



**DEPARTMENT OF THE NAVY**  
SINGAPORE AREA COORDINATOR  
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SACINST 11101.2  
N93  
01 Mar 2020

SINGAPORE AREA COORDINATOR INSTRUCTION 11101.2

From: Commanding Officer, Singapore Area Coordinator

Subj: FAMILY AND UNACCOMPANIED HOUSING ASSIGNMENT AND  
UTILIZATION

Ref: (a) CNIC M-11103.3  
(b) DoD 4165.63M  
(c) CNIC M-11103.2  
(d) USD (AT&L) Policy Memo for the eMH Information Management System  
(e) Joint Travel Regulations  
(f) SECNAV 11101.73B  
(g) DoD 7000.14-R Volume 7A, Chapter 26  
(h) CNIC 11103.7A  
(i) CNIC 1752.1  
(j) CNIC 11103.4A  
(k) CNFJ/CNRJ 7220.1W  
(l) Title 10 U.S.C Section 145  
(m) Housing Desk Guides (All)

Encl: (1) Family Housing Guidelines  
(2) Unaccompanied Housing Guidelines  
(3) Unaccompanied Housing Rules  
(4) GFOQ & Priority 1 – Key and Essential Personnel Listing  
(5) Exception to Policy Request Template  
(6) Waiver Down Bedroom Entitlement

1. Purpose. To establish policy and procedures per references (a) through (m) for the assignment to and utilization of Singapore Area Coordinator (SAC) Sembawang military housing estate (hereafter Housing).

2. Cancellation. SACINST 11101.13

3. Scope. This instruction applies to the housing managed by SAC for the use of military and civilian personnel permanently assigned in Singapore under authority at Sembawang. Requests for housing by non-Department of Defense (DoD) personnel will be considered on a case-by-case basis depending upon availability at the time of request.

4. Responsibility. The Commanding Officer, Singapore Area Coordinator, is the Singapore Installation Housing Authority (HA) and shall ensure compliance with the procedures outlined in references (a) through (m).

5. Policy

a. Eligible personnel will be offered equal opportunity and fair treatment in the assignment of Housing without regard to race, color, religion, sex, age, national origin or handicap. DoD personnel will always have assignment priority over non-DoD personnel.

b. Assignment, termination, and utilization decisions will be made per reference (a) and enclosures (1) and (2).

c. Family and Unaccompanied housing exists first and foremost to support uniformed military personnel who will always have priority to installation housing if so desired. DoD civilian employees with eligible accompanying family members under the conditions specified in reference (b), enclosure (2), paragraph 5a and enclosure (3), paragraph 2c. Application does not guarantee assignment and is based on housing availability. No more than 10% of the total Family Housing inventory may be occupied by DoD civilian employees at any given time, except when Housing occupancy drops to the point that the HA determines it is in the best interest of the Navy to increase that percentage. Civilians who reside in housing will forfeit their Living Quarters Allowance upon assignment or be required to pay lease cost for the home occupied and utilities as in the case of eligible NAF employees. Lease cost is determined by the current option period of the lease. Utilities cost is determined by monthly meter readings for the home occupied. Civilians may be housed in units considered as excess (regardless of family composition) and will only receive one offer. If declined the Civilian's name will be removed from the waitlist and will not be authorized to reapply.

d. Eligible accompanied military personnel (and authorized dependents) assigned to Sembawang may be assigned to government-leased housing or request to live off base and collect Overseas Housing Allowance (OHA). Members will have 5 business days from the time they check into Housing to determine which choice of housing they will choose (on or off base). Additional assignment details are provided in enclosures (1) and (2).

e. All military and civilian personnel are required to report to the Housing Office within three business days of their arrival in Singapore to complete a housing application and schedule their housing newcomers brief. Prior to signing a lease, military and civilian members are recommended to provide a copy of the lease to housing for review. A copy of the final signed lease must also be presented to housing within 10-days of signing. Loaner furniture and appliances may be issued if requested. Loaner furniture is good for 90 days and appliances may be kept for the duration of the assignment. A copy of the lease and member documents (orders, transportation agreement, etc) must be given to Housing in order to

documents (orders, transportation agreement, etc) must be given to Housing in order to receive loaner furniture and appliances.

f. All residents of housing are required to give the Housing Office a minimum of 30 days notice prior to vacating and residents shall notify the Housing Office of any planned or approved extensions to initial rotation dates.

6. Exceptions, Waivers and Appeals

a. Exceptions and waivers to policy contained in this instruction may be granted by the HA on a case-by-case basis in emergent situations or where policies would impose extreme hardships to personnel. When exceptions or waivers are requested, justification of the action will be documented and routed through the chain of command for approval and endorsement prior to submitting the completed packet to Housing. Request for exceptions should be made using the format provided in enclosure (5).

b. Decisions made by the HA may be appealed. Appeals will be in writing and forwarded to CNRJ N93 via the member's chain of command and SAC Housing Welcome Center. Members will have 10 days to appeal.

7. Records Management. Records created as a result of this instruction regardless of media and format, shall be managed in accordance with SECNAV M-5210.2

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D. D. MOORE

Distribution:  
Lists I, II

## FAMILY HOUSING GUIDELINES

1. Eligibility. Military personnel (with command sponsored accompanying dependents), Department of Defense (DoD) civilian employees and DoD sponsored civilian employees on permanent change of station (PCS) orders are eligible for government leased family housing. Assignment to housing is based on pay-grade and family composition. Accompanying dependents are considered to be those dependents who will reside with the member for six consecutive months or more each year. Eligibility for housing does not ensure availability or assignment of housing. Unassigned housing will be filled at the discretion of the Housing Authority. In the event of excess housing, the HA may permit assignment of authorized civilians from the civilian waitlist. Excess housing is defined as a unit that is ready, available and vacant past 30-days with no incoming resident identified for assignment.

### 2. Priority of Applicant for Assignment to Adequate FH

a. General and Flag Officer Quarters (GFOQ). Per reference (a) and (f), the following billet is considered GFOQ. See enclosure (4).

(1) Commander, Commander Logistics Group Western Pacific (COMLOG WESTPAC)

b. Priority 1. Key and Essential (K&E) service members and civilians, including Special Command Positions, are listed in enclosure (4).

c. Priority 2. All other military families will be placed on the wait list by order of control date. Control date is defined by the date the member departed the last Permanent Duty Station (PDS).

d. Priority 3. Accompanied civilian employees who are assigned to, or attached for duty at the Installation.

### 3. Special and/or Unique Assignment Considerations

a. Civilian Employees. Civilian employees will normally be expected to sign leases and reside in the local housing community.

b. DoD Appropriated and Non-Appropriated Fund (NAF) Civilian Employees.

(1) K&E employees may be designated by the Housing Authority in special circumstances and must relate to military necessity, accomplishment of mission, safety, or security.

(2) Submission of justification and approval of civilian employee designation as K&E will be documented and retained in installation files for 2 years after the employee has vacated housing.



#### 4. General Categories of Personnel Eligible for Housing

The following categories of personnel are eligible for assignment to Family Housing unless stipulated otherwise:

a. Active Duty Military. All accompanied active duty Navy personnel, including Active Guard Reserve (AGR) personnel and eligible personnel of other military services assigned to naval activities or nearby military commands.

b. US Coast Guard. IAW with reference (h) eligible Coast Guard personnel with or without accompanying family members will be provided housing when Inter-Service Support Agreements (ISSA) are in place. Monthly invoiced charges for rent and utilities will be forwarded to the POC, US Coast Guard Area Housing Office, Hawaii. Rent for MFH will be dependent upon lease cost to the Navy and utility meter readings for the assigned unit. Rent for UH will be determined by 65% of OHA while assigned to a private room with shared bath.

c. Department of Defense Civilian Personnel. DoD civilian employees with eligible accompanying family members under the conditions specified in reference (b), enclosure (2), paragraph 5a and enclosure (3), paragraph 2c. Application does not guarantee assignment and is based on housing availability. No more than 10% of the total Family Housing inventory may be occupied by DoD civilian employees at any given time, except when Housing occupancy drops to the point that the HA determines it is in the best interest of the Navy to increase that percentage (with CNRJ endorsement). Civilians who reside in housing will forfeit their Living Quarters Allowance upon assignment or be required to pay lease cost plus utilities for the home occupied. Lease cost is determined by the current option period of the lease. Utilities cost is determined by monthly meter readings for the home occupied.

d. Activated or Mobilized Reservists. Reservists recalled to active duty on Permanent Change of Station (PCS) orders (and not authorized per diem in addition to Basic Allowance for Housing) are housed on the same basis as their active duty counterparts.

e. Civilian Personnel of other U.S. Government Agencies. Other civilian employees of the Federal Government with accompanying family members as described above in paragraph 3 (b) can apply for assignment to housing. Assignment is based on availability and cannot exceed the overall 10% civilian occupancy within housing (unless authorized by the HA). If assigned, they will be charged lease cost to the Navy and utility meter readings for the assigned unit.

#### 6. Allowance Standards and Bedroom Eligibility

a. When a new military or civilian family receives PCS orders to Singapore, the military or civilian member's local sponsor or command Administrative Officer has the responsibility of informing the Housing Office at least 30 days prior to the family's arrival.

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b. Eligibility is based on both pay grade and family composition.

(1) When available Officers (O6 and above) are eligible for a minimum of a four-bedroom unit. One bedroom downgrade may be authorized for the assignment to a three-bedroom bungalow if available. For additional information enclosure (6) can be referenced.

(2) When available Officers (O1 through O5), (W-1 through W-5), (O-1E through O3E) and Senior Enlisted (E7 through E-9) are eligible for a minimum of a 3 bedroom unit regardless of family composition.

(3) Junior enlisted (E1 through E6) personnel bedroom eligibility is based on family composition.

c. Assignment Considerations. Assignment to housing units for eligible personnel is supported by the following where inventory allows.

(1) Where inventory allows, each dependent child should have a private bedroom. If inventory does not support, assignment will be based upon the following criteria:

a. No more than two children should share a bedroom, unless HA determines the bedroom is large enough to accommodate more children.

b. Children of the opposite sex under age 6 may share a bedroom.

c. A child 6 years of age or older should not share a bedroom with a child of the opposite sex.

d. A child 10 years of age or older is eligible for a separate bedroom and should not be required to share a bedroom.

(2) Members who have joint legal and physical custody of dependent children for at least six months will be considered for appropriate bedroom eligibility.

(3) An unmarried dependent child under 23 years of age who is enrolled full-time (i.e.  $\geq 12$  hours course load) in an institution of higher learning, will be counted as a family member when determining bedroom eligibility, provided the child will be residing with the sponsor six consecutive months a year.

(4) When a live-in aide is approved by the HA, the live-in aide will be eligible for a separate bedroom.

(5) When the sponsor or spouse is pregnant (requires doctor's certification), the

sponsor may apply for a self-move, be placed on the appropriate waitlist and occupy housing with a separate bedroom for the expected child.

(6) Additional bedroom will not be considered for persons that do not meet the Navy's definition of a qualifying dependent, such as a foster child, foreign exchange student, etc.

(7) Additional bedroom allowances will not be considered for purposes other than providing a sleeping area for dependents. Establishment of approved home business does not qualify member for additional space.

e. Housing assignment will be offered by the Housing Office from the inventory available at the time of check-in. Normally, members assigned to government-leased housing will be expected to move out of temporary quarters and into permanent housing within five days if available. Loaner furniture is available (subject to availability) for use until the member's household goods arrive. Personnel who will be living on the economy are expected to use their best efforts to find suitable housing expeditiously upon arrival. References (e), (g), and (k) will be used for TLA determination. TLA is authorized to qualifying members when the member checks into Housing within the first three business days of assignment and is paid in 10 day increments (when the member comes to the housing office to file a TLA claim). Civilians authorized to draw TQSA should contact HRO for any additional information.

f. The Housing Office will provide members with written guidance delineating responsibilities. Military and civilian members will acknowledge, in writing, receipt and understanding of their responsibilities.

g. Upon acceptance of the housing unit, the member may not normally be displaced or terminated from the housing unit assigned for reasons other than those stated throughout this instruction.

#### h. Wait List Management

(1) The housing office will maintain separate waiting lists (as necessary) for military and civilian personnel who have applied for housing.

(2) Position on Wait List. Eligible applicants will be placed on the appropriate wait list upon receipt of completed application and required supporting documentation, based upon the following order of precedence.

(a) Applicant's assignment priority as outlined in paragraph 3 of this enclosure.

(b) Control Date. The Control Date is normally the date of detachment from the last PDS as long as the application is submitted within 30 calendar days of the member's reporting date to SAC. If the application is received after 30 calendar days of reporting to SAC, the Control

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Date is the date the application is received at the housing office.

(c) The Civilian Control Date is the date on the employee's SF 50, as long as the application is submitted within 30 calendar days of the members reporting date.

7. Asbestos and Lead Based Paint

a. Prior to acceptance of housing, the member will be provided material regarding the presence of asbestos, lead based paint or other hazardous materials. All members must acknowledge, in writing, receipt and understanding of the disclosure prior to occupying housing.

b. More information regarding asbestos and lead based paint can be reviewed in the Housing 2020 Resident Handbook or by contacting the Housing Welcome Center.

8. Preventative Maintenance and Inspection (PMI) for Government Leased Quarters

a. PMI is an integral part of maintaining these historical homes. Air conditioner maintenance, pest control, and Landlord visual assessments encompass PMI. As such PMI schedules will be adhered to and cannot be prevented.

b. PMI for AC units within the homes will be conducted on a quarterly basis. BOS Contractor will forward the monthly schedule to all residents with assigned dates and times. BOS Contractor will contact the member the day prior of the scheduled PMI and confirm the appointment.

c. If the member or spouse will be unavailable on the specified date a one-time rescheduling will be allowed but will be conducted within the following 10 days. If the service member or spouse are unable to attend the rescheduled appointment within the allotted 10 days a member of the SAC Housing staff will accompany BOS Contractor inside the residence to complete the regularly scheduled PMI.

d. Maintenance crews will not enter residence if there are unaccompanied minors present. Unaccompanied minor is any person under the age of 18 that does not have an adult with them (anyone 18 or over).

9. Assignments to Units Lesser/Greater than Bedroom Eligibility

a. Members requesting assignment to a unit that is less than their normal entitlement must agree in writing to accept a smaller unit and acknowledge that once they have accepted the assigned unit they will not be eligible for a larger unit if one becomes available at a later date enclosure (6).

b. Upon confirmation of pregnancy (with doctor's certification), which may increase a

member's bedroom entitlement based on ref (a) enclosure (2), para 1.c; the applicant's name will be placed on the waiting list for the higher bedroom requirement. The move will be a self relocation.

c. Sponsors sharing custody of dependents must provide proof of legal custody specifically stating that the sponsor will have custody for at least six consecutive months a year in order to have dependents considered for bedroom eligibility.

10. Live-in Aide

A Live-in Aide may be authorized by the HA with the following conditions:

- a. Full compliance with Singapore immigration and work laws.
- b. Full compliance with SACINST 11101.1A.

11. Furnishings for Use in Privately Leased Quarters

a. Accompanied active duty and DoD civilian employees living on the economy (and having signed their lease through the housing office) are eligible for temporary loaner furnishings (subject to availability for up to 90 days) and full tour supplemental appliances based on availability of each item requested.

b. When sufficient quantities are not available, a waiting list will be maintained for any needed furniture or appliance.

c. Contractor personnel and local hire civilians are not eligible for housing, furnishings and appliance support.

12. Furnishings for use in Government Leased Quarters

a. All accompanied personnel assigned to Singapore are expected to arrange for the shipment of household goods in sufficient quantities to support their needs during their assignment. Except as stated below, the Navy will not supply household goods and appliances to accompanied military or civilians.

b. The Navy has established a loaner furnishings program to provide basic household furnishings items for a maximum period of 90 days to assist families upon arrival and/or departure. This program allows members to take possession of their assigned housing unit before arrival of personal property or remain in the unit after their household goods have been shipped to the new duty station. These items provided by the loaner furnishings program are free of charge.



c. Furnishings are subject to availability and may be provided on loan for a maximum of 90 days. Sponsors should contact the Housing Office for a list of items available. Extensions beyond 90 days must be requested in writing, with justification prior to the 90-day deadline, and submitted to the Housing Director for consideration and approval.

d. Damage to furnishings caused by the borrower beyond normal wear and tear will be charged to the borrower.

e. A member may apply at the Housing Office for delivery of loaner furnishings. Please note the delivery date requested may not always be available. One pick-up and delivery will be provided free of charge. Members desiring multiple deliveries or pick-ups will be charged.

13. Personal Air Conditioning Units. Housing does not provide air conditioning (AC) units for use in Amah Quarters. Residents are permitted to purchase an external AC unit that does not require installation into the walls, windows, etc. Prior to termination of quarters, the resident is required to have the air conditioning unit removed and return the unit to its original condition. Failure to restore the property will result in a charge that must be settled prior to terminating housing.

14. Intra-Station Moves. There may be an occasion where the Housing Office requires a family to move at the government's request. Such moves will be funded by the government and approved by the HA. Any move to accommodate a member's personal convenience or morale is not considered a "government directed" move and will not be government funded.

15. Pet Responsibilities. Residents are limited to two domestic pets (e.g. one dog and one cat, two dogs or two cats). For the purpose of this instruction, domestic pets include dogs, cats, rabbits, gerbil, hamsters and turtles. Snakes, monkeys, ferrets, or other exotic animals are forbidden. All pets must be properly registered at the housing office. Singapore law must be followed concerning pet ownership. This includes a requirement that dogs are leashed when in a public place and the purchase of insurance, depending upon breed. All dogs and cats must be spayed or neutered, micro-chipped, and have current shot records from a licensed veterinary clinic. Family Housing residents are responsible for the behavior and clean-up of their pets and must ensure that their pets do not become a nuisance or menace to other pets, persons, or property. Members are responsible for any costs as a result of any damage done to government property. All incidents of animal bites must be reported immediately to Security Forces at 6750-2578, with notification to the Housing Office the next work day. All reported incidents will be reported to the Medical Aid Station (MAS) at 6257-4233. They will determine if a local veterinary service should also review the incident to determine whether the animal should be quarantined. The issue of stray dogs and monkeys presents an ongoing challenge in the housing area with documented cases of wild dogs killing domesticated pets.

16. Guests/Visitors. Visitors are permitted in family housing. Visitors remaining overnight

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are considered guests. Guests are permitted under the following conditions:

a. Residents who intend to have guest(s) staying with them in their assigned housing for more than three consecutive days must notify the housing office at least three days prior to the guest(s) arrival.

b. Once notification has been made, guest(s) are authorized to remain in assigned housing for up to 60 days total.

c. Residents who wish to have their guests stay beyond 60 days can route a request through their chain of command via SAC Housing for up to a 30 day extension, up to 90 days total.

d. Residents are limited to 60 days per guest per 365 day period beginning with the first notification given. The same guest(s) may not be sponsored by a different resident in the same 365 day period.

e. The maximum number of guests at any one time must be reasonable as determined by the housing office.

f. The resident is responsible for the actions of all guests. If complaints are received concerning the activities or behavior of guests, the guests will be required to immediately vacate the resident's quarters.

g. Quarters are assigned to authorized personnel and their bona fide family members. Other DoD personnel or their families may not occupy quarters except in accordance with the basic rules and requirements for guests outlined previously in this section. Subletting or collecting payment for rent for any portion of government leased quarters is prohibited. Any other form of allowing unauthorized guests to stay in housing is expressly prohibited. Such practices are cause for termination and will be referred for appropriate action.

h. Non-Command Sponsored family members are not authorized to reside in government quarters, except as a guest per the basic rules and requirements for guests outlined previously in this section. Violation of the aforementioned shall result in disciplinary or other appropriate administrative or corrective action.

17. Absence from Quarters. In the event the residents will be away from the unit for more than 72 hours, housing must be informed. Residents can obtain the Absence from Quarters form from the housing office front desk. The dates of the absence, a POC who you have asked to monitor the unit, or house-sitter name and emergency contact information must be provided.

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18. House-Sitting. House sitting is permitted, but the assigned member remains fully responsible for the quarters and for the house sitters conduct. Residents must submit an absence from quarters notification to the housing office listing the dates of their absence and the name of the person who will house sit. As long as the house sitter is registered with Housing, he or she will be able to submit trouble calls for the unit

19. Child Supervision. Housing residents must ensure their family members are properly supervised at all times, abide by acceptable standards of conduct and are aware of and comply with the requirements of references (a) and (b).

20. Financial Actions

a. Member's Temporary Lodging Allowance (TLA), Overseas Housing Allowance (OHA) or civilian Living Quarters Allowance (LQA) will be terminated on the effective occupancy date defined as when all of the following conditions are reasonably met:

(1) Housing is assigned and available for occupancy as determined by the Housing Director.

(2) The member has possession of the keys.

b. Action by the member that delays effective occupancy of housing may result in an TLA/OHA/LQA termination date being set as the date the above conditions could have been met in the absence of interference. Termination of TLA/OHA/LQA is based on possession, occupancy and the acceptance of all keys from the Housing Office, not on clearance or cleaning of rental quarters.

21. Criteria for Relocation after Assigned

a. Once assigned, a member will not be permitted to relocate unless the following circumstances exist:

(1) a change in family composition resulting in an increased bedroom entitlement. Relocation is **NOT** at government's expense.

(2) a change in family composition resulting in a decreased bedroom entitlement. Relocation is **NOT** at the government's expense unless the move is for the convenience of the government.

(3) upon determination by the HA that the housing unit is uninhabitable, or the move is for the convenience of the government, relocation will be mandatory and at the government's expense.

(4) A change in policy as approved by HA.

b. Any resident meeting eligibility requirements for relocation must complete a new housing application and submit a copy of orders and verification of bona fide family members to the Housing Office. The application control date will be the date of the new application.

c. A resident will normally be allowed five working days to relocate from one unit to another when there's personal property involved. Temporarily relocated residents as a result of the assigned unit not being habitable will be expected to relocate back to the home the next business day once any maintenance or repairs are completed.

d. Residents must have a minimum of six months duty remaining at their current command to be eligible for relocation.

e. Pregnant servicewomen who reside in unaccompanied housing are authorized to remain for the full term of their pregnancy per reference (a). However, depending upon the individual circumstances and housing availability, the HA may permit movement into family housing prior to the birth of the child. Pregnant unaccompanied servicewomen who live on the economy who wish to move into family housing will fill out an application and provide a copy of orders and pregnancy certification paperwork. Housing can be assigned at the beginning of the third trimester, however each situation will be handled on a case-by-case basis after reviewing the member's lease termination dates.

f. If pregnancy occurs while on the waiting list that will result in a change of bedroom entitlement, the pregnancy certification must be submitted to the Housing Office. The member may elect to transfer to the larger entitlement with same control date.

## 22. Application Procedures

a. Applications for housing (DD Form 1746) shall be submitted via electronic email, mail or in person to the Housing Office.

b. Service member applications must be accompanied with a copy of:

(1) Permanent Change of Station (PCS) orders.

(2) Family member entry approval message or command sponsorship approval letter.

(3) Detaching endorsement from the last permanent duty station.

(4) Dependent entry approval message (Page 2 may be collected, validated and returned to the member).

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(5) CNIC 11103/1 Sex Offender Policy Acknowledgement and Disclosure Form

(6) Other supporting documents as needed

c. Department of Defense (DoD) civilian employees must provide the below documentation. Non-DoD civilian employees must provide the equivalent documentation from their Department or Agency.

(1) Transportation agreement.

(2) Travel orders.

(3) A letter of equivalency for NAF and Navy Exchange employees.

(4) Letter of employment

(5) Letter from HRO stating that LQA is authorized

(6) CNIC 11103/1 Sex Offender Policy Acknowledgement and Disclosure Form

d. Upon receiving the housing application:

(1) The Housing Office will provide information to indicate the type of on base housing that's available and the waiting times for assignment.

(2) The Housing Office will provide information and assistance to all members seeking housing on the economy.

## 23. Termination from Housing

a. Reference (a) lists the various reasons for termination of housing assignment. Normal termination requires at least a 30-day notice to the housing office in order to properly schedule the required inspections and arrange for the delivery of loaner furniture (dependent upon availability) as needed.

b. In order to reduce TLA and Temporary Quarters Subsistence Allowance costs, residents living in government leased housing are expected to remain in quarters until 10 days prior to guaranteed fly out. Exceptions must be requested in advance and endorsed by the requestor's chain of command and forwarded to CNRJ (through the Housing Office) for approval per reference (g). Active duty personnel residing off base will be allowed a maximum of 10 days.



24. Changes in Status

a. All personnel are required to update housing office on any status changes such as command, number of family members, divorce, separation, promotion, demotion, death, pets or any other factors pertinent to quarters assignment.

b. Early return of dependents or dependents leaving the country for longer than 30 days, the sponsor must contact housing office, disbursing office and/or human resource office. This may impact the sponsor's OHA.

c. Early departure of sponsor will require the sponsor to put in a request to Singapore Area Coordinator for continued logistics support (CLS) for housing, use of NEX, post office, etc. Spouse is required to obtain a power of attorney to act on behalf of sponsor for all matters on base.

25. Enterprise Military Housing (eMH)

a. Per reference (d) eMH is the sole system for operations and inventory management of Navy leased Family and Unaccompanied Housing and will used/updated daily as a method of official record.

26. Records Management

a. Records created as a result of this instruction regardless of format or media will be maintained IAW with reference (a)

## UNACCOMPANIED HOUSING GUIDELINES

### 1. Assignments

a. To ensure eligible permanent party personnel receive proper entitlement to Unaccompanied Housing (UH), Singapore Area Coordinator (SAC) has established centralized assignment procedures. Documentation such as Permanent Change of Station (PCS) orders, Temporary Additional Duty (TAD) orders, leave papers, etc., with appropriate identification, will form the basis for assignment of personnel to UH.

b. All E1-E4 with less than four years unaccompanied military personnel assigned to Singapore are required to reside in UH Singapore leased housing units. E4 with more than four years can request an exception to policy and may be authorized to live on the economy if occupancy rates reach 95%. E5 and above will be required to reside out in town.

c. Personnel may be berthed at less than adequate criteria or with another military member if SAC determines that such berthing is required due to military necessity. All cases of military necessity must be documented.

d. Permanent party civilians are not authorized to reside in unaccompanied housing.

e. The Housing Director (HD) will review all requests from permanent party members desiring Geographic Bachelor (GB) berthing. The following will be implemented:

(1) Ensure GBs with documented hardship are housed if space is available.

(2) GBs will be required to share an apartment, regardless of rank.

(3) GBs will be limited to no more than 5% of the total UH bedroom inventory.

f. Individuals requesting GB berthing will be prepared to relocate to a shared unit on short notice, if required, in order to house other qualified members.

g. There is no availability for local storage of individual household goods. Incoming E1-E4 should never ship HHG to Singapore without checking on the availability of government quarters. Incoming E5 and above should plan on shipping adequate HHG to sustain them while living on the economy. There is a very robust rental market in Singapore with both fully and partially furnished apartments available.

2. Hardship Cases. In cases of hardship, marital issues, legal separation, or pending divorce, the HA may approve the use of the UH not to exceed thirty days. The HA will allow the family members to continue to occupy FH while the case is under investigation and will follow up as appropriate. A member pending legal separation or divorce may be authorized berthing by submitting a written verification of their marital status.

3. Regulation. All personnel in UH shall abide by Unaccompanied Housing Rules, enclosure (3).

4. Preventative Maintenance and Inspection (PMI) for Government Leased Quarters

a. PMI is an integral part of maintaining these historical buildings. As such PMI schedules will be adhered to.

b. PMI within the unit will be conducted on a quarterly basis. Centerra will forward the monthly schedule to all residents with assigned dates and times. Centerra will contact the member the day prior of the scheduled PMI and confirm the appointment.

c. If UH residents are unable to be present for the PMI a SAC Housing Staff member will accompany the Centerra inside the residence to conduct maintenance. A colored notification slip informing the member their apartment was entered will be left within the residence.

5. Criteria for Relocation after Assigned. Pregnant servicewomen who reside in unaccompanied housing are authorized to remain for the full term of their pregnancy per reference (a). However, depending upon the individual circumstances and housing availability, the HA may permit movement into family housing prior to the birth of the child.

Housing can be assigned at the beginning of the third trimester; however each situation will be handled on a case-by-case basis after reviewing the member's lease termination date.

6. Enterprise Military Housing (eMH)

a. Per reference (d) eMH is the sole system for operations and inventory management of Navy leased Unaccompanied Housing and will be used and updated daily as a method of official record.

7. Records Management

a. Records created as a result of this instruction regardless of format or media will be maintained IAW with reference (c)

## UNACCOMPANIED HOUSING RULES

Unaccompanied Housing (UH) residents will be afforded maximum freedom of activity consistent with requirements for maintaining good order, discipline and respect for the rights of other residents. The UH areas are considered to be the equivalent of private housing. It is the responsibility of all UH residents to ensure strict compliance with UH rules in order to maintain the UH in a clean, orderly and habitable condition.

1. Absence from Quarters. Residents are required to submit an absence from quarters notice to the housing office if the unit will be vacant for more than three days for any reason. Resident should also arrange for a friend or coworker to visit occasionally to ensure the air conditioning units are not leaking or that the circuit breakers have not tripped during thunderstorms which can cause food spoilage in refrigerators. Leave interior doors open and one air conditioning unit running during your absence to avoid possible mold or mildew.

2. Alcoholic Beverages

a. The possession and consumption of alcoholic beverages by residents and guests are restricted to personnel 18 years of age or over per Singapore law. Alcoholic beverages will be consumed within the confines of the UH rooms or designated areas only.

b. Alcoholic beverages in authorized residents' rooms will be stored in refrigerators or secured in lockers. Large quantities of alcoholic beverages will not be stored in the rooms.

3. Smoking

a. Smoking is prohibited within any part of the UH buildings. Residents who smoke must smoke in the designated smoking areas only. The designated smoking area for UH is at the Gazebo located directly behind Buildings 225 and 227.

b. Any UH resident who is caught smoking inside any UH facility will be liable for all damages and cleaning that results from this violation.

4. Maintenance. Any problems should be reported to the BOS Contractor at Comm 6750-2609 or DSN 421-2609 for resolution. In the event repairs are not made in a timely manner or improperly, please notify the housing office directly. Preventive Maintenance (PM) is scheduled and completed quarterly. Residents will be notified in advance of the date and time their unit is scheduled for. In the event a resident is unable to be present for the appointment, he/she should reschedule the appointment directly with the BOS Contractor trouble desk in advance.

5. Check-In. At established check-in time, the resident will report to Housing Office. The UH rules will be explained and the UH unit will be issued, to include a wardrobe locker and mail box keys. The housing staff will accompany the resident to the UH assignment for joint

unit inspection. It is the resident's responsibility to maintain the space in the same condition as upon receipt, normal wear and tear excepted.

6. Check-Out

a. When checking out, the resident shall follow the check-out procedures. The resident shall provide at least thirty days notice of their departure utilizing the Notice of Intent to Vacate (ITV) form and provide a copy of Permanent Change Station (PCS) orders.

b. Prior to vacating UH, the resident will be required to clean the unit thoroughly. All belongings must be removed from the unit prior to the check-out. Any items left behind will be considered abandoned and disposed of accordingly.

c. At check-out, the Housing staff and the resident will review the Check-In/Out Inspection form for any damages to the unit. The resident will turn in all keys. The resident and the Housing staff will complete the Inventory and Quarters Check-Out form. The resident will be notified of any outstanding fees or damage charges.

7. Cleanliness of Rooms and Bathrooms. The cleanliness of each room and bathroom will be the responsibility of each resident. Residents with a shared bathroom will be jointly responsible for its cleanliness.

8. Combustible/Hazardous Materials. Any and all combustible materials including, but not limited to, lighter fluid are strictly prohibited.

9. Cooking. Residents are required to use great care when cooking.

a. Do not leave items unattended on the stove or in the oven. Ensure that all appliances are turned off when finished and before leaving your unit.

b. Prepared food items will be kept in refrigerators or in tightly sealed containers such as cookie tins or plastic storage containers. Open food containers kept in lockers and drawers attract insects and rodents creating unsafe and unsanitary conditions for all residents.

10. Destructive Weather Information/Requirements. Residents will ensure they are familiar with their respective command's destructive weather instructions and procedures so they may react appropriately and expeditiously. Keep in contact with the command, monitor radio and listen for advisories.

11. Furnishings

a. The movement of government furnishings between units is not permitted.

b. Furnishings will be assigned to the individual upon check-in. The resident will be



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responsible for all subsequent damage to the room and furniture. Wardrobe closets will not be removed from UH.

(1) Unit furniture and decor may be rearranged as desired within the unit. All furnishings must be fully assembled and in its proper place at move-out. The following restrictions apply:

(a) Fire exits (doors) will not be blocked. Fire safety requires a direct access from the door.

(b) Equal space will be provided to all residents (if multiple residents).

(c) All unit residents must agree with any changes (if applicable)

c. Loss or Damage to Government Property. Destruction to the building, furnishings or grounds adversely affects the living conditions of all residents. It is also a violation of the Uniform Code of Military Justice (UCMJ) and will be treated accordingly. Residents are responsible for government property lost, damaged or destroyed. Report any acts of vandalism to the Housing staff or security.

12. Gambling. Gambling in UH facilities is prohibited.

13. Garbage. All trash and refuse from each unit must be placed in the receptacles provided outside the building. Residents will not leave garbage in passageways, laundry rooms, or other places not intended for trash.

14. Antenna (Television and radio). Indoor antennas may be used only within the confines of the UH room. External antennas or satellite dishes are prohibited.

15. Appliances. Appliances are provided for the resident's convenience and must be kept clean and used in a safe manner.

16. Bicycle Parking. Bicycles will not be stored in stairwells, passageways, walkways, or in areas that will block fire exits. Residents are urged to use bicycle locks to prevent theft. Bicycles stored inside units must be stored in a manner that does not damage walls or floors nor affect the cleanliness of the unit.

17. Cable. Armed Forces Network (AFN) is the basic free cable service. Any upgrades to the basic service, if available, shall be handled directly between the resident and the cable provider. As of July 2015, all units are wired for high speed fiber optic cable.

18. Over-Night Guests. No overnight guests are authorized in UH.

19. Keys

a. At check-in residents will be issued a card key and hard key for the use of their wardrobe and mailboxes. The card key will unlock front and back doors and individual room for the duration of the UH stay.

b. During normal business working hours, occupants who've lost their key or locked themselves out of a room must report to the Housing Office and verified in Enterprise Military Housing (eMH). The Housing office will direct the occupant to the BOS contractor to receive a new key. The BOS Contractor Front Desk is the only place replacement card keys can be issued. All keys must be returned to Housing staff upon check out and will be noted on the Check-in/out Inspection form.

c. After hours lost or lock out procedures are as follows: occupants will contact the BOS contractor at Comm 6750-2609 or DSN 421 in the event they've lost the key card or locked themselves out of the room. The BOS contractor duty representative will travel to their office site and make a key that will only be good until 0800 the next business day. The duty representative will then travel to UH and meet the occupant, validate they occupy the unit by visually looking at an ID card, and hand them the temporary key. The occupant would need to come to the Housing office at 0800 the next business day to be updated in eMH then directed to the BOS contractor for a new permanent key.

20. Laundry Facilities and Washers/Dryers. Laundry facilities are provided for the exclusive use of UH residents. Residents are expected to keep laundry areas in clean and orderly condition and to remove lint from the lint filter before and after the use of a dryer. Do not overfill washers and dryers. Report to the Base Operating Support Contractor (BOSC) trouble desk for any problems with the laundry facility. Rubber or plastic may not be placed in the machines.

21. Littering. Positive ongoing efforts are necessary to maintain an acceptable level of cleanliness within our community. Every resident has a personal responsibility to dispose of trash in a proper manner. The area of UH units, grounds, and adjacent parking lots are cleaned by the BOS Contractor. Discarding of any lit or unlit cigarette, cigar, match, or other flaming substance or other refuse of any type on the grounds is prohibited.

22. Live-In Aide. Residents of UH units are not authorized live-in aides.

23. Noise/Loud Music. Personnel have varied work schedules all throughout the day and night. Out of respect for other residents, excessive noise which disturbs others is not permitted. Quiet hours are Sunday through Thursday 2200-0700 and Friday, Saturday and evenings before a U.S. Federal Holiday 2400-0700.

24. Pets. Pets are not authorized in unaccompanied housing at any time.
25. Pest Control. Basic pest control should be handled by the resident using approved over the counter products. For persistent pest problems, insect spraying will be conducted as needed. Report any ant or rodent problems to the BOS Contractor Trouble Desk. To decrease the chance of infestation, keep food items refrigerated and trash emptied daily.
26. Phones. Private telephones are authorized in the UH unit at the resident's expense.
27. Pictures/Decorations. Pictures in good taste are encouraged. Tapes/hooks that do not damage the wall and used for the purpose for picture hanging are highly encouraged. It is prohibited to hang anything that require drilling, hammering, etc to support items placed on the walls. No articles are to be displayed in windows since the public views the facility from the outside. Resident will be charged for damage caused by any affixation of decorations which marks, defaces, or mars the interior or exterior of the buildings. All doors must remain free of nails, stickers or any other additions to the original surface. Painting, papering or alternation of any portion of the unit is prohibited.
28. Security of Rooms. All rooms will be secured when not occupied.
29. Recycling. Bins for cans, bottles, plastic and newspapers are located at various locations throughout the facilities.
31. Roommates. Residents may be placed with other service members or they may be placed within any vacant unit. Placement will be made with regard to Housing policy and depending upon space availability. Requests by personnel who wish to share the same apartment will be considered.
32. Utility Conservation. All residents are responsible for practicing energy conservation:
- a. Turn off all electrical appliances when not in use.
  - b. Keep doors and windows closed in air-conditioned areas.
  - c. Report any water leaks to the BOS Contractor trouble desk.
  - d. Recommended temperature settings for air conditioning is between 23 – 25 degrees Celsius.
33. Vandalism. Vandalism of any kind will not be tolerated within UH facilities. Violations by residents or their guests will result in disciplinary action.
34. Windows. Windows should be locked when the unit is unoccupied. Residents assigned to the first floor are encouraged to keep their windows locked at all times. Signs and stickers are not to be affixed to windows and doors.

35. Unaccompanied Housing Inspections. Housing will conduct bi-weekly walk through of all empty rooms. Coordination will be made in the event the room is occupied by another member. Joint quarterly inspection of all rooms will be conducted with Housing and Tenant Commands. Singapore Area Coordinator, Commanding Officer will inspect all rooms bi- annually. In accordance with ref (c), special attention will be given by Housing staff to ensure proper protocol is in place for entering UH rooms that are occupied. Housing staff will ring the door bell and knock three times announcing themselves as Housing. This will be repeated three times. If there is no answer, Housing staff will enter the room and place a notification in an area visible to the tenant that a member of Housing has entered the room. If there is a discovery of suspected unauthorized material, the tenant's chain of command will be notified. All inspections will be documented in eMH.

36. Enterprise Military Housing (eMH)

a. Per reference (d) eMH is the sole system for operations and inventory management of Navy leased Family and Unaccompanied Housing and will used/updated daily as a method of official record.

37. Records Management

a. Records created as a result of this instruction regardless of format or media will be maintained IAW with reference (c)

GENERAL FLAG OFFICER QUARTER (GFOQ) & KEY & ESSENTIAL (K&E)  
PERSONNEL LISTING

GFOQ

Commander

COMLOG WESTPAC

275 Canada Road

Occupants of the following specific billets are considered K&E personnel and as such will be considered Priority 1, in accordance with reference (a), for assignment to Military Family Housing:

Officers

Commanding Officer

Executive Officer

Commander

Commander

Deputy Commander

Commanding Officer

Executive Officer

Commander

Chief of Staff

Command Master Chief

Public Works Officer

Supervisor

Officer-in-charge

Singapore Area Coordinator

Singapore Area Coordinator

Military Sealift Command, Far East

Destroyer Squadron Seven

Destroyer Squadron Seven

Naval Medical Research Unit

Naval Medical Research Unit

Defense Contract Management Agency

Commander Logistics Western Pacific

Commander Logistics Western Pacific

Public Works Department (N4)

U.S. Coast Guard

Public Health Command District-WESPAC  
(PHCD-WESPAC)

Civilians

N9

N93

Director

Director

Housing Director

Special Operations Command Pacific

NOTE: Family Housing will not be diverted to unaccompanied housing in order to accommodate single or unaccompanied members filling any of the billets listed in this enclosure and such members will be expected to reside on the economy.



DDMMYY

From: Member's Name  
To: Commanding Officer, Singapore Area Coordinator

Via: (1) Member's Chain of Command (for endorsement)  
(2) Housing Director, Singapore Area Coordinator

Subj: EXCEPTION TO POLICY- REQUEST TO XXXXXXXXXXXXXXXXXXXX

Ref: (a) SACINST 11103.2  
(b) If others

Encl: (1)

1. Per reference (a), an exception to policy is requested for the following reasons respectfully.  
The following is provided to support my request:

a. (Be very specific. Request should contain all pertinent details and not generate follow on questions from us.)

2. I can be contacted at XXXX-XXXX, or email XXXXXXXXXXXXXXXX. My command POC is XXXXXXXX, and he/she can be reached at XXXX-XXXX.

SIGNATURE  
PRINTED NAME

Enclosure (5)



# WAVIER DOWN AGREEMENT



I agree, I have been counseled, and I elect to voluntarily waiver down my bedroom entitlement. I understand by taking a lesser bedroom I am adequately housed In accordance with CNIC M-11103.3. I further understand that by accepting the lesser bedroom entitlement I cannot apply for an increase in bedroom entitlement at a later date.

I hereby accept unit \_\_\_\_\_, a \_\_\_\_\_ bedroom home even though I am eligible for a \_\_\_\_\_ bedroom home.

\_\_\_\_\_  
*Name (Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

R.E Singer  
SAC Housing Director