



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 36TH WING (PACAF)  
ANDERSEN AIR FORCE BASE GUAM**

**MAR 03 2020**


**MEMORANDUM FOR ACCOMPANIED SERVICE MEMBERS ASSIGNED TO ANDERSEN AFB**

**FROM: 36 WG/CC**

**SUBJECT: Mandatory Assignment to Military Family Housing Policy**

References: (a) CNIC M-11103.3, 23 Jan 19  
(b) JTREGMARIANASINST 7200.1B, 13 Nov 17

1. To maximize occupancy and best utilize government housing assets on Andersen AFB, implementation of mandatory Military Family Housing (MFH) assignment is effective immediately for all new accompanied service members. This policy is not retroactive.
2. Within the first duty day after arrival, all uniformed service members are required to check into the Housing Service Center (HSC) where they will be provided a brief on housing eligibility and availability.
  - a. Eligible service members must be assigned available MFH for which they qualify. Service members must accept available MFH unless they have an exception to policy (reference section 3 below).
  - b. Members who will have less than 6 months occupancy will not be required to reside in MFH.
  - c. If MFH is not available within 30 days of arrival or application, service members will be eligible to reside off the installation. Once housed off the installation, service members will not be required to relocate to on-base MFH for the purpose of maximizing the housing occupancy rate. They may choose to remain on the waiting list and relocate once a MFH becomes available.
3. Exception to policy (ETP) approval resides at the Squadron/Unit Commander level. Service members may make a request to their respective Squadron/Unit commander for an exception to mandatory assignment. ETPs from approval authorities must be provided to the HSC, in writing, no later than five business days from MFH offer.
4. If you have questions, you may discuss with your chain of command and you may contact the Housing Service Center at 671-366-2127.

  
GENTRY W. BOSWELL  
Brigadier General, USAF  
Commander