



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY
337 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-6150

PERSUPPACTSANDIEGOINST 11000.1
Code N3
22 March 1996

PERSUPPACT SAN DIEGO INSTRUCTION 11000.1

Subj: TERMINATION OF MILITARY FAMILY HOUSING (MFH) PROCEDURES FOR
PERSONNEL SEPARATING FROM ACTIVE DUTY

Ref: (a) PASSMAN
(b) OPNAVINST 11101.13J
(c) COMNAVBASE 1101.43C

Encl: (1) Separation Processing Flowchart

1. Purpose. To issue policies, procedures and guidance for verifying termination of Military Family Housing by officer and enlisted being separated from active duty per references (a) through (c).

2. Action. In order to reduce the loss of government funds due to improper vacation of Military Family Housing, the following procedures will be included in the separation process for officer and enlisted personnel:

a. During initial separation interview determine if member is occupying Military Family Housing via the Master Military Pay Account (MMPA). If the member is in Military Family Housing, advise them that they must report to their MFH Site Management Office, complete a quarters checkout, a return a signed Termination of Government Quarters authorization before separation processing is completed.

b. When service members are being processed for administrative separation prior to the normal EAOS and live in the MFH, then call the Military Housing Office and advise them of the short notice separation. The name of the person notified will be annotated on the separation information worksheet. The points of contact at the Military Housing Office are:

Primary: Ms Yolanda Robledo at 556-6243 Ext 246

Secondary: Ms Roxanne Morey at 556-6243 Ext 190

c. Process Pay Adjustment Authorization (DD-139) issued by the MFH against the service member's pay accounts for payment of damages and/or rent. Forward a copy of the completed DD-139 to the MFH (Attn: Site Management Office).

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d. The separation of members not in compliance with the requirements on this instruction will be held in abeyance. These members will be directed to return to the MFH Site Management Office to complete the required quarters checkout and their parent command will be notified of the delay in separation processing.

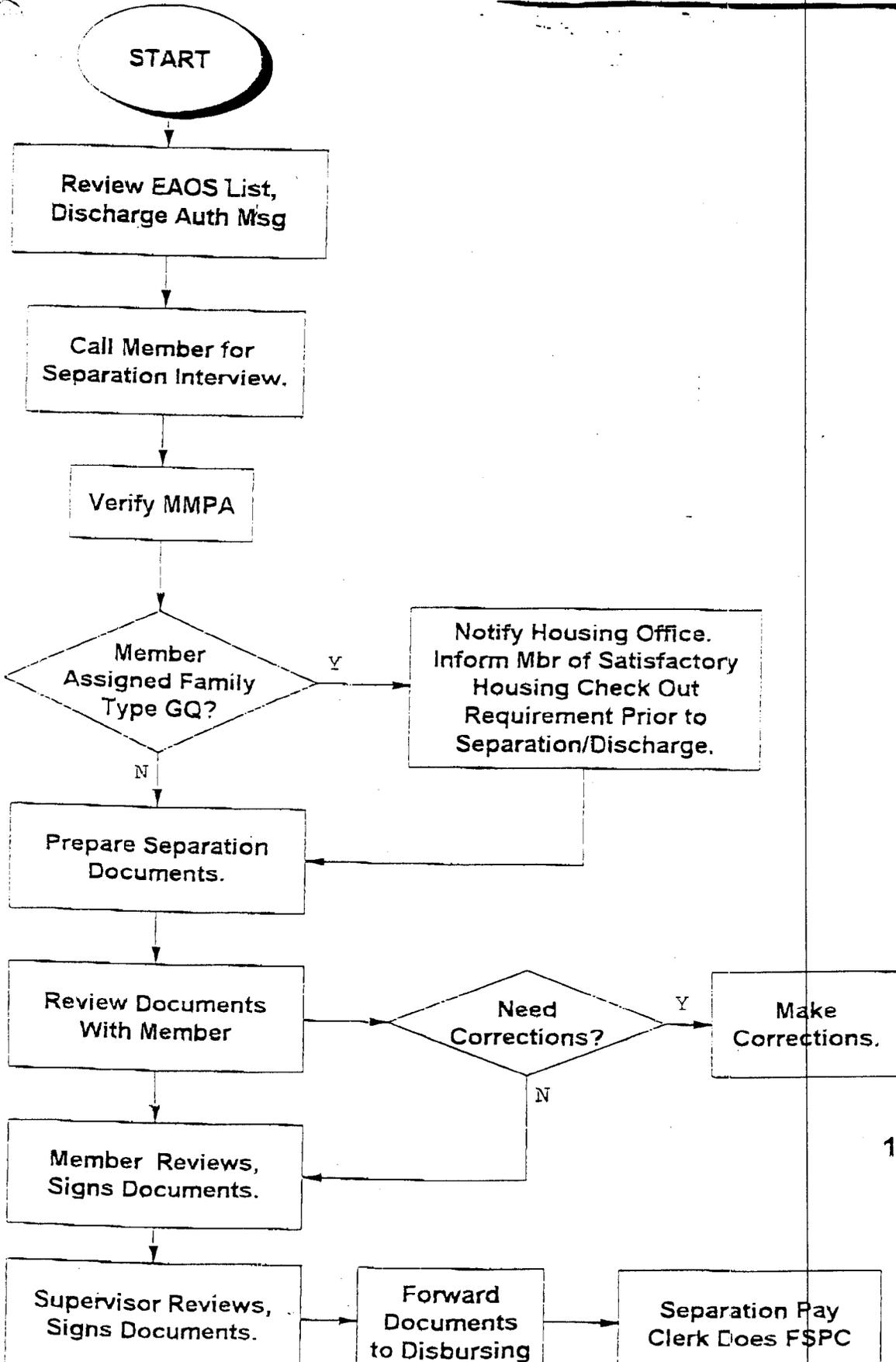
e. Enclosure (1) is provided as a general guide.

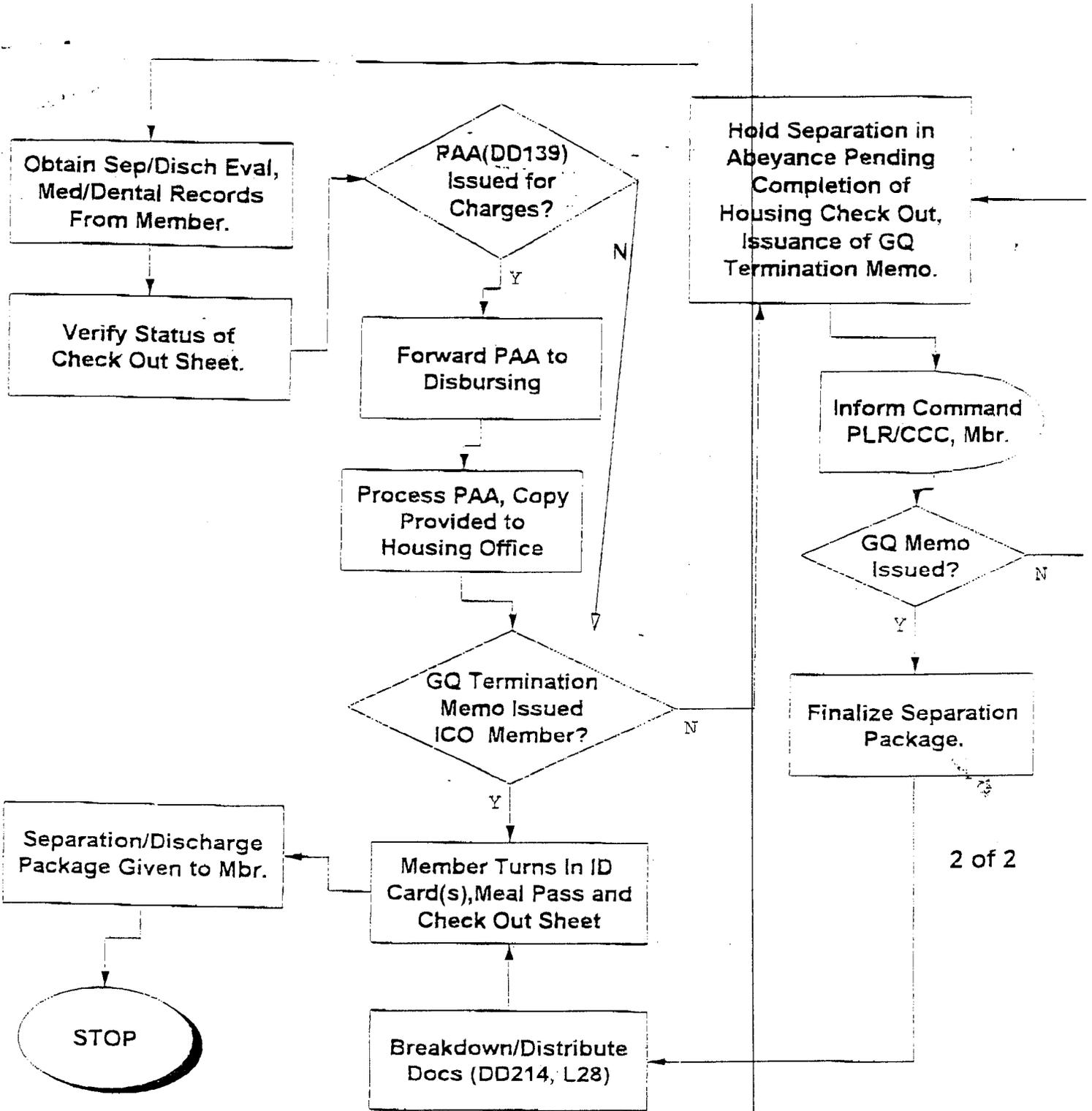

S. J. ELLIS
Acting

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SEPARATION / DISCHARGE





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