



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
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NAVSUPPACT NAPLES INST 11103.5E
N93
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NAVSUPPACT NAPLES INSTRUCTION 11103.5E

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

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

Ref: (a) CNIC M-11103.3, Navy Owned and Leased Family Housing Eligibility, Assignment,
and Termination Criteria
(b) NAVSUPPACTNAPLESINST 7210.1H, Temporary Lodging Allowance
Administration and Procedures within the Naples and Gaeta Areas
(c) CNICINST 11103.2, Navy Housing and Intra-Station Moves
(d) NAVSUPPACTNAPLESINST 11103.6E, Senior Officer and Senior Enlisted
(O6/E9) quarters assignment
(e) DoD 4165.63-M of 28 October 2010, Housing Management Manual

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

1. Purpose. To establish housing policy and procedures specific to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, and NAVSUPPACT Naples Detachment, Gaeta, Italy per references (a) through (e).

2. Cancellation. NAVSUPPACTNAPLESINST 11103.5D

3. Scope. The eligibility, application, and assignment of Military Family Housing (MFH) in Naples are governed by references (a) through (e) and are applicable to all U.S. military personnel and Department of Defense (DoD) civilian employees regardless of branch of service. All military personnel, DoD civilian employees, DoD dependent schools teachers, and U.S. contractor personnel reporting to the Naples and Gaeta areas will adhere to this instruction. North Atlantic Treaty Organization (NATO) personnel assigned to the area may be eligible for assignment to MFH in Naples.

4. Background. Per reference (a), the Commanding Officer (CO), NAVSUPPACT Naples, is designated as the housing authority for all MFH in the Naples and Gaeta areas and is charged with the administration of all family housing assets.

5. Discussion. Leased family quarters are available for assignment at the NAVSUPPACT Naples Support Site only. Enclosures (1) through (4) provide local policy to ensure equitable assignment and optimum utilization of these assets.

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

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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ELIGIBILITY CRITERIA

1. Eligible Personnel. Personnel who are eligible to live in Military Family Housing (MFH) include:

a. Active Duty Military Personnel with Dependents (families). All U.S. military personnel with accompanying family members are eligible for MFH. Accompanying family members must be command-sponsored. Mil-to-Mil families with no other dependents fall into this category.

b. DoD Civilian Personnel/ North Atlantic Treaty Organization (NATO)/ Contractors/Non-Department of Defense (DoD) Personnel. Waiting List categories and priorities are listed in enclosure (3) as established by reference (a). Proof of dependency is required. The below listed categories are eligible to place their name on the appropriate waiting list for MFH.

(1) DoD civilian personnel and other DoD sponsored personnel (i.e. Navy Exchange (NEXCOM) employees, DoD employees not eligible for Living Quarters Allowance (LQA)) with a transportation agreement and accompanying dependents.

(2) NATO military, non-U.S. personnel accompanied by dependents.

(3) Contractors or other non-DoD personnel accompanied by dependents.

c. Assignment will be based on equivalent military paygrade, family size, and composition per reference (e). The Housing Service Center (HSC) Director will issue approval for assignment in the event there is excess housing and no waiting lists. Occupancy will be limited to no more than five years.

d. For other eligible DoD sponsored civilians, NATO military, non-U.S. personnel and contractors/Non-DoD personnel, occupancy charges will be on a reimbursable basis. Per reference (a), it is Navy policy to establish fair and reasonable charges for occupancy of government housing.

2. Billeted Quarters. U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, billeted quarters policy is contained in reference (d).

3. Flag Officer Housing. All Flag Officer housing in the Naples area is managed through the Housing Director (N93), Commander, Navy Region Europe, Africa, Central.

MILITARY FAMILY HOUSING ASSIGNMENT POLICY

1. General policy

a. All newly arriving service members and Department of Defense (DoD) civilians must report to the Housing Service Center (HSC) within three days of arrival for a briefing on housing services.

(1) Per reference (a), service members must request government housing within 30 days of reporting to NAVSUPPACT Naples and will be placed on the waiting list if housing is not available. Failure to comply with these requirements may result in denial of Temporary Lodging Allowance (TLA) payment, per reference (b).

b. Sponsors of arriving personnel should coordinate with the HSC prior to arrival to determine availability of Military Family Housing (MFH) in order to expedite the assignment process. Coordination should be established with the HSC at least two weeks prior to arrival of service member. All advance applications will remain in a pending status until the service member reports to the HSC.

c. Service members with orders to the Gaeta area are eligible for assignment to Naples area MFH and may place their name on the waiting list upon completion of the housing application and briefing. Service members with orders to the Gaeta area should consider DoDEA bus routes prior to selecting housing the Gaeta area and are highly encourage to coordinate with the School Liaison prior to finalizing housing.

d. Per reference (a), all assignments to MFH are based on paygrade, family composition, and control date (date checked out from previous command). Where inventory permits, families will normally be eligible for one additional bedroom per child and a separate bedroom for dependent parents. Minimum bedroom qualification are as follows:

(1) Officers (O6 and above) qualify for a minimum of four bedrooms.

(2) Senior enlisted (E7 – E9) and Officers (W1 – O5) qualify for a minimum of three bedrooms.

(3) Enlisted (E1 – E6) qualify for a minimum of two bedrooms.

(4) Civilian, North Atlantic Treaty Organization (NATO) personnel, and contractor personnel bedroom qualification is based comparable military paygrade per reference (e). In the event no officer units are available for comparable civilian, NATO, and contractor personnel, enlisted units will be offered.

2. How to apply

a. All personnel reporting to the HSC will be briefed on eligibility, application, and assignment policy.

b. All MFH applications consist of the following:

- (1) DD Form 1746, Application for Assignment to Housing
- (2) Sex Offender Policy Acknowledgement and Disclosure
- (3) Copy of Permanent Change of Station orders
- (4) Dependent verification

c. Once received, the HSC will conduct a thorough review of all documents for completeness to assess eligibility and qualification of assignment.

3. Assignment Procedure

a. Once quarters become available for assignment, the HSC will make every reasonable attempt to contact the applicant via phone or e-mail for notification. Applicants are allowed two working days from time of offer to accept or decline.

(1) Failure to notify the HSC of acceptance of quarters after notification will result in the applicant being bypassed, placed at the bottom of the waiting list, and the available housing will be offered to the next member on the waiting list.

(2) If the applicant is unreachable after two days, the applicant will be skipped, remain at the top of the waiting list, and the available housing will be offered to the next member on the waiting list. Documentation of the attempted contact will be retained with the application for housing. Applicants are responsible for ensuring the HSC has accurate contact information.

4. Direct Assignment

a. The Commanding Officer (CO), U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy has implemented a direct assignment policy to ensure efficient utilization of MFH assets. All arriving military personnel on orders with accompanying dependents, including mil-to-mil families with no other dependents, will be directly assigned to available MFH. Arriving military personnel on orders to the Gaeta area are exempt from the direct assignment policy.

b. Once contacted by the HSC, service members have two working days to make a housing selection from available MFH units offered and may not delay assignment based on preference or submission of an exception to policy (ETP). If a selection has not been made after two working days, the HSC will assign the first available unit for occupancy.

c. If less than five MFH units are available in the service member's waiting list category, or if the service member's bedroom eligibility exceeds available MFH offerings, military personnel will be given the option to reside in the local economy. Service members will be notified of their eligibility to reside in the local economy once the housing application package is received and

reviewed by the HSC.

d. Service members who decline assignment will not be authorized Overseas Housing Allowance (OHA) and will have Temporary Lodging Allowance (TLA) terminated on the day their assigned unit would be available for occupancy.

e. ETPs are rarely approved. All requests for ETPs 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 using Enclosure (5). If the service member has not yet reported to the Naples area, the request for exception to the housing policy must be routed through the gaining CO/OIC.

f. Service members who submit an ETP to the direct assignment policy will comply with part 4(b) while awaiting determination. Service members will occupy their assigned MFH unit and may utilize HSC temporary furniture until determination is received. TLA will be terminated on the day their assigned unit is available for occupancy. Should an ETP be approved, then relocation costs will be at the service member's expense.

5. Additional Information

a. Special requirements for priority assignment to MFH, or to request an ETP, as a result of medical conditions must be documented by a physician, and endorsed by the CO, U.S. Navy Medicine Readiness and Training Command (NMRTC), Naples, and the service member's CO/OIC. Proper Health Insurance Portability and Accountability Act release authorization must also be granted by the requestor. The request must indicate why there is a requirement for priority assignment, or exception to policy, and appropriate documentation must be included. If priority assignment is approved, the family will be placed immediately on the appropriate waiting list, per reference (a). If an exception to policy is granted, the family will be allowed to lease a residence out in the economy. Medical requirements should be coordinated in advance through the sponsorship program, the Exceptional Family Member Program if applicable, and addressed to the HSC prior to arrival of the service member.

b. Requests to relocate from one MFH unit to another must be endorsed by the NAVSUPPACT Naples Housing Director. Approved relocations will be at the member's expense.

c. MFH residents who qualify for an increase in minimum bedroom requirements are placed on the waiting list. The control date is the date documentation is provided to the HSC (i.e. pregnancy or advancement notification). Assignment may occur after the first trimester if applicable, at the member's expense, and will incur change of occupancy fee if member chooses to move prior to completing the one-year occupancy obligation.

d. Single service members who are pregnant and assigned to the Naples or Gaeta areas may apply for MFH with a certification from the NMRTC, Naples, Italy. Placement for single Enlisted service members is on the two-bedroom waiting list and the three-bedroom waiting list for single Officers. The control date is the date documentation is provided to the HSC (i.e.

pregnancy). Assignment may occur after the first trimester at the member's expense.

e. 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 relocation is at the expense of the member.

f. Pet policy will be strictly enforced. Families assigned to MFH cannot have more than two pets. Exceptions to the pet policy require justification.

g. Spouses/dependents that are European Union (EU) citizens and reside on base may request residency verification in order to work on the local economy. Please contact the HSC for detailed guidance.

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

i. Applicants who arrive prior to their dependents and have received secretarial approval of delay of dependents will remain on the waiting list in a deferred status. The applicant will be assigned to MFH upon arrival of dependents or by providing a flight itinerary showing dependent arrival date to the HSC. Assignment may be made up to 30 days prior to the arrival of dependents.

j. In the event the applicant cannot be present, they will be required to provide a Power of Attorney (POA) for their spouse to accept/decline housing on their behalf. Failure to provide POA while the applicant is unavailable will result in the member being deferred until their return.

k. Members residing in MFH may place their name on a waiting list to relocate to another unit if promoted from Enlisted to Officer or increased in bedroom eligibility.

l. Per reference (c), when a member on a waiting list declines a government offer for a housing unit, that member loses the entitlement to a government-funded move, if applicable, and is removed from the waiting list for a period of six months.

m. Applicants may place their name on only one waiting list. Separate waiting lists will be maintained for all government controlled housing. Waiting lists are available for review at the HSC.

n. Waiting lists are established as follows:

(1) W1 – O6: four bedrooms

(2) E1 – E9: four bedrooms

(3) W1 – O5: three bedrooms

- (4) E1 – E9: three bedrooms
- (5) E1 – E6: two bedrooms
- (6) Department of Defense (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) North Atlantic Treaty Organization personnel
- (12) Contractor personnel.

TERMINATION OF HOUSING ASSIGNMENT

1. Residents of Military Family Housing (MFH) are required to remain in MFH for at least one year prior to requesting to relocate to the local community. Requests to move to the local economy after the one-year term can be approved by the Housing Service Center (HSC) Director. Service members who wish to terminate for reasons other than receipt of permanent change of station (PCS) orders out of the local geographic area, prior to the one-year mark, are required to submit an exception to policy request. 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. Per reference (b), all servicemembers vacating MFH due to PCS orders out of the local geographic area are eligible for departure TLA. Final checkout date must be coordinated with HSC to ensure no more than 10 days of Temporary Lodging Allowance (TLA) are used prior to departure.

3. Delayed Dependent Travel

a. If a servicemember wishes to execute PCS orders ahead of their dependents, a request for extension of MFH must be initiated by the servicemember and forwarded via their Commanding Officer (CO)/Officer in Charge (OIC) to the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Housing Director. If the servicemember will not be present at termination, requests must contain a power of attorney and 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) Residents request for a specific reason not to exceed 90 days. These requests require detailed justification as well as endorsement by the individual's command.

b. To receive approval, a continued logistical support letter must be provided to the HSC 30 days prior to the transfer, covering dependents after the servicemember is transferred as a result of PCS or TEMDUIN orders.

4. Early return of qualifying dependents or family separations in excess of 90 days will require termination of MFH quarters no later than 30 days following their departure. It is the servicemember's responsibility to notify the HSC 30 days in advance and to relocate to the Unaccompanied Housing (if eligible), or obtain a lease in the local community. A government funded move for the servicemember is not authorized.

5. Drug Usage. The Housing Authority has established a zero-tolerance policy for illicit drug use by residents or guests. Violations of this policy may result in termination of entitlement to MFH.
6. Evictions. A member who is evicted from MFH is not authorized to reapply for government quarters for a period of four months. Reapplications must be submitted through the member's chain of command to the CO, NAVSUPPACT Naples.
7. Debts. 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.

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

Date

From: Your rate/rank/paygrade, 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, Navy Housing Eligibility, Assignment and Termination Criteria
(b) NAVSUPPACTNAPLESINST 11103.5E
(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 after your detachment date you must provide a copy of your approved temporary extension of continued logistical support as outlined in NAVSUPPACTNAPLESINST 1754.1E. A Power of Attorney for the dependent spouse is also required.

F. I. LAST

Note: 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: 629-4445/629-4930 or COMM: 081-811-4466/081-811-4930.

Enclosure (4)