



**DEPARTMENT OF THE NAVY**  
SINGAPORE AREA COORDINATOR  
PSC 470 BOX 2100  
FPO AP 96534

SACINST 11101.2B  
N93  
5 Aug 2025

**SINGAPORE AREA COORDINATOR INSTRUCTION 11101.2B**

From: Commanding Officer, Singapore Area Coordinator

Subj: FAMILY AND UNACCOMPANIED HOUSING ASSIGNMENT AND UTILIZATION

Ref: (a) CNICINST 11103.7B CH-1  
(b) CNICINST 11103.10A  
(c) CNICINST 1752.1  
(d) CNICINST 11103.12  
(e) CNIC M-11103.2  
(f) CNIC M-11103.3  
(g) CNIC M-11103.4 CH-1  
(h) CNFJ/CNRJINST 7220.1Y  
(i) CNFJINST/CNRJINST 11101.12T  
(j) DoD 7000.14-R Volume 7A, Chapter 26  
(k) DoD 4165.63-M  
(l) DoD USD (AT&L) Policy Memo for the eMH Information Management System  
(m) SECNAVINST 11101.73C

1. Purpose. To formulate policies, guidance, and requirements concerning the assignment, use, occupancy, and termination of housing under the jurisdiction of the Singapore Area Coordinator (SAC) Commanding Officer. This instruction serves as a comprehensive reference that addresses the essential requirements detailed in references (a) through (m) and clarifies housing policies specific to Singapore.

2. Cancellation. SACINST 11101.2A. This instruction has undergone a comprehensive revision and should be read in its entirety.

3. Applicability. This instruction is applicable to all individuals, tenant commands, and organizations requesting assignments and/or utilizing housing under the jurisdiction of SAC.

4. Policy. In alignment with the references (a) through (m), the housing program will be effectively managed and administered to ensure optimal utilization of Military Family Housing (MFH) and Unaccompanied Housing (UH) at all times under the oversight of the Housing Authority (HA), defined as the SAC Commanding Officer.

a. Mandatory assignment is directed to the SAC-controlled MFH for all newly reporting military personnel in accordance with reference (i).

b. Eligible personnel will receive equal opportunities and fair treatment in the assignment of housing, irrespective of race, color, religion, sex, age, national origin, or disability. Department

of Defense (DoD) personnel will be granted priority in housing assignments over non-DoD personnel.

c. Waiver Requests. Waivers will 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. Whereby hardship is defined as 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. In the event any actions taken by the member prior to the HA's final determination resulted in a pecuniary loss, it will be the member's sole responsibility. The following additional information is provided in relation to waivers:

(1) Waivers granted may not violate any provision of U.S. Law or Executive Order.

(2) Waiver requests must be initialed and endorsed by the requestor's Commanding Officer or officer-in-charge. These requests should be directed to the Commanding Officer of SAC via the Housing Director (HD).

(3) Requests for waivers based on medical reasons will be considered solely under extraordinary circumstances. Ensure that any such request is accompanied by certified medical documentation from a licensed healthcare professional to substantiate the medical grounds for the waiver.

(4) Waiver requestors are strongly advised to refrain from taking any actions that assume waiver approval until a final decision has been received. This includes, but is not limited to, making arrangements for off-base rental properties. Any such actions will be deemed invalid if the waiver request is not granted. Requestors will be held accountable for any consequences arising from their actions, including financial matters.

d. Billed quarters list:

1. Commander, Logistics Group Western Pacific  
275 Canada Road
2. Commanding Officer, Singapore Area Coordinator  
219 St. John's Road

e. Members assigned to the following billets are considered Key and Essential (K&E) personnel per reference (f) and will be considered Priority 1 for assignment to FH:

1. Officer

Commodore	Commander, Destroyer Squadron SEVEN
Commodore	Military Sealift Command, Far East
Deputy Commander	Commander, Logistics Group Western Pacific
Chief of Staff	Commander, Logistics Group Western Pacific
Deputy Commodore	Commander, Destroyer Squadron SEVEN
JLOC Director	Commander, Logistics Group Western Pacific

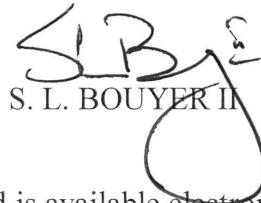
Commanding Officer	Defense Contract Management Agency
Commanding Officer	Naval Medical Research Unit INDO PACIFIC
Executive Officer	Naval Medical Research Unit INDO PACIFIC
Executive Officer	Singapore Area Coordinator
Officer-in-Charge	Fleet Logistics Center Yokosuka Site Singapore
Chief Staff Officer	Military Sealift Command, Far East
Public Works Officer	Singapore Area Coordinator
Commanding Officer	U.S. Coast Guard Marine Inspection Unit
2. <u>Enlisted</u>	
Command Master Chief	Commander, Logistics Group Western Pacific
Command Master Chief	Commander, Destroyer Squadron SEVEN
3. <u>Civilian</u>	
Director	Logistics Support Facility

f. Single unaccompanied K&E personnel will not be diverted to UH. These members are expected to reside in the local community.

5. Responsibility. Per references (a) through (m), SAC oversees military housing programs with extensive authority to determine the optimal allocation of resources for providing housing access to eligible personnel and their families. Consequently, the Commanding Officer of SAC serves as the HA for all housing-related matters concerning service members assigned to commands at Sembawang Naval Installation, Changi Naval Base and Paya Lebar Air Base.

6. Records Management. Records generated from this instruction, irrespective of their media and format, shall be managed in accordance with SECNAV M-5210.2.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the SAC N93 office will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10 year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



S. L. BOUYER II

Releasability and Distribution:

This instruction is cleared for public release and is available electronically via the SAC Directives on SharePoint Online at: <https://flankspeed.sharepoint-mil.us/sites/CNICGlobalHub/directives/Directives/Forms/CNRJSINGAPOREAREACOORDINATOR.aspx>