

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

Date

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

To: Commanding Officer, NAVSUPPACT Naples, Italy

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

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

Ref: (a) CNIC INST M 11103.2
(b) NAVSUPPACT NAPLES INST 11103.5D
(c) Any other appropriate references

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

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

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., you must obtain a temporary extension of continued command sponsorship for each of your family members and a Power of Attorney for the dependent spouse in accordance with NAVSUPPACT INST 1754.1. 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 OR DENIED.

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