DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACT NAPLES INST 11103.5A
N93
-8 MAY 2013

NAVSUPPACT NAPLES INSTRUCTION 11103.5A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: ELIGIBILITY, APPLICATION, ASSIGNMENT AND TERMINATION OF MILITARY FAMILY HOUSING (MFH)

Ref: (a) CNICINST 11103.5
(b) NAVSUPPACT NAPLES INST 7210.1A
(c) CNICINST 11103.12
(d) NAVSUPPACT NAPLES INST 11103.6
(e) DoD 4165.63-M of 20 July 1989

Encl: (1) Eligibility Criteria
(2) Assignment Policy
(3) Waiting List Policy
(4) Termination of Housing Assignment
(5) Special Requests or Exceptions to Policy Regarding Military Family Housing Letter

1. Purpose. To establish and issue local housing policy and procedures specific to U.S. Naval Support Activity, (NAVSUPPACT), Naples, and Gaeta, Italy. To implement references (a) through (c).

2. Cancellation. NAVSUPPACT NAPLES INST 11103.5.

3. Scope. The eligibility, application, and assignment of MFH in Naples are governed by references (a) through (e) and are applicable to all U.S. military personnel and DoD civilian employees regardless of branch of service. All Military personnel, DOD civilian employees, DoDDS teachers, NATO, and Contractor personnel reporting to the Naples and Gaeta area will be guided by the policies and procedures contained in this instruction.

4. Background. Per reference (a), the Commanding Officer (CO), NAVSUPPACT, is designated as the Housing Authority (HA) for all MFH in the Naples area and, as such, is charged with the administration of all family housing assets.

5. Discussion. Leased family quarters are available for assignment at the Support Site only. Enclosures (1) through (5) provide local policy designed to ensure equitable assignment and optimum utilization of these assets.

6. Changes or Additions. Recommended changes or additions to this instruction should be submitted to the Housing Director, (NAVSUPPACT) Naples, Italy.

7. Exceptions to Policy. All requests for exception to policy must be initiated by the service member and addressed to the CO, NAVSUPPACT Naples via their CO and the Housing Director for decision.

C. S. GRAY

Distribution:
NAVSUPPACT NAPLES INST 5216.4AA
Lists: I through IV
Electronic via NAVSUPPACT NAPLES web site:
https://www.cnic.navy.mil/Naples/About/Departments/Administration/ AdministrativeServices/Instruction/index.htm

ELIGIBILITY CRITERIA

1. In the Naples and Gaeta areas, all U.S. military personnel, pay grades E1 to 06 with accompanying family members, are eligible to apply for Military Family Housing (MFH). Proof of command sponsorship or dependent entry approval is required.

2. Single service members who are pregnant and assigned to the Naples or Gaeta area may apply for MFH with a certification from the U.S. Naval Hospital, Naples, Italy. Placement is on the two-bedroom waiting list, and the control date is the date of confirmation of pregnancy. Assignment will be made during the last trimester of pregnancy, pending availability of units.

3. DoD civilian and other DoD sponsored civilian personnel with a transportation agreement and accompanying dependents are allowed to place their name on the waiting list to reside in MFH. Proof of dependents is required. Assignment will be based on equivalent military rank or family size and composition whichever is greater (ref. e). DoD civilians will be assigned to MFH once the military waiting list is depleted and there are vacant units available in the specific category. Separate military and DoD civilian waiting lists will be maintained for this purpose. For other eligible DoD sponsored civilians, charges will be on a reimbursable basis. As discussed in reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of government housing.

4. Accompanied NATO military (non U.S.) personnel will be allowed to place their name on the waiting list for MFH. Assignment to housing will be based solely on family size and composition. NATO military (non U.S.) personnel will be assigned to MFH once the U.S. military and DoD civilian employee waiting lists have been depleted and there are vacant units available in the specific category. A separate waiting list will be maintained for NATO military personnel. As discussed in reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of government housing. The established dollar amount and process for payment will be thoroughly discussed prior to check-in with all NATO military (non U.S.) personnel. All relocation costs incurred are the sole responsibility of the NATO military (non U.S.) member.

5. Contractor personnel with accompanying dependents may be assigned to MFH in the event there is excess housing and no waiting lists in all other categories. Housing is considered excess when it has been in a vacant and available status for more then 30-days.

6. Billeted Quarters. NSA Naples billeted quarters policy is contained in reference (d)

7. All Flag Officer Housing in the Naples area is managed through the Europe, Africa, and Southwest Asia Region Housing Director, Code N93.

ASSIGNMENT POLICY

1. The Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, as the Housing Authority (HA), and has implemented a direct assignment policy to ensure maximum efficient utilization of Military Family Housing Assets (MFH).

2. Per reference (a), all assignments to MFH are made based on both pay grade and family composition. This instruction establishes policy to assign based on the following:

a. Officers (O6) are eligible for a minimum of four bedrooms.

b. Officers (W1 - O5) are eligible for a minimum of three bedrooms.

c. Senior enlisted (E7 - E9) are eligible for a minimum of three bedrooms.

d. Enlisted (E1 - E6) bedroom eligibility is based on family composition. Where inventory permits, families will normally be eligible for one bedroom per child and a separate bedroom for dependent parents.

e. Civilian eligibility is based upon family composition and comparable military rank per reference (e). In the event no officer units are available, enlisted units may be offered for assignment. If accepted, the family may not request relocation to another unit except when an increase in family size would change bedroom eligibility.

3. All newly arriving service members and DoD civilians must report to the assignments counselors at the Housing Service Center (HSC) immediately upon arrival. Available MFH options will be discussed and all personnel given the opportunity to be placed on a waiting list for assignment. While waiting for assignment to quarters, the member is required to reside in temporary lodging. If government quarters are not available for occupancy within 30 days of arrival, the member must use the showing service at the HSC to locate a home in the local community.

4. Per reference (a), members must request government housing within 30 days of reporting to NASUPPACT Naples or the Gaeta area and request placement on the waiting list if housing is not available. Failure to report within 30 days will result in the loss of the member's control date (usually the date of departure from your last Permanent Duty Station (PDS).

5. Service members stationed in Gaeta are eligible for assignment to Naples area MFH and may place their name on the appropriate wait list upon completion of the housing briefing.

6. All exceptions to policy, regardless of location, must be submitted in writing from the service member, via their CO/Officer-in-Charge (OIC) and the NAVSUPPACT Naples Housing Director to the CO, NAVSUPPACT Naples. Exceptions to policy are rarely approved.

7. Any special requirements for priority assignment to MFH as a result of medical conditions must be documented by a physician, and endorsed by the CO, U.S. Naval Hospital, Naples and the service member's CO/OIC. The request must indicate why there is a requirement for priority assignment and appropriate documentation must be included. If priority assignment is approved, the family will be placed immediately below the freeze zone, per reference (a), on the appropriate waiting list. Medical requirements should be coordinated through the sponsorship program and addressed to the HSC prior to arrival of the service member.

8. Requests to relocate from one MFH unit to another are addressed only as an exception to policy. Requests must be documented by extenuating circumstances and be endorsed by the applicant's CO/OIC and the NAVSUPPACT Naples Housing Director. All requests will be approved/disapproved by the HA. Approved relocations will be at the member's expense. Requests to relocate due to personal reasons, preferences of units, or location will not be authorized.

9. MFH residents with documentation for an increase in bedroom requirements are placed on the appropriate waiting list. The control date is the date the documentation is provided to the HSC. Assignment is made when the member moves to the top of the waiting list. The relocation will be at the member's expense.

Direct Assignment Policy

1. The direct assignment policy is based on pay grade, family composition, and the bedroom eligibility criteria for the military member.

2. The direct assignment policy requires newly arriving military personnel to be assigned to MFH immediately, if available, per the General Assignment policy paragraph (2) of this enclosure.

3. The direct assignment policy is applicable to the following personnel with dependents:

a. Naples Area. All arriving military personnel will be directly assigned to MFH, if available.

b. Gaeta Area. All arriving military personnel will have the option to reside in the local community or accept assignment to MFH.

4. Members declining assignment to government quarters will not be authorized Overseas Housing Allowance (OHA).

5. Sponsors of arriving personnel must coordinate with the HSC, prior to arrival, to determine availability of MFH. Coordination must be established with the HSC no later than one week prior to arrival of service member.

6. Pet policy under direct assignment will be strictly adhered to.

a. Families arriving with more than two pets will be required to return the excess pet(s) to the states or find a suitable family willing to adopt. Exceptions will not be granted for having more than two pets.

b. Pets acquired after arrival in Italy (as verified by Veterinarian review of documents) will not be a consideration in any assignment decisions.

WAITING LIST POLICY

1. All eligible service members are required to apply for Military Family Housing (MFH). Waiting lists are established as follows:

a. Applicants may place their name on only one waiting list. Separate waiting lists will be maintained for all government controlled housing.

b. The following waiting lists are applicable:

(1) W1 - 06 Four Bedrooms

(2) E1 - E9 Four Bedrooms

(3) W1 - 05 Three Bedrooms

(4) E1 - E9 Three Bedrooms

(5) E1 - E6 Two Bedrooms

(6) DOD civilian Four Bedrooms (Officer)

(7) DOD civilian Four Bedrooms (Enlisted)

(8) DOD Civilian Three Bedrooms (Officer)

(9) DOD Civilian Three Bedrooms (Enlisted)

(10) DOD Civilian Two Bedrooms

(11) NATO Personnel

(12) Contractor Personnel

2. General Policy

a. Application for housing will be made by completing a DoD 1746, Application for Assignment to Housing, Sex Offender Acknowledgement Statement and Disclosure form, and by providing a copy of orders and a copy of the verification of dependents.

b. All advance applications will remain in a pending status until the service member reports to the Housing Service Center (HSC). Service members must check in with the HSC within three working days of arrival to establish eligibility for Temporary Lodging Allowance as per reference (b).

c. Applicants have one opportunity to transfer from one waiting list to another and retain the original control date. Requests must be in writing from the applicant to the assignment counselor and retained in the housing application file.

d. Applicants who sign a lease for community housing while awaiting assignment to MFH will be required to fulfill the initial four month term of the lease. During this period, applicants will be deferred and not lose their position on the waiting list.

e. Personnel currently residing in MFH may place their names on a waiting list to relocate to another unit only if the member receives a promotion from enlisted to officer as detailed in enclosure (2).

f. Per reference (c), when the Government offers the member on a waiting list a housing unit and the member declines, the member is no longer entitled to a Government-funded move.

g. Applicants unable to accept quarters because they are awaiting arrival of dependents remain on the waiting list without penalty. When an applicant reaches the top of the waiting list, they may be offered quarters 30 days prior to the arrival of family members. Travel documents must be provided in advance. Applicants arriving prior to their family may, depending upon the expected arrival date of family, be directed to sign a short term lease.

h. Applicants who are assigned to the USS MOUNT WHITNEY (LCC-20) or COMSIXTHFLT in Gaeta will be required to provide a Power of Attorney (POA) for their spouse in order to accept/decline housing during deployments. Failure to provide a POA will result in the member being deferred until he/she returns to port.

i. The HSC will make every reasonable attempt (maximum of three attempts in a 48 hour period) to contact the applicant via phone or e-mail when quarters become available for assignment.

If the HSC is unable to make contact, the applicant is bypassed and the available housing is offered to the next member on the waiting list. Documentation of the attempted contact will be retained with the application for housing. Service members are responsible for ensuring the HSC has valid/accurate contact information.

j. Applicants are allowed two working days from time of the offer to accept or decline. Failure of applicants to notify HSC of acceptance of quarters is considered a declination of MFH.

k. Service members who have relocated from government quarters to the economy may place their names on a waiting list to return to government quarters. The control date is the date of application, and the relocation is at the expense of the service member.

l. Waiting lists are available for review at the HSC.

TERMINATION OF HOUSING ASSIGNMENT

1. Residents of Military Family Housing (MFH) are required to remain in MFH for at least one year prior to relocating to the local community. All termination of MFH, regardless of the reason, requires a minimum of 30 days written notice to the Housing Service Center (HSC). Resident responsibilities associated with termination of MFH may be found in the resident handbook.

2. Extensions

a. Requests for an extension of MFH must be initiated by the service member and forwarded via their Commanding Officer (CO)/Officer-in-Charge (OIC) to the Housing Director. Requests must contain a detailed plan that describes how, and by whom, the final termination from housing will be completed. Extensions may be authorized under the following conditions:

(1) Temporary Duty Under Instruction (TEMDUIN) for a period less than 20 weeks.

(2) Completion of the Department of Defense Dependents School (DoDDS) school year, not to exceed 90 days.

(3) Resident request for a specific reason not to exceed 90 days.

b. To receive approval, a command sponsorship letter must be provided to the HSC 30 days prior to the transfer, covering dependents after the service member is transferred as a result of Permanent Change of Station or TEMDUIN orders.

c. Requests for extension for reasons other than TEMDUIN or completion of the DoDDS school year require justification for the request, as well as endorsement by the individual's command.

3. Early return of qualifying dependents requires termination of MFH quarters no later than 30 days following their return. It is the service member's responsibility to notify the HSC 30 days in advance and to relocate to Unaccompanied Housing (if eligible), or obtain a lease in the local community.

4. Per reference (c), family separations or dependents returning to previous/alternate living arrangements in excess of 90 days will require termination of MFH.

5. Drug Usage. The local Housing Authority (HA) has established a Zero Tolerance policy for illicit drug use by service members, dependents, or guests. Any documented abuse of this policy may result in immediate termination of entitlement to MFH.

6. Evictions. A member who is evicted from MFH is not authorized to reapply for government quarters during the tour of duty. If the member receives new PCS orders to the Naples or Gaeta area, eligibility to reapply for MFH will be reviewed by the HA, and if approved, will be at the member's expense.

7. Debts. All residents are required to satisfy all debts for rent, damages to MFH or government appliances, furniture, or equipment prior to checkout from their local command. The HSC will not endorse checkout until proof of payment is provided.

8. Per reference (b), Temporary Lodging Allowance (TLA) instruction, all service members vacating MFH are eligible for departure TLA. Final checkout date must be coordinated with HSC to ensure no more than the authorized number of days of TLA are used prior to departure.

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

From: Your rank, full name (including middle initial, if any)
Branch of service, current command
To: Commanding Officer, U.S. Naval Support Activity, 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 11103.5
(b) NAVSUPPACT NAPLES INST 11103.5A
(c) Any other appropriate references

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

1. Submit your request, via your chain of command, to the Housing Service Center. The Housing Service Center should receive the request at a minimum of 30 days prior to your date requiring exception. 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. Include your current work and home phone numbers, email address and your current mailing address. It is very important to include full names and 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, Permanent Change of Station orders, current page two, 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 continued logistic support for each of your family members per NAVSUPPACT NAPLES INST 1754.1C and a Power of Attorney for the dependent spouse.

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.