

NAVAL BASE VENTURA FAMILY HOUSING OFFICE

Military Family Housing, Ventura County's Welcome Center web site:

www.housing.navy.mil/pcshouse

Telephone: Commercial (805) 982-4321 DSN: 551-4321

Toll Free: 1-800-851-7148

It is a pleasure to welcome you and your family to the Naval Base Ventura County, Military Community. We are here to assist you in finding suitable housing whether on the local economy or in military base housing. Although the government provides quarters, it is not required to do so by law. Remembering living in government quarters is a privilege not afforded to everyone and jeopardizing your housing assignment violates the Uniform Code of Military Justice (UCMJ).

WHO MAY APPLY FOR MILITARY FAMILY HOUSING

All officers and enlisted personnel assigned to the Naval Base Ventura County area and accompanied by their bona fide family members are eligible to apply for Military Family Housing.

HOW TO APPLY FOR QUARTERS

In order to apply for housing – you must provide the following completed assignment package documents

- a. DD Form 1746 (Housing Application)
Obtainable from the nearest Military Family Housing Office or
www.housing.navy.mil/common/dd1746.pdf
- b. Copy of your orders assigning you to duty within Naval Base Ventura County or therein.
- c. Certification of bona fide family members document who will expected to reside with the sponsor for nine consecutive months each year. Note: Members who have joint legal custody of dependent children for at least nine consecutive months will be considered for appropriate bedroom eligibility. Examples of bona fide family members are those individuals listed on an Emergency Data Application (Page 2), NAVPERS 1070/602, NAVCOMPT 3072, Court Documentation, Dependency Action Status, Record of Emergency Data/DD 1172, Application for Uniformed Services Identification Card (DEERS Enrollment), etc.
- d. Proof of Detachment from previous duty station. (Page 5 is best.) This documentation will ensure that eligible personnel who apply for housing control date will be the date of detachment from the last Permanent Duty Station (PDS) if the application was made or confirmed within 30 days upon reporting to the new PDS.
- e. Vacancy verification from previous military housing office or permission to stay in military housing from last permanent duty station.

- f. Exceptional Family Members {EFM} documented in Categories “IV” or “V” will be placed directly below the freeze zone (the freeze zone is the top 10% of the wait list). ***Please bring this to the attention of your housing counselor during your briefing.***
- g. A “Power of Attorney” will be required if someone other than the Military Sponsor will sign documentation or on behalf of the Service member.
- h. Department of the Navy Dependent Care Certificate (DD Form 1740) must be submitted by single military personnel
- i. Doctor’s certification (letter required for special housing needs)

APPLICATION PACKAGES MAY BE MADE IN PERSON OR SUBMITTED BY MAIL.

ACKNOWLEDGEMENT OF HOUSING APPLICATION

Personnel who apply for MFH will receive a written acknowledgement indicating the approximate waiting period for quarters. The waiting times quoted are APPROXIMATE times only, and fluctuates monthly.

In accordance with OPNAVINST Housing Regulation, you (or a member of your immediate family) must confirm an advance quarters application within 30 days of reporting for duty in the Ventura County area. Failure to confirm will result in the cancellation of your application.

All applicants are required to update their application every six months after the application control date and six months thereafter, until housed. Failure to renew your application will result in cancellation of your application. We recommend you or your spouse periodically check with the Family Housing Office regarding the status of your application. It is your responsibility to keep the Family Housing Office informed of any change of status affecting your application or if you no longer desire quarters.

ASSIGNMENT PROCEDURES FOR MILITARY FAMILY HOUSING

The Secretary of the Navy has designated all Military Family Housing under the management control of Commander, Navy Region Southwest, as adequate public quarter. Basic Allowance for housing (BAH) is forfeited by personnel occupying this house.

Assignment for all categories will be made primarily on a first-come, first-serve basis. When two or more applicants have the same rank and the same control date, the date of rank of the applicant will govern.

You may place your name on the waiting list for one of four Housing areas only. Camarillo, Point Mugu, Port Hueneme, or Port Hueneme Mobile Home Park. **APPLICANTS ARE GIVEN 30 DAYS TO CHANGE THE AREA THEY HAVE SELECTED AND RETAIN THEIR ORIGINAL CONTROL DATE. If you change your site on bedroom requirement after the 30 day period, your control date will be effective the date of the change.**

You will be allowed to turn down one housing offer without losing your position on the wait list. If you turn down a second offer or remove your name from the wait list, you must wait **9 months** before re-applying. You are advised to place a hold date on your application if your family does

not want to move into base housing during your deployment or if you have signed a lease (hold date can only be a maximum of one year). In these cases, your name will still advance on the wait list, however you will not be called for housing until 30 to 45 days prior to the expiration of your hold date. You will not be granted another hold date extension.

Once you have been assigned to quarters, you will not be permitted to apply to transfer to other quarters unless one of the following circumstances exists:

- (1) Upon change in family composition affecting the size of the unit assigned, relocation is at your own expense.
- (2) If you have been assigned to Midway Estates or Pearl Court, upon promotion to E-7 you may relocate to Bruns Park (pet area) at your own expense.

In accordance with OPNAVINST 1110113.J, enlisted personnel promoted to officer rank are required to be relocated from enlisted quarters to officer quarters. This move will be at the government expense.

In all cases service member must have six months of active duty to relocate to another housing unit.

Applications requesting reassignment within MFH are required to pass a housekeeping inspection. Failure to pass the inspection will result in the cancellation of the application. You will be allowed five working days to relocate from one set of quarter to another. When you reach the top of the waiting list for the area you requested, you will be offered quarters. **You will be offered One unit.** Refusal to accept one of the two homes will result in the cancellation of your application, and removal from the wait list.

Applications for Military Family Housing may be mailed to:

**Naval Base Ventura County
311 Main Road Suite 1
CODE CBC N94V
Point Mugu, CA 93042-5001**