



DEPARTMENT OF THE NAVY

U.S. NAVAL BASE GUAM  
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NAVBASEGUAMINST 11103.3  
N93  
17 Jan 22

NAVBASEGUAMINST 11103.3

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

Subj: ELIGIBILITY AND ASSIGNMENT OF MILITARY FAMILY HOUSING

Ref: (a) CNICINST M-11103.3  
(b) DoD 4165.63-M, DoD Housing Management Manual, of 28 Oct 2010  
(c) CNICINST 11103.12, Navy Housing and Intra-Station Moves, of 5 Jul 2012  
(d) JRMINST 7200.1C  
(e) DOD Financial Management Regulation 7000.14-R, Volume 7A, chapter 68  
(f) NAVBASEGUAM NOTICE 11101  
(g) NAVBASEGUAMINST 11101.3D  
(h) SECNAVINST 5210

Encl: (1) Eligibility for Military Family Housing  
(2) Application Process  
(3) Assignment to Military Family Housing  
(4) Relocation After Assignment to Military Family Housing

1. Purpose. To provide policy, guidance and requirements in the assignment and utilization of Military Family Housing (MFH) under U.S. Naval Base Guam (NBG). The intent of this instruction is to provide a single reference source discussing the major requirements of references (a) through (h), and to set forth MFH policy unique to NBG.

2. Cancellation. NAVBASEGUAM NOTICE 11103.2. This instruction remains in effect until cancelled or superseded.

3. Scope. Applies to all persons and organizations seeking assignment and/or using MFH or OHA entitlements under the cognizance of the NBG Housing Authority.

4. Discussion. Per references (a) through (h), NBG is responsible for the military housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families. As such, Installation Commanding Officer (ICO) NBG is the Housing Authority (HA) for all housing matters.

5. Policy. Consistent with references (a) through (h), the housing program will be managed administered to ensure maximum use of MFH at all times, at all geographic locations under the control of the HA. The following additional measures will be complied with:

a. Prohibit discrimination based on race, color, religion, national origin, gender, sexual orientation, disability, or age.

b. Ensure assignments are completed as quickly as possible to realize maximum benefit from utilization of MFH and to minimize costs attributable to change of occupancy.

c. Provide information to applicants as requested concerning quarters' availability and estimated waiting times prior to and/or upon arrival.

d. When deemed necessary by the HA for maintaining maximum occupancy, involuntary assignments to MFH may be directed, as provide for in reference (a).

6. Waivers. Waivers to housing program policy and requirements contained herein and higher echelon directives will normally not be granted. Waivers will only 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. A hardship is a unique and unusual circumstance beyond the member's control that, in the HA's judgement, 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. The following additional information is provided concerning waivers:

a. Waivers granted may not violate any provision of U.S. Law or Executive Order.

b. Waiver requests must carry the endorsement of the requestor's Commanding Officer or Officer-in-Charge. Waiver requests will be addressed to ICO, NBG via the Installation Housing Program Director (IPD), N93.

c. Waivers submitted due to medical reasons will only be considered in the most exceptional circumstance(s). Request due to medical reasons must contain, as an enclosure, an endorsement signed by Commanding Officer, U.S. Naval Hospital Guam ("By direction" is not acceptable) that substantiates why the waiver request is medically warranted.

d. Waiver requestors are strongly advised to not take any actions that presume waiver approval prior to receiving the waiver decision. This includes, but is not limited to, arranging an off-base rental property. Such action will be considered invalid if the waiver request is not granted. Requestors will be responsible for any consequences caused by his/her own actions including financial matters.

e. All requests for exceptions to this instruction shall be made in writing to the HA for review via the member's chain of command, utilizing the guidelines established in reference (g).

7. Action. This instruction is effective immediately.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per reference (h).

9. Review and Effective Date. Per OPNAVINST 5215.17A, the NBG N93 will review this manual annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DoD, SECNAV and Navy Policy and statutory authority using OPNAV 5215/40. The manual will expire ten years after effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.

  
M. D. LUCKETT

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## ELIGIBILITY FOR MILITARY FAMILY HOUSING

### 1. General Eligibility Policy

a. Tour length. A member must have six months or more remaining on his/her current tour in NBG AOR at the time of application in order to be assigned MFH in Guam.

b. Family members. Persons who are not bona fide family members will not be allowed to reside in MFH. Bona fide family members must have command sponsorship and reside with the sponsor for six consecutive months (180 days) or more per 365 day period. Divorced or legally separated members must have legal and physical custody of family members. The Housing Services Center (HSC) must be notified of any family members newly acquired due to marriage, birth or adoption.

c. Eligibility for MFH does not ensure availability of, or assignment to MFH.

### 2. Eligibility Categories

a. Active duty service member. Must be on Permanent Change of Station (PCS) orders with accompanying family members identified on their orders and authorized to relocate with member.

b. Single, pregnant active duty service member without dependents. Upon a doctor's medical certification of the pregnancy, they are eligible to apply for MFH and may occupy MFH not earlier than the twenty-fourth week of pregnancy.

c. Special needs. No person will be discriminated against because of special health or disability requirements. Applicants are responsible to provide the HA a minimum of 60-day notice of any special needs with a doctor's recommendation or a letter from the Exceptional Family Member coordinator at their last Permanent Duty Station (PDS). Should a physically handicapped-accessible MFH unit not be available, minor modifications to an existing MFH unit will be made. If a unit cannot be modified, or if it is determined by the HA to be cost prohibitive to meet the individual's needs, the HSC will assist in seeking appropriate off-base housing. This does not mean that the member can stop looking for their own accommodations.

3. Bedroom eligibility. Is determined by family composition under the following guidelines:

#### a. By paygrade

(1) Junior Enlisted (E-6 & junior) are eligible for two, three or four bedrooms.

(2) Senior Enlisted (E-7 & senior) are eligible for three or four bedrooms.

(3) Officers (O1-O5, W1-W5, O1E-O3E) are eligible for three or four bedrooms.

(4) Senior Officers (O6) are eligible for four bedrooms.

Enclosure (1)

(5) Certain Senior Officers (O6) are eligible for assignment to Senior Officer Quarters (SOQ) at Flag Circle. If no SOQ is available, the member may voluntarily elect assignment to a regular four or three bedroom MFH unit or to reside on the economy and receive OHA. If such a voluntary election is made, the member's housing assignment will be considered complete, without opportunity to reapply for SOQ later. The following personnel are eligible for Senior Officer Quarters:

- All O6 Commanding Officers permanently assigned to NBG and its tenant commands, afloat or ashore (wearing Command at Sea or Command Ashore pin).
- Chief of Staff, Joint Region Marianas
- Commander, Coast Guard Forces Marianas
- Commander, Marine Corps Base Camp Blas

Assignment to SOQ is for the duration of the qualifying assignment only. Personnel who are no longer serving in a qualifying assignment must vacate SOQ within 30 days after their relief.

b. Selection to higher paygrade. Members reporting in a selected status to a higher paygrade will be eligible for assignment to the bedroom category of their selected paygrade.

c. Expecting. Should pregnancy occur while waiting for MFH assignment, sponsors may elect to transfer their names to the next higher bedroom wait list in their respective paygrade eligibility. Certification of pregnancy from a doctor must be submitted to the HSC in all cases involving pregnancy in order to be placed on the appropriate bedroom Wait List.

d. Fewer bedrooms option. Members may apply for MFH with fewer bedrooms than their eligibility minimum. The HSC will take into consideration family composition to ensure minimum standards can be met prior to approving. Members will sign an acknowledgement that they are voluntarily accepting lesser bedroom accommodations, and that they will not be allowed to relocate at a later date unless there is an increase in bona fide family members. Members shall be afforded the opportunity to view an example unit in the lesser bedroom category to ensure the smaller unit will meet their needs before making this decision; this does not guarantee assignment to that particular unit or a unit of the same floorplan. Approval of fewer bedrooms shall be governed by the following:

(1) No more than two persons share a bedroom.

(2) Two children of different gender may share a bedroom if under 6 years of age.

(3) Dependent parents will be assigned one bedroom per couple if married, and separate bedrooms if not married.

(4) Cases not identified under these conditions will require approval from the HA as described in reference (g).

3. Housing Areas: Different housing areas onboard NBG are available for assignment to personnel based on paygrade as follows:

Flag Circle	Senior Officers Quarters (O6 and above)
Apra View	Officers and Senior Enlisted (E8 and above)
Lockwood Terrace	All Officers and Enlisted
North Tupalao	All Officers and Enlisted
Harbor View/Bay View	Junior Enlisted (E6 and below)

## APPLICATION PROCESS

1. Application for MFH. Application for MFH (DD Form 1746) may be submitted by mail, fax, e-mail, Housing Early Assistance Tool, or in person to the HSC at any time following receipt of PCS orders to Guam. Application packages must include all components listed below:

a. Military member's application package:

- (1) DD Form 1746 (application for assignment to housing).
- (2) PCS orders (with reporting endorsement).
- (3) Dependency Application/Record of Emergency Data (Page 2).
- (4) Command sponsorship approval letter (if applicable).
- (5) Detaching endorsement from last PDS.

2. Effective Date of Application (Control Date). The control date is when MFH eligibility became effective and is used for determination of a Military Member's position on the Wait List. The control date will be established when the member (or spouse with POA) has turned in all required documents and the HSC has verified the application package.

a. PCS. The control date will normally be the date of detachment from the last PDS. For members reporting from an involuntary unaccompanied PCS tour, the control date will be the date of detachment from the last accompanied PCS tour. For members without a previous PDS, the control date will be no earlier than the service member's enlistment date. Military personnel, or spouses with Power of Attorney (POA), 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 the Housing Service Center. Failure to attend the first scheduled housing briefing after arrival will revert the control date to the actual date of attending the housing briefing.

b. Commissioning of Enlisted Personnel. For those members already residing in MFH, the control date will be the date of commissioning, provided application is submitted no later than 30 calendar days following commissioning. Otherwise, the control date will be the date the new application is accepted by the HSC. Enlisted members selected for commissioning will not be authorized assignment to Officer quarters until commissioned.

c. Homeport change. For members assigned to units changing homeport, the control date will be the date of promulgation on the Chief of Naval Operations (CNO) message for Change in Homeport certificates. To qualify for this control date, the MFH application must be submitted no later than 30 calendar days following the unit's homeport change arrival in Guam.

d. Members reporting to deployed units. Application may be made by letter, fax, email, or by a designated representative with Power of Attorney. The application should be annotated to reflect the unit is deployed. Members should report to the HSC at the earliest possibility opportunity but not later than 30 day of return from deployment in order to receive the earliest control date.

e. **Deferments.** Deferments are not authorized after an offer of MFH. An applicant may defer once while awaiting an offer of MFH by providing a specific date, not to exceed one year in the future, at which they will be able to accept MFH. Deferments can be requested for such reasons as civilian lease commitments, deployment, family not in area, or other reasons that may constitute a hardship, and must be reviewed and approved by the HA. Those who elect to defer will be placed on the inactive list. Upon re-activation, applicants will be moved from the inactive list to the appropriate wait list for their rank and bedroom eligibility. If such placement would impact the freeze zone, the applicant will be adjusted to just below the freeze zone.

3. **Wait Lists.** All Family Housing customers will be placed on the corresponding wait list for the size house for which they are eligible to be assigned, based on rank and family composition of bona fide dependents, as specified in reference (a).

a. **Categories.** The following wait lists will be established by the HA by bedroom eligibility:

(1) 2 bedrooms: Junior Enlisted (E1 – E6).

(2) 3 bedrooms: Junior/Senior Enlisted (E1-E9) and Officers (O1-O5, W1-W5, O1E-O3E).

(3) 4 bedrooms: Senior Officers (O6); Junior/Senior Enlisted (E1-E9) and Officers (O1-O5, W1-W5, O1E-O3E).

(4) Flag Circle SOQ: Senior Officers (O6) listed in Enclosure (1), paragraph 3.a.(5).

b. **Priority.** Wait Lists will be established based on the applicant's priority, per reference (a), and control date.

(1) When military members of equal rank apply with the same Control Date, the applicant with the earlier date of rank will take precedence for wait list purposes over the other. If dates of rank are the same, then precedence will be given to the member with the earliest active duty service date.

(2) Freeze Zone. Intended to prevent a MFH applicant near the top of the wait list from being continually displaced on the list due to the arrivals of other members with higher priority or earlier control dates. Freeze zone is the top ten percent of a wait list and will not be altered by new arrivals regardless of rank or position. If a newly arriving member's priority or control date would place them inside the freeze zone, they will be placed just below the freeze zone. When, as determined by the Housing Director, it is anticipated that assignment to MFH for personnel on the wait list is scheduled to occur within 14 days, the Housing Director may extend the freeze zone beyond the top 10 percent to include such personnel.

(3) Key and Essential Personnel. Members assigned to positions designated by the HA in reference (f) with accompanied family members will be offered MFH meeting their bedroom eligibility or placed on the corresponding wait list if MFH is not available. Identification in reference (f) does not equate to mandatory assignment to MFH, and as such members may voluntarily opt out to seek off-base housing. In such cases, members must be certain that their chain of command will support their decision to not reside in MFH. If such a voluntary election is made, the member's housing assignment will be considered complete when the off-base lease is approved by the HSC, without opportunity to reapply for MFH later with "Key and Essential Personnel" priority.

4. Advanced or Delayed Arrival of Dependents

a. A spouse may be assigned MFH in advance of the active-duty member only with a complete MFH application plus advance dependent travel approval from OPNAV N130. The message from OPNAV N130 must clearly state that advance travel of dependents and station allowance based on new PDS (Naval Base Guam) is authorized for the member's dependents. Command sponsorship of dependents must have been submitted and the spouse must have a POA to accept housing on behalf of the member.

b. MFH will be assigned to applicants only when family members will arrive within 45 days of taking possession of MFH. Applicants with families on delayed travel will be placed on the inactive list. Once documentation is provide to confirm family arrival within 45 calendar days, application will be reactivated and applicants will be moved from the inactive list to the appropriate wait list for their rank and bedroom eligibility. If such placement would impact the freeze zone, the applicant will be adjusted to just below the freeze zone. A copy of the flight itinerary for the family member(s) will be required for verification purposes.

ASSIGNMENT TO MILITARY FAMILY HOUSING

1. Assignment Process. A spouse with POA can represent the member during the MFH process. MFH unit type descriptions are available on the HSC web page are available at Naval Base Guam for viewing to assist applicants.

[https://www.cnic.navy.mil/regions/jrm/installations/navbase\\_guam.html](https://www.cnic.navy.mil/regions/jrm/installations/navbase_guam.html)

a. Initial check-in. 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 the Housing Service Center. After attending the housing briefing, members will then report to the HSC via e-mail, phone call, or in person within two business days. Members can submit an application for MFH at this time if not done before. HSC will verify the completion of all housing application paperwork, establish the applicant's control date and determine their initial wait list position if MFH is not immediately available. HSC will not endorse payment of TLA until member has attended a housing briefing.

b. Off-base election opportunity. Upon completion of the housing brief, members wishing to consider residing off-base using Overseas Housing Allowance (OHA) will be offered up to three business days to make the decision to seek off-base housing or continue the MFH assignment process. The decision to seek off-base housing is irrevocable and results in forfeiture of eligibility for MFH for the duration of the member's current PCS orders. Members may choose to skip the three days allotted for off-base consideration, and proceed directly to MFH selection.

d. Available MFH unit preference submission. After off-base opportunity is declined, Family Housing customers will have their desired housing location/neighborhood (e.g. Lockwood Terrace, Apra View, etc.) preferences recorded in eMH for consideration. Placement in the desired housing location is not guaranteed, as Family Housing assignment is based solely on inventory availability.

e. MFH offer and acceptance. Family Housing customers will be offered all available MFH units which are ready for occupancy which for which they qualify based on rank and family composition. This will include all types and locations available, but does not assure a desired type or location will be available to choose from. Location (neighborhood) is not a consideration when making an offer. MFH will only be offered to a Family Housing customer when that unit has successfully completed Change of Occupancy Maintenance (COM) and Ready Completion Date (RCD) inspection, indicating that the house is ready to move in. The offer will be accepted or declined in writing within 48 hours.

f. Declining a valid MFH offer. All members are entitled to be offered up to two valid and ready MFH units. If the initial MFH offer includes two or more valid MFH units to select from, the member must select from one of those offered. If the initial MFH offer only includes a single valid MFH unit, the member may decline the offer one time only without impacting their wait list position and eligibility for MFH. If the member declines the offered MFH units but refuses to sign in writing, or fails to respond within 48 hours, the member's record will be annotated as having formally declined the offer. Failure to select a unit when two or more valid MFH units are offered, or declining a second valid single MFH offer will result in a loss of MFH eligibility for the duration of the member's current PCS orders, removal from all wait lists, and the member must obtain off-base housing using OHA.



g. No MFH available. If no MFH units were available in the member's category, the member will remain on the wait list and be authorized to move off-base using OHA.

(1) Members who, due to such initial unavailability, are in the process of pursuing off-base housing or move into off-base housing, will be offered one opportunity for accepting MFH when an MFH in their category becomes available. In this case, if the MFH offer is declined, the member will be committed to continuing with off-base housing, with OHA authorized. The member will be removed from all wait lists and forfeit MFH eligibility.

(2) To ensure process transparency, the HSC shall routinely publish a housing waitlist in accordance with reference (a) – on a weekly basis, the waitlist shall be made available. To protect sensitive information, customers will be provided an identification (ID) tracker number sequenced by bedroom entitlement; 2 bedroom = 2000 series, 3 bedroom = 3000 series, 4 bedroom = 4000 series. This ID tracker is for customers to check their position on the waitlist until an assignment is made and does not determine position on the waitlist. Customers may also contact the HSC directly for status by providing their tracker ID.

(3) If no MFH is available in their category, members may voluntarily request in writing to be placed on a wait list with fewer bedrooms than they are eligible. However, family composition must be able to adhere to the minimum bedroom provisions per reference (a) for the smaller unit.

(4) Applicants are responsible for keeping their contact information up-to-date with the HSC. If the HSC is unable to contact a member on a wait list within 48 hours to offer MFH using the contact information provided, the applicant will be bypassed and the next applicant on the respective wait list will be offered MFH.

2. TLA Process. In accordance with references (d) and (e), Temporary Lodging Allowance (TLA), entitlements should not exceed 60 days. Family Housing customers who are authorized to receive TLA are required to aggressively seek to occupy MFH or off-base housing as soon as possible upon arrival. Customers on the wait list for MFH must actively pursue off-base housing per section 1.g, above.

a. TLA will terminate not later than 3 business days after accepting adequate MFH or HSC approval of an off-base housing lease using OHA, to allow for delivery of loaner furniture or household goods shipment. At that point, they are considered adequately housed.

b. Per references (d) and (e), TLA ends if the OCONUS TLA Authority determines that TLA is no longer necessary due to the following reasons:

- (1) There are no excess costs,
- (2) The Service member failed to accept adequate permanent Government quarters; or
- (3) The Service member stopped diligently searching for permanent private-sector housing.

c. In order for TLA to continue, service members must actively seek at least five community housing options per 10 day TLA period. Evidence of their search must be documented on the Housing Referral Record (HRR) form and provided to the Housing Service Center (HSC) when filing their TLA claim. The Housing Installation Program Director (IPD) and the CO's appointed official has been delegated the authority to certify payment of arrival TLA for the first sixty (60) days for members reporting to Permanent Duty Station (PDS) per reference (d).

d. A review of effort to find permanent housing will be assessed at the end of the first period of 10 days. If the Service member's efforts appear deficient, the HSC will remind the Service member of his or her responsibilities (e.g. acceptance of available housing unit or encouraged to seek a month-to-month rental arrangement in private-sector housing). A Service member who does not comply, without an acceptable reason, will lose authorization for TLA.

RELOCATION AFTER ASSIGNMENT TO MILITARY FAMILY HOUSING

1. Authorized Reasons for Relocation from MFH to another MFH.

a. Change in family composition increasing bedroom eligibility. (Relocation is at member's expense). Relocation is only allowed to MFH with more bedrooms, and only one offer will be made. Member can decline relocation. Declining a relocation offer to a MFH unit with more bedrooms, regardless of type and location, will be considered as completing the relocation process, with no further relocation prospects.

b. Commissioning from Enlisted to Officer. (Relocation is at member's expense. Dislocation Allowance is not payable.) Promotions from Enlisted to Officer will authorize relocation. Member can decline relocation. Relocation occurs after commissioning.

c. Government directed. Relocation is at Government expense. The HA can direct relocations due to un-inhabitability of the MFH due to fire, flood or other catastrophe; or due to repairs requiring the MFH unit to be empty; or due to safety/health related problems validated by the HSC Housing Inspector or U.S. Naval Hospital Guam Preventive Medicine Department.

2. Terms for Relocation

a. Eligibility. Members must have at least six months or more remaining on their current tour on Guam at the time of relocation. Receipt of new PCS orders to another command serviced by the NBG HSC will not authorize relocation from one MFH unit to other MFH unit.

(1) Relocation from MFH to Off-Base: If a member has lived in their current MFH unit for a minimum of six months and has at least one year or more remaining on their current tour, relocation from MFH to off-base will be authorized at the member's expense, with no further opportunity to apply for MFH.

(2) Relocation from Off-Base to MFH: Receipt of a new set of PCS orders to another command serviced by the NBG HSC will authorize relocation from off-base to MFH at the member's expense, with no further opportunity to move back to off-base. Reapplication to MFH will be accepted when the member reports to other command and will be processed in the same manner as new arrivals per this instruction.

(3) Personnel will normally be provided a minimum of 30 days advance notice of availability to allow time for relocation planning.

b. Moving Timeline. Members will not be issued keys to the MFH they are moving into until one business day prior to the actual date of assignment.

(1) Members will normally be authorized three calendar days to move from one MFH unit to another, but may be granted extensions by the Installation Housing Program Director.

(2) If there is no MFH unit available in the member's category at the time of application for relocation, while waiting for a MFH unit to become available, the member will be authorized to live off-base with OHA, or may remain in their currently assigned MFH unit if desired.

c. Funded Intra-Station Move. Is when local transportation of a member's household goods (HHG) coincides with moving between two dwellings, is at government expense. Funded Intra-Station Move is NOT authorized to accommodate a member's personal problems, convenience, or morale, and will only be authorized under the following circumstances:

(1) When a member on the wait list accepts a MFH unit while living off-base. Note: This does not include members who become eligible for MFH after reporting onboard (i.e. marriage).

(2) When a member is ordered to a position for which there are Billeted Quarters.

(3) When directed by the HA due to inhabitability of the MFH.

(4) When a household is required to vacate MFH and move off-base in the event of the death of the sponsor or sole accompanied family member.

d. Termination of Off-Base Allowances. OHA for military members will be terminated on the day prior to the effective date of occupancy to MFH.

(1) Effective date of occupancy to MFH is defined as when the following two conditions are met: the MFH is assigned and available for occupancy as determined by the HSC; and the sponsor or designated representative (with POA) has possession of the keys. Actions by the sponsor or designated representative which delays effective occupancy of MFH may result in an OHA termination date being set as the date the above conditions could have been met in the absence of interference.

(2) For any specific housing inquiries from a Family Housing customer, the Family Housing representative will direct customers to this policy.

3. The Family Housing Management Specialist will provide a monthly report to the Commanding Officer and the IPD that reports the following:

a. Officer and Enlisted Waiting Lists.

b. Family Housing Inventory Status.

c. Family Housing Occupancy Rate by Area.

e. Civilian Occupancy Rate.

d. Number of Family Houses Occupied by size and location.

e. Number of Family Houses Vacant and Ready for assignment by size and location.

f. Number of Family Houses Vacant and anticipated to be ready for assignment within the next two weeks by size and location.