



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

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 January 19, *Navy Owned and Leased Family Housing Eligibility, Assignment and Termination Criteria*
(b) JTREGMARIANASINST 7200.1C, 08 October 20, *Policy Concerning Payment of Temporary Lodging Allowance in Guam*

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 eligible accompanied service members. Service members currently residing off base prior to the implementation of this policy shall not be required to relocate into MFH.
2. Within the first duty day after arrival, all uniformed service members are required to check into the Housing Office 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 (ETP) (reference paragraph 3 below).
 - b. Members who will have less than six months retainability will not be required to reside in MFH.
 - c. If MFH is not available within 60 days of check in date, 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. Applicants may choose to remain on the waiting list and relocate once MFH becomes available.
 - d. Assignment to MFH will be permanent throughout the duration of tour.
3. Exception to policy (ETP) approval authority resides at 36 MSG/CC. All Requests must be endorsed by their squadron commander and routed via the Housing Office. ETPs must be provided in writing to the Housing office no later than five (5) business days from MFH offer.
4. If you have any questions or concerns, you may contact the Housing Service Center at DSN: 671-366-2127.

THOMAS B. PALENSKE
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Commander