



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
PSC 476 BOX 1
FPO AP 96322-0001

Canc Frp: Jun 2022

COMFLEACTSASEBONOTE 11101

N93

2 Jun 2021

COMFLEACT SASEBO NOTICE 11101

From: Commander, Fleet Activities Sasebo

Subj: INTERIM FAMILY HOUSING CORONA VIRUS DISEASE 2019 POLICY

Ref: (a) CFASINST 11101.12A
(b) CFASINST 11101.13B

Encl: (1) Outgoing Temporary Allowance (TLA) Policy

1. Purpose. To provide readily available Restriction of Movement (ROM) rooms and temporary lodging support for Permanent Change of Station (PCS) service members, families and civilians during peak PCS season and projected surge of inbound personnel.

2. Cancellation. COMFLEACTSASEBONOTE 11101 dated 15 Jul 2020.

2. Scope and Applicability. This policy applies to all require Commander, Fleet Activities (COMFLEACT) Sasebo and tenant command personnel eligible for Military Family Housing, Family Housing and Unaccompanied Housing services, to include private leased rental ("Chos") properties. The Involuntary Assignment Policy is applicable to eligible incoming accompanied Service Members.

3. Policy

a. Corona Virus Disease 2019 (COVID-19) mitigation measures COMFLEACT Sasebo to maintain an adequate number of ROM rooms available for personnel who are required to ROM, as well as in the event of a COVID-19 outbreak or operational necessity (e.g. Pre-Deployment Sequestration). In order to support this requirement, a significant number of on-base lodging (Navy Lodge and NGIS) assets are now designated as ROM rooms. This has reduced the availability of rooms available to support the temporary lodging needs of PCS and Temporary Assigned Duty personnel.

b. Per reference (a), an Involuntary Assignment Policy is in effect for all Navy-managed Military Family Housing (MFH). Due to the need to expeditiously move inbound families into adequate housing to ensure adequate rooms available for ROM, Family Housing occupancy will be maintained at 100 percent of the available MFH inventory.

(1) When adequate quarters are available in MFH, based on the assignment criteria of the paygrade/family composition of the Service Member outlined in reference (a), the Service Member and family will be assigned MFH.

2 Jun 2021

(2) Service Members will not be involuntarily assigned to housing at less than the assignment criteria of their paygrade/family composition outlined in reference (a) except when there is a military necessity.

c. In order to further decrease the time required to house inbound personnel and to account for the limited availability of off-base homes, personnel already adequately housed in a privately leased home ("Cho") through the COMFLEACT Sasebo Housing Service Center (HSC) will not be eligible to move to a new off-base home except on a case by case basis and when approved by the Installation Commander. In all cases, personnel who are in a TLA status and not adequately and permanently housed will have priority in seeking a privately leased home.

d. Personnel who are already adequately and permanently housed in a "Cho" and remain on the MFH Waitlist will not be offered a MFH unit for their respective waitlist until all personnel in a Temporary Lodging Allowance (TLA) status have been offered MFH.

e. Due to limited inventory of off-base housing and the need to expeditiously house inbound personnel, non-requirement Unaccompanied Housing (UH) personnel per reference (b) (i.e. E-4 Shore Duty and E-4 >4 Sea Duty) will be housed in UH on a space available basis. They remain eligible to submit a special request to receive OHA and if approved will be placed on a waitlist to receive a permanent Certificate of Non-Availability (CNA). These CNA's will be issued on a first-come first-served basis at the discretion of the COMFLEACT Sasebo Commanding Officer via the Housing Director based on off-base "Cho" inventory.

f. Outbound PCS personnel will not be allowed to complete their final checkout from MFH or their privately leased home until the sponsor has a confirmed travel itinerary from Personnel Support Detachment and an approved travel waiver (if required based on current COVID-19 travel guidance). Additionally, failure to properly check out of MFH or terminate their privately leased home could result in delays to the execution of follow on orders; personnel are encouraged to allow for ample time in executing MFH and Cho terminations.

(1) The COMFLEACT Sasebo HSC will provide loaner furniture if house-hold goods (HHG) have been shipped and loaner furniture is requested.

(2) To the max extent possible, residents are encouraged to ensure PCS orders and travel arrangements are confirmed prior to scheduling personal property to pack-out HHG's.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Cancellation contingency. This notice will remain in effect for one year until rescinded by the originator or incorporated into the next edition of reference (a), whichever occurs first.



D. E. KENNEDY

By direction

2 Jun 2021

OUTGOING TEMPORARY LODGING ALLOWANCE (TLA)

INTERIM FAMILY HOUSING (FH) CORONA VIRUS DISEASE 2019 (COVID-19) POLICY

RATE/RANK	
NAME (LAST, FIRST, MI)	
COMMAND	
FINAL INSPECTION DATE	

I understand if authorized Temporary Lodging Allowance (TLA), the effective date of TLA is the day of my Final Inspection.

I have an approved travel waiver (if required based on current COVID-19 travel guidance). _____

I have confirmed travel itinerary from PSD Sasebo. _____

Only 10 days of TLA is authorized and is provided per Joint Travel Regulations. I understand that I will be financially responsible for any extra nights exceeding 10 days. _____

Exceptions due to unusual circumstances beyond my control must be requested in advance and in writing. Requests will be endorsed by my Commanding Officer or Officer in Charge (OIC), routed to the CFAS Housing Office and signed by the Installation Commander. I understand that exceptions will be considered on a case by case basis. _____

I have read and understand the above:

MEMBER'S SIGNATURE

DATE