



DEPARTMENT OF THE NAVY
U.S. NAVAL BASE GUAM
PSC 455 BOX 152
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11101
Ser N93/0034
23 Jan 23

MEMORANDUM

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

Subj: MILITARY FAMILY HOUSING MANDATORY ASSIGNMENT POLICY

Ref: (a) CNIC M-11103.3, 23 January 19, *Navy Owned and Leased Family Housing Eligibility, Assignment and Termination Criteria*
(b) JTREGMARIANASINST 7200.1C, 08 October 20, *Policy Concerning Payment of Temporary Lodging Allowance in Guam*

1. To maximize occupancy and best utilize government housing assets on Naval Base Guam (NBG), mandatory assignment for all newly reporting/incoming accompanied service members (E-1 to O-6) to Military Family Housing (MFH) will be implemented when the occupancy rate in each specific bedroom category is at or below 90%. This policy is effective for all newly reporting/incoming accompanied military personnel who are relocating to Guam from off-island and who complete their initial check-in with NBG Housing Service Center (HSC) on or after 20 February 2023. This policy also applies to previously unaccompanied service members residing in NBG Unaccompanied Housing who subsequently acquire an on-station, command sponsored dependent during their tour and become eligible for MFH. Such personnel will be subject to mandatory assignment to MFH in the same manner as newly reporting accompanied personnel. Service members currently residing off base prior to the implementation of this policy shall not be required to relocate into MFH. This memorandum modifies the eligibility and assignment policies of reference (a) as specified below.

2. Military members eligible for MFH must attend the first mandatory bi-weekly Area Orientation Briefing (AOB) sponsored by Fleet and Family Support Center (FFSC) after their arrival on-island. Those arriving in weeks where AOB is not conducted must attend the off-week housing briefing at HSC. After attending the housing briefing, members will then report to HSC via e-mail, phone call, or in person within two (2) business days. Members can submit an application for MFH at this time if not done before. During this check-in appointment, HSC will verify the completion of all housing application paperwork, and determine the current occupancy rate of assignable units in the military member's bedroom category. If this occupancy rate is less than or equal to 90%, the military member will be assigned to MFH. Mandatory MFH assignments will be conducted using the procedures outlined in reference (a) and (b).

3. Requests for exceptions to the mandatory MFH assignment policy shall be made using the normal waiver process outlined in reference (a) and must be submitted to HSC with endorsement from the requestor's Commanding Officer or Officer-in-Charge no later than 48 hours after the member's initial check-in with HSC. Military members will retain TLA eligibility while such waiver requests are reviewed. Requestors are strongly advised to not take any actions that

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presume approval prior to receiving the decision. This includes, but is not limited to, arranging an off-base rental property. Requestors will be responsible for any consequences caused by their own actions, including financial liabilities.

4. Declining mandatory assignment to MFH by either failing to select a unit, when two or more valid MFH units are offered, or by declining a second valid single MFH offer, will result in loss of eligibility to receive Overseas Housing Allowance (OHA) and Move In-Housing Allowance (MIHA) entitlements for off base housing for the duration of their tour. Temporary Lodging Allowance (TLA) will terminate on the date which mandatory assignment to MFH is declined.

5. When the occupancy rate of assignable units in the service member's bedroom category is greater than 90%, members wishing to reside off-base will be offered up to three (3) business days to make the decision to seek off-base housing or continue the MFH assignment.

6. If a member has lived in their current MFH unit for a minimum of one year and has at least one year remaining on their current tour, the member may submit a request to relocate off-base using the normal waiver process outlined in reference (a). If approved, relocation will be at the member's expense and the member will no longer be eligible to apply to MFH for the remainder of their tour.

7. My point of contact regarding this matter is Ms. Bernadette Aquiningoc, Housing Installation Program Director. She may be contacted by phone: DSN 333-2087, Comm: (671) 333-2033 or email: bernadette.d.aquiningoc.civ@us.navy.mil.



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