



DEPARTMENT OF THE NAVY

U.S. NAVAL BASE GUAM

PSC 455 BOX 152

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Memo 00
2 May 23

MEMORANDUM

From: Commanding Officer, U.S. Naval Base Guam

Subj: FAMILY HOUSING OFF-BASE RELOCATION TEMPORARY POLICY CHANGE

Ref: (a) NAVBASEGUAMINST 11103. 3

1. Due to the recent increase in availability of two- and three- bedroom homes, Naval Base Guam (NBG) Housing Service Center (HSC) is temporarily accepting applications for relocation from active duty military members residing in off-base housing and who desire to move to Military Family Housing (MFH) at NBG for two- and three-bedroom units only. This option is open only to active duty service members who are currently residing in off-base housing on Guam, drawing Overseas Housing Allowances (OHA), and who meet the eligibility criteria of reference (a), enclosure (1), as modified below.

2. The following terms and conditions apply to this temporary policy:

a. Applicants must have at least 12 months remaining on their current Permanent Change of Station (PCS) tour on Guam at the time of accepting the MFH offer.

b. Relocation assignments under this temporary policy will only be to two- or three-bedroom homes, regardless of what the applicant would normally be eligible for by their paygrade and/or family composition. Applicants who would normally qualify for a four-bedroom unit must meet the 'fewer bedrooms option' criteria of reference (a) to be assigned a two- or three-bedroom unit under this policy.

c. In no case will four-bedroom homes be assigned to relocating applicants under this policy.

d. Relocation is at member's expense and at no cost to the Government. Personnel voluntarily relocating under this policy are **not** eligible for Temporary Lodging Allowance, Dislocation Allowance, Household Goods shipment or any other entitlement for this relocation move.

e. No waivers to this specific relocation policy will allowed. The normal wavier process for other housing program policies as outlined in reference (a) remains in effect.

f. Applicants are responsible for arranging to terminate existing lease with their landlord, and are responsible for any costs associated with such termination. Applicants must inform the HSC of expected lease termination date. Occupancy of MFH is contingent upon applicant providing to the HSC a signed "Letter of Release" from their landlord showing actual date of lease termination.

3. Two separate waiting lists, one for two-bedroom units and one for three-bedroom units, will be established for relocation applicants and relocation assignments/offers will be made from these list with the following conditions:

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a. Placement on the relocation waiting lists will be based solely on the date that the applicant's completed application package is accepted by the NBG HSC. No other prioritization mechanism will apply.

b. All incoming personnel on PCS orders will have precedence over all personnel on the relocation waiting lists, and no relocation offers will be made until all active applicants on the regular waiting list for that bedroom category have been assigned homes.

c. Applicants on the relocation waiting list will remain inactive until within 60 days of the expected lease termination date provided by the applicant to the HSC.

d. Relocation offers may be made when there are no active applicants on the regular waiting list for that bedroom category and the NBG Housing Director determines there is sufficient inventory of homes in that bedroom category to meet the anticipated inbound PCS demand for the next 60 days.

e. When a relocation offer is made, the active applicant with the earliest applicant completion date will be offered all available MFH units which are ready for occupancy (having successfully completed both Change of Occupancy Maintenance and Ready Completion Date inspection) for that bedroom category. The applicant will have 48 hours to accept or decline the offer in writing.


f. If a relocation applicant declines the offered MFH units by refusing to sign, or fails to respond within 48 hours, the applicant's record will be annotated as having formally declined the offer and be removed from the relocation waiting list. As long as the applicant otherwise remains eligible under this policy, they may re-apply for relocation with a new relocation waiting list position based on the new date which their re-application package is accepted by the HSC.

g. Personnel accepting a relocation assignment must occupy MFH within 10 days of lease termination date. Members will be issued keys to the MFH unit they are moving into no more than 10 days prior to the date of occupancy to facilitate move-in. OHA entitlements will terminate the day prior to the date of occupancy in MFH.

h. To facilitate move-in, personnel will be issued keys to the assigned MFH unit no more than 10 days prior to the date of occupancy.

4. This temporary policy is effective immediately, and will remain in effect until 31 December 2023. No new relocation offers will be made after 31 December 2023 and all pending relocation applications will be cancelled as of that date. Relocation assignments made before 31 December 2023 must be completed no later than 31 January 2024.

5. If you have any questions, please contact the Housing Service Center at (671) 333-2081/2082.



M. D. LUCKETT

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