family size and composition. NATO military (non US) personnel will be assigned to MFH once the U.S. military and DOD civilian employee waiting lists have been depleted and there are vacant units available in the specific category. A separate waiting list will be maintained for NATO (non US) military personnel. As discussed in references (a) and (b) it is Navy policy to establish fair and reasonable charges for occupancy of government housing. The established dollar amount and process for payment will be thoroughly discussed prior to check-in with all NATO military (non US) personnel. All relocation costs incurred are the sole responsibility of the military member.

21 APR 2009

ASSIGNMENT POLICY

General Policy

1. The Commanding Officer, U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, as the Housing Authority (HA) has implemented a direct assignment policy to ensure maximum efficient utilization of MFH.
2. In accordance with reference (a) all assignments to MFH are made based on both pay grade and family composition. This instruction establishes policy to assign based on the following:
 - a. Officers (O6 and above) are eligible for a minimum of four bedrooms.
 - b. Officers (O4 and O5) are eligible for a minimum of three bedrooms.
 - c. Officers (W1 - O3) are eligible for a minimum of three bedrooms.
 - d. Senior enlisted (E7 - E9) are eligible for a minimum of three bedrooms.
 - e. Enlisted (E1 - E6) bedroom eligibility is based on family composition. Where inventory permits, families will normally be eligible for one bedroom per child and a separate bedroom for the dependent parents.
3. All new arriving service members and DOD civilians must report to the assignments counselors at the Housing Welcome Center (HWC) immediately upon arrival. Available MFH options are discussed, and all personnel are given the opportunity to be placed on a waiting list for assignment. While waiting for assignment to quarters, the member is required to reside in temporary lodging. If government quarters are not available for occupancy within 30 days of arrival, the member must use the showing service at the HWC to locate a home in the local community.

21 APR 2009

4. In accordance with reference (a), members residing in the local community, who put their names on the waiting list within first 30 days of arrival, are eligible for a government funded move into MFH. During this period, the member will not lose their position on the waiting list.
5. Service members stationed in Gaeta are eligible for assignment to Naples area MFH and may place their name on the appropriate wait list upon completion of appropriate housing briefing.
6. All exceptions to policy, regardless of location must be submitted in writing from the service member, via their Commanding Officer/Officer-in-Charge, and the NSA Naples Housing Director to the Commanding Officer, NAVSUPPACT Naples.
7. Any special requirements for priority assignment to MFH as a result of medical conditions must be documented by a physician, and endorsed by the Commanding Officer, U.S. Naval Hospital, Naples, and the service member's Commanding Officer/Officer-in-Charge. The request must indicate why there is a requirement for priority assignment, and appropriate documentation must be included. If priority assignment is approved, the family will be placed immediately below the freeze zone (as defined in reference (b)) on the appropriate waiting list. Medical requirements should be coordinated through the sponsor program and addressed to the HWC prior to arrival of the service member.
8. Request to relocate from one MFH unit to another are addressed only as an exception to policy. Requests must be documented by extenuating circumstances, and be endorsed by the applicant's Commanding Officer/Officer-in-Charge. All requests will be approved/disapproved by the Housing Authority. Approved relocations will be at the member's expense.
 - a. Requests to relocate due to personal reasons or preferences of units or location will not be authorized.
9. MFH residents with documentation for an increase in the bedroom requirements are placed on the appropriate waiting list. The control date is the date the documentation is provided to

21 APR 2009

the HWC. Assignment is made when the member moves to the top of the waiting list. The relocation will be at the member's expense.

Direct Assignment Policy

1. The direct assignment policy is based on both pay grade and family composition on the bedroom eligibility criteria for the military member.
2. The direct assignment policy requires newly arriving military personnel to be assigned to MFH immediately upon arrival, if available in accordance with the General Assignment policy paragraph (2) of enclosure (2).
3. The direct assignment policy is applicable to the following personnel with dependents:
 - a. Naples Area: All arriving military personnel will be directly assigned to MFH if available.
 - b. Gaeta Area: All newly arriving military personnel will have the option to reside in the local community or accept assignment to MFH in the greater Campania area.
4. Sponsors of arriving personnel must coordinate with the HWC prior to arrival to determine availability of MFH. Coordination must be established with the HWC no later than one week prior to arrival of service member.

21 APR 2009

WAITING LIST POLICY

1. All eligible service members are encouraged to apply for MFH, even if they intend to reside on the local economy. This will provide members with a favorable option should they change their mind. Waiting lists are established as follows:

a. Applicants must designate their location preference and place their name on only one waiting list. Separate waiting lists will be maintained government controlled housing.

b. The following waiting lists are applicable:

(1) 06 Senior Officer Quarters - Gricignano Support Site.

(2) 05 Four Bedrooms - Gricignano Support Site Townhouse.

(3) W1 - 06 Four Bedrooms - Gricignano Support Site/Parco.

(4) E1 - E9 Four Bedrooms - Gricignano Support Site/Parco (E7 - E9).

(5) W1 - 05 Three Bedrooms - Gricignano Support Site/Parco.

(6) E1 - E9 Three Bedrooms - Gricignano Support Site/Parco (E7 - E9).

(7) E1 - E6 Two Bedrooms - Gricignano Support Site.

(8) DOD civilian Four Bedrooms - Gricignano Support Site.

(9) DOD Civilian Three Bedrooms - Gricignano Support Site.

(10) Non US NATO - Gricignano Support Site.

21 APR 2009

2. General Policy

a. Application for housing will be made by completing a DD 1746, Application for Assignment to Housing, and providing a copy of orders and a copy of their page 2, or verification of dependents.

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

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

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

e. Personnel currently residing in MFH may place their names on a waiting list to relocate to another unit only if the member receives a promotion from enlisted to officer as detailed in General Policy paragraphs 8 and 9 of enclosure (2).

f. Applicants will only receive one offer for government quarters. Declination of an offer removes the applicant from the waiting list for a period of six months before he/she can reapply. The control date is the date of application after removal. Declination of a MFH must be in writing and retained with application for housing. If the applicant refuses government quarters, he/she will lose eligibility for a government funded move.

g. Applicants unable to accept quarters because they are awaiting arrival of family members remain on the waiting list without penalty. When applicant reaches the top of the waiting list, they may be offered quarters thirty days prior to the

21 APR 2009

arrival of family members. Travel document must be provided in advance.

h. Applicants who are assigned to the USS MOUNT WHITNEY or COMSIXTHFLT in Gaeta will be required to provide Power of Attorney (POA) for their spouse to accept/decline housing during deployments. Failure to provide POA will result in the member being deferred until return to port.

i. The HWC will make every reasonable attempt (maximum of three attempts in a 48 hour period) to contact the applicant via phone or e-mail when quarters become available for assignment. If the HWC is unable to make contact, the applicant is bypassed and the available housing is offered to the next member on the waiting list. Documentation of the attempted contact will be retained with the application for housing.

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

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

l. Waiting lists are available for review at the HWC, as well as on the <https://www.cnic.navy.mil/Naples/index.htm> page.

21 APR 2009

TERMINATION OF HOUSING ASSIGNMENT

1. Residents of Military Family Housing (MFH) are not permitted to relocate to the local community and are required to remain in MFH for their full tour. Quarters must be returned to the Housing Welcome Center (HWC) in original condition, ready for occupancy by the next resident. All termination of MFH, regardless of the reason, requires a minimum of thirty (30) days written notice to the HWC.

2. Extensions

a. Requests for extension of MFH must be must be initiated by the service member sent via their Commanding Officer/Officer-in-Charge to the Housing Director. Service members must provide a plan of action to allow for completion of housing transactions. Extensions may be authorized under the following conditions:

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

(2) Complete the DoDDS school year, not to exceed 90 days.

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

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

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

3. Early return of qualifying dependents requires termination of MFH quarters 30 days following return of dependents. It is the service member's responsibility to notify the HWC 30 days in advance and to relocate to the Bachelor Housing (if eligible), or obtain a lease in the local community.

21 APR 2009

4. In accordance with reference (c) family separations, dependents returning to previous or alternate living arrangements, in excess of 90 days will require termination of MFH.

5. Families who are enrolled in the Fleet and Family Service Center (FFSC) Family Advocacy Program are permitted to retain MFH while undergoing counseling. Termination of the counseling program requires termination of MFH. The service member must provide the HWC documentation from FFSC.

6. Drug Usage. The local Housing Authority has established a Zero tolerance policy for illicit drug use by service members, dependents or guests. Any documented abuse of this policy may result in immediate termination of entitlement to MFH.

7. Evictions. A member who is evicted from MFH is not authorized to reapply for government quarters during the tour of duty. If the member receives new PCS orders to the Naples or Gaeta area, eligibility to reapply for MFH will be reviewed by the local Housing Authority, and if approved will be at the member's expense.

8. Debts. All government quarters residents will be required to satisfy all debts for damages to MFH or government appliances, furniture or equipment, prior to checkout from their local command. The HWC will not endorse checkout until proof of payment is provided.

9. In accordance with reference (e), Temporary Lodging Allowance (TLA) Instruction, all service members vacating MFH are eligible for departure TLA. Final checkout date must be coordinated with HWC to ensure no more than the authorized number of days of TLA are required prior to departure.

NAVSUPPACT NAPLES INST 11103.5

21 APR 2009

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

Date

From: Your rank, full name (including middle initial, if any) branch
of service, last four of SSN, current command
To: Commanding Officer, U.S. Naval Support Activity, Naples, Italy
Via: (1) Your Commanding Officer/Officer-in-Charge
(2) Housing Director, U.S. Naval Support Activity, Naples,
Italy
Subj: REQUEST FOR EXTENSION or REQUEST FOR GUESTS, ETC. (SHORT
EXPLANATION OF REQUEST)
Ref: (a) CNIC INST 11103.5
(b) NAVSUPPACT NAPLES INST 11103.5
(c) Any other appropriate references
Encl: (1) List all supporting documents included with your letter
(Hospital endorsement/statement, PCS orders, police report,
etc)

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

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

3. If you are requesting for your family members to remain in your currently assigned unit while you are stationed at a dependent restricted location, attending a service school, commissioning activity, etc., your current command MUST appoint a military liaison to act on your behalf while you are gone. The military liaison must

Enclosure (5)

NAVSUPPACT NAPLES INST 11103.5

21 APR 2009

be equal to or higher than your current pay grade. In accordance with NAVSUPPACT INST 1754.1 Series you must obtain a temporary extension of continued command sponsorship for each of your family members. You must include a copy of your approval letter.

YOUR SIGNATURE

**FAILURE TO INCLUDE ALL REQUIRED INFORMATION AND PROPER DOCUMENTATION
COULD SIGNIFICANTLY DELAY A RESPONSE TO YOUR REQUEST OR RESULT IN YOUR
REQUEST BEING RETURNED WITH NO ACTION.**

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