



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

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17 Dec 92

MARINE CORPS BASE ORDER P11101.1

From: Commanding General
To: Distribution List

Subj: MANAGEMENT OF FAMILY HOUSING

Ref: (a) MCO P11000.22 (NOTAL)
(b) Family Housing Handbook (NOTAL)
(c) MCCDCO 11101.3
(d) MCCDCO 5350.1A
(e) MCCDCO 11300.1C
(f) MCO 1751.33

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate instructions and information on the administration of family housing facilities and programs at MCCDC and the Naval Medical Clinic; and to establish responsibility for the efficient and effective management thereof.

2. Cancellation. MCCDCO P11101.1.

3. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.

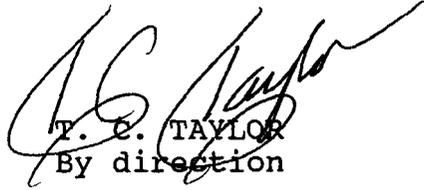
4. Information. The contents of this Manual amplify, and in some cases restate, the provisions of reference (a) so that all personnel seeking family housing will be assured of equal and fair treatment, and also have the benefit of information which affects their families not otherwise widely promulgated. Reference (b) is provided for occupants of quarters/housing. Reference (c) provides local implementing instructions for the Off-Base Housing Referral Program; reference (d) provides guidelines for the conduct of military personnel in off-base housing. Reference (e) contains utility rates for family housing units and trailer sites, and reference (f) contains information on Basic Allowance for Quarters for Marines with dependents.

5. Recommendation. Recommendations concerning the contents of the Management of Family Housing Manual are invited. Such recommendations will be forwarded to the Commanding Officer, Marine Corps Base (C 04) via the appropriate chain of command.

MCBO P11101.1

17 Dec 92

6. Certification. Reviewed and approved this date.



T. C. TAYLOR
By direction

DISTRIBUTION: P111

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17 Dec 92

LOCATOR SHEET

Subj: MANAGEMENT OF FAMILY HOUSING

Location: _____
(Indicate the location(s) of the copy(ies) of this
Manual.)

ENCLOSURE (1)

MANAGEMENT OF FAMILY HOUSING

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 1

GENERAL

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 1

GENERAL

1000. ELIGIBILITY FOR PUBLIC QUARTERS. Military family housing is provided to offset existing and projected shortages found in the private community. Service personnel have no legal entitlement to public quarters, and it is not mandatory by law that government quarters be provided. Eligibility is based on the requirement of military personnel who receive the basic allowance for quarters (BAQ) at the "with dependents" rate as defined in **MCO's P11000.22** and 1751.3.

1001. RESPONSIBILITIES OF THE HEAD, FAMILY HOUSING BRANCH. FACILITIES DIVISION. The Head, Family Housing Branch is the designated representative of the Commanding Officer, Marine Corps Base (CO MCB) for all family housing matters and functions enumerated in Section 2, Part C, of reference (a), including assignment to senior officer quarters (O-6). The Head, Family Housing Branch is directly responsible to the Director, Facilities Division for the management of family housing facilities according to the policies, instructions, regulations, and procedures promulgated by the Commandant of the Marine Corps, and the CG.

1002. EXCEPTED RESPONSIBILITIES/PROCEDURES FOR APPEAL AND EXCEPTION

1. The Head, Family Housing Branch, Facilities Division has the executive authority to make day to day decisions emanating from functions assigned. Exceptions to the foregoing are:

a. The CO MCB makes decisions on: policy changes, redesignation of quarters, BAQ forfeiture rates for substandard quarters, matters affecting a significant segment of the housing population, and assignments to quarters for pay grades O-7 and above.

b. The Director, Facilities Division renders decisions on:

(1) Requests from personnel to remain in quarters after effective date of retirement, and release from an active duty status.

(2) Those permanent party personnel who will be offered family quarters when 6 months or less remain on current tour of duty, or students when 90 days or less remain on current tour of duty.

(3) Requests for reassignment for other than dependency increases.

(4) Requests for permission to vacate government quarters for reasons other than receipt of permanent change of station orders, or release from active duty.

(5) Cases concerning involuntary dispossession from quarters, outlined in Chapter 1, paragraph 1003 of the Family Housing Handbook. Appeals resulting from involuntary dispossession will be acted upon by the CO MCB.

2. Requests for decisions to be made by the foregoing authorities shall be submitted on Administrative Action Forms via the normal chain of command to the CO MCB (C 044). Via addressees shall be responsible for ensuring that the information provided in the basic correspondence is valid and sufficient in detail so full and fair consideration may be given by the approving authority. The basic correspondence shall clearly indicate and describe the problem involved and justification shall be in clear, concise language. Requests based on medical considerations shall contain documentation, if available or shall be forwarded via the Health Care Advisor, Naval Medical Clinic (NMCL) for appropriate comments and recommendations. Requests involving financial matters shall additionally have an endorsement from the immediate commanding officer stating that the requestor has been counseled in the prudent management of household finances; that all reasonable resources of financial assistance have been investigated with negative results; and that the requestor does not have, in fact, sufficient funds to support the reasonable needs of his family in the civilian community. Requests which do not contain sufficient justification to substantiate and validate the requirement shall be returned without action. Similarly, requests for priority assignment based on financial consideration will not normally be approved unless the situation is so unusual that approval justifies **"pre-empting"** personnel of an identical or lower **paygrade** on the waiting lists.

1003. FAMILY HOUSING AT THE NAVAL MEDICAL CLINIC (NMCL)

1. Assignment authority for family housing quarters aboard the clinic compound will be executed by the Head, Family Housing Branch, Facilities Division. The Health Care Advisor should provide the Head, Family Housing Branch, Facilities Division with recommendations/comments regarding specific unit assignments within the clinic compound.

2. Quarters at the NMCL are subject to the same rules, regulations, and policies established for other base housing.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 2

BASIC ENTITLEMENTS AND GENERAL STANDARDS

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 2

BASIC ENTITLEMENTS AND GENERAL STANDARDS

2000. ENTITLEMENT TO HOUSING. It is the policy of the Marine Corps that it recognizes no inherent right to government housing for any group or individual. The Marine Corps addresses itself to housing matters solely for its own purposes and without accepting any implied responsibility to persons who are or might be housed, except as provided by law.

2001. ENTITLEMENT TO BASIC ALLOWANCE FOR QUARTERS (BAQ)

1. Payment of BAQ is authorized under the following conditions:

a. Adequate public quarters cannot be provided.

b. Substandard public quarters are not voluntarily occupied.

c. Occupancy from either is terminated.

d. Involuntary assignment to adequate public quarters is waived per the provisions of this Manual.

2. When reporting to Marine Corps Combat Development Command (MCCDC) and adequate public quarters are available for assignment, but the incoming military sponsor meets one of the following categories, quarters shall not be involuntarily assigned:

a. When the sponsor is geographically separated from dependents by at least 60 minutes driving time, one way. Separation shall not be of short duration for the purpose of avoiding assignment to quarters, but shall be an intended separation for the entire length of tour at MCCDC. Such intention shall be expressed in writing by the sponsor at the time of reporting to the Head, Family Housing Branch, Facilities Division. Should dependents subsequently join the sponsor, application for quarters shall be mandatory.

b. Because of an existing lease for any certain and specified time which does not terminate within 30 days of reporting to MCCDC. Such leases, however, must have been entered into prior to issuance of permanent change of station (PCS) orders to MCCDC.

c. Because the military sponsor purchased a family dwelling unit **prior to** issuance of PCS orders to MCCDC.

d. When the Head, Family Housing Branch, Facilities Division has, prior to the sponsor reporting to MCCDC, issued the military sponsor a written statement or a DD Form 1747, Status of Housing

Availability, authorizing arrangements to be made for off-base accommodations on a short, intermediate, or long term basis.

3. Decisions rendered by the Head, Family Housing Branch may be appealed, in writing, via the normal chain of command to the Director, Facilities Division. Appeals shall set forth all circumstances and facts involved in the case and the reason(s) why the decision should be reversed.

2002. TERMINATION OF ENTITLEMENT TO BASIC ALLOWANCE FOR QUARTERS

1. Assignment to adequate quarters shall result in full forfeiture of entitlement to BAQ. Assignment to quarters designated as sub-standard by Congressional legislation shall result in a partial or full forfeiture of entitlement to BAQ, as determined appropriate by the Commanding Officer, Marine Corps Base (CO MCB).

2. Assignment to adequate quarters when both the sponsor and spouse are military members shall result in full forfeiture of entitlement to BAQ at the with or without dependent rate, as applicable, for both members. When both sponsor and military spouse are assigned to substandard quarters, they will both forfeit partial BAQ at the with or without dependents rate, as applicable.

3. Assignment to sites for privately owned mobile homes shall not cause termination of BAQ entitlement. Instead, sites are rented under a lease agreement and monthly payment is made per established rates.

2003. STANDARDS OF ADEQUACY

1. Each dependent should normally be assigned one bedroom; sponsor and spouse is assigned one bedroom. The service member may choose to be assigned to a unit where more than one dependent share a bedroom. No more than two dependents should share a bedroom unless the CO MCB, determines the bedroom is large enough to accommodate more than two persons.

2. Personnel who report to MCCDC for duty are to be advised of the above established standards at the time of application for assignment to quarters. Acceptance of assigned quarters by individuals for occupancy is considered to be reasonable presumption of adequacy. Reassignment to larger quarters at a later date without increase in family size will normally not be approved.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 3

REPORTING, APPLICATION, ADMINISTRATION OF
WAITING LIST, AND ASSIGNMENT CRITERIA
AND PROCEDURES

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 3

REPORTING, APPLICATION, ADMINISTRATION OF WAITING LIST,
AND ASSIGNMENT CRITERIA AND PROCEDURES

3000. PERSONNEL REPORTING WHO DRAW BASIC ALLOWANCE FOR QUARTERS
(BAO) FOR DEPENDENCY REASONS

1. Submission of DD Form 1746, Application for assignment to Housing Availability, with a copy of orders by applicants for government family housing will place the service member's name on the appropriate waiting list; however, applicants must physically report to the Head, Family Housing Branch, Facilities Division as part of the reporting-in procedures, before their name will be permitted to advance into the frozen zone of the waiting list (see Appendix A). Also, service members must physically report to the Head, Family Housing Branch, Facilities Division prior to entering into legally enforceable agreements for the lease or purchase of housing in the surrounding civilian community.

2. When quarters are immediately available upon reporting, or will be available within 60 days, the Head, Family Housing Branch, Facilities Division will appropriately endorse the orders of the reporting-in sponsor. Involuntary assignment shall be made, when deemed necessary, to meet Department of Defense established utilization requirements.

3. When quarters will not be available within 60 days of reporting, the Head, Family Housing Branch, Facilities Division, shall endorse the orders authorizing personnel to make permanent off-base arrangements if desired.

3001. PERSONNEL REPORTING WHO DO NOT DRAW BAO FOR DEPENDENCY
REASONS

1. This category of personnel is not required to submit a DD Form 1746 or physically report to the Family Housing Office as part of the reporting-in procedures.

2. However, upon gaining a dependent, the sponsor shall report to the Head, Family Housing Branch, Facilities Division, prior to entering into legally enforceable agreements for the lease or purchase of housing in the surrounding civilian community.

3002. UTILIZATION OF DD FORMS 1746 AND 1747

1. Use of DD Form 1746. Upon receipt of notification of permanent change of station (PCS) orders of a member of the Command eligible for housing, the commanding officer shall:

a. Require the individual to complete a DD Form 1746, the form by which all personnel shall make applications for family housing at any activity to which assigned.

b. Be responsible for mailing the completed application with a copy of the PCS orders, preferably 30 days or as soon as practicable prior to the individual's date of detachment, to the housing director of the activity to which the member is to be assigned. If a housing director is not on the table of organization at the receiving command, the application will be forwarded to the commander of the installation to which assigned. The leave address and telephone number should be noted, if applicable.

c. Counsel the Marine that the use of DD Form 1746 does not preclude the requirement to report to the Family Housing Office upon arrival at the new duty station.

2. Use of DD Form 1747. Upon receipt of a DD Form 1746, the receiving installation will immediately place the applicant's name on the appropriate waiting list and mail a DD Form 1747, Status of Housing Availability, to the military sponsor, explaining the current housing situation as well as any additional information which will be beneficial to the individual applying for housing.

3003. APPLICATION FOR FAMILY HOUSING

1. The control date for determining when an individual becomes eligible for assignment to family quarters is based on the following:

a. Date of detachment from the previous permanent duty station.

b. Date application is made by service member with imminent marriage plans, no more than 30 days prior to marriage. The service member must provide evidence of planned marriage date to the housing manager at the time of application.

c. Date of graduation from Officer Candidates School when there was no previous permanent duty station, provided application is made within 14 calendar days of graduation.

d. Reporting-in date for The Basic School students when there was no previous permanent duty station, provided application is made within 14 calendar days of reporting or 30 days for those applications (DD Form 1746) submitted prior to physically reporting.

e. Date application is made when the foregoing time limits have expired.

2. When two or more applicants have the same control date, seniority shall govern.

3004. WAITING LISTS

1. Waiting lists shall be established by grade category and bedroom composition. Grade categories are: senior grade officer, field grade officer and field grade exception list for certain single housing units, company grade officer, senior noncommissioned officer (E-6 and above), junior noncommissioned officer (E-4 and E-5), and junior enlisted (E-1 through E-3). A single waiting list shall be maintained for mobile home sites. The waiting list will be maintained by the Head, Family Housing Branch, Facilities Division. The location of a military member's name on a waiting list is predetermined, based on the individual's control date. The top 10 percent on each waiting list, referred to as the "frozen zone," comprises the stabilized portion of that list and will not normally be pre-empted by new names. When the term "**top** of the list/number one position" is mentioned in this Manual, it refers to the number one position of the entire list, including the frozen zone.

2. A service member with imminent marriage plans is eligible to apply for family housing 30 days prior to marriage. The service member must provide evidence of the planned marriage date to the housing manager on the date of application. The member's name will not be allowed to enter into the frozen zone of the waiting list until actual proof of marriage is presented to the housing manager. If there is no waiting list, actual housing assignment will not be made until proof of marriage is provided to the housing manager.

3. Unmarried pregnant service members without dependents may apply for family housing after obtaining medical documentation confirming due date, but shall not be assigned quarters under any circumstances until the birth of the child. The member's name shall be allowed to rise to the top of the waiting list but will not enter the frozen zone until after the birth of the child.

4. Applications shall be added to, or integrated into, appropriate waiting lists based on control dates established per paragraph 3003. Waiting list positions are subject to change as subsequent reportees with earlier control dates are integrated into the lists. However, once an application is placed in the "**frozen zone**," an application with an earlier control date shall not normally displace it. Exceptions to frozen zone displacements shall be:

a. Approved priority assignment when very unusual circumstances warrant. In cases involving hardship, determination for priority assignment will be based on written documentation that verifies the need for military, vice civilian, family housing.

b. Approved reassignments in the best interest of the government.

NOTE: Such requests shall be acted upon by the Director, Facilities Division or higher authority, and if approved, shall be specifically annotated for "**frozen zone displacement;**" otherwise, the application shall be placed in a position just below the frozen zone.

5. The frozen zone previously referred to represents the relative position of the top 10 percent of the personnel on each waiting list which shall be stabilized and not altered by placing new arrivals therein. The 10 percent rule can be extended to include those others who it is anticipated will be assigned quarters within 60 days.

6. Waiting lists will be updated weekly and will be made available to applicants at the Family Housing Office during normal working hours, the Club system, Commissary Store, and Marine Corps Exchange branches **mainside** and at TBS.

7. Applicants are advised that waiting periods are strictly estimates based on their relative position on the waiting list as of the date of inquiry, and are subject to change without notice.

3005. ASSIGNMENT TO QUARTERS

1. Quarters shall be assigned to permit use for the greatest possible duration of a duty tour, to achieve maximum occupancy rates and reduce costs attributable to change of occupancy. Accordingly, students shall not normally be assigned when 90 days or less remain on current tour of duty; permanent party personnel shall have at least 6 months remaining.

2. Assignment of sponsors to designated family dwelling units shall be per the general bedroom entitlements based on number of dependents, or grade category, established in **MCO P11000.22**. Assignment to smaller quarters may be made on a voluntary basis. However, any public quarters voluntarily accepted and occupied shall be conclusively presumed to be adequate for the occupant. For the purpose of this paragraph, substandard quarters are included.

3. Service members will be provided no less than 31 days advance notice of housing assignments, when possible.

4. Quarters designated for assignment to the various grade categories are enumerated on Appendix C. Sites for privately owned mobile homes are also included in Appendix C.

5. Upon availability of quarters subsequent to reporting to the Head, Family Housing Branch, Facilities Division, the following procedures shall be adhered to by all personnel:

a. The number one eligible applicant shall be contacted, provided the minimum remaining tour of duty time requirements can be met. The applicant shall report to the Family Housing Office for

pickup of house keys within 24 hours (weekends and holidays excluded) of initial contact by the family housing representative. Applicants who do not pick up keys to offered quarters within 24 hours of quarters availability notification will be passed over and the **non-**response counted as a refusal and the quarters offered to the next eligible applicant. Each applicant shall return in person to the Family Housing Office to inform the family housing representative of their acceptance or declination of offered quarters. The following BAQ forfeiture schedule is applicable:

(1) If quarters are accepted, BAQ forfeiture will begin the day of quarters availability notification if prior to 1500, even if keys are picked up at a later date; after 1500, BAQ forfeiture will commence the following day.

(2) If keys are picked up and not returned to the Family Housing Office within 24 hours, the quarters shall be presumed to be assigned and BAQ forfeiture will begin the day of quarters availability notification, if prior to **1500**; after 1500, the next day.

(3) If keys are picked up and not returned within 24 hours and quarters are subsequently declined, BAQ forfeiture shall begin the day of notification, if prior to 1500; after 1500, the following day. BAQ forfeiture shall terminate the day keys are accepted by a family housing inspector after a dispossession inspection has been scheduled and successfully completed by the assigned occupant.

b. When quarters are initially declined, for reasons other than a legally enforceable agreement for civilian housing, the application shall be annotated accordingly, and remain in its current waiting list position. Second offer of quarters shall be in consonance with the administrative procedures established herein. If quarters are declined, the application shall be so annotated and automatically removed from the waiting list, unless an involuntary assignment policy is in effect.

c. When quarters are declined because of an unexpired lease term of 30 days or less, the applicant shall remain in the number one position with the lease expiration date annotated thereon. When quarters are declined because of an unexpired lease term of more than 30 days, the applications shall be placed in an **"inactive"** status. It shall then be the responsibility of the applicant to contact the Head, Family Housing Branch, Facilities Division and request reactivation of his/her application. The application shall be annotated to reflect the lease expiration date, and placed in an inactive file. The Head, Family Housing Branch, Facilities Division, shall strive to effect assignments prior to, or within 30 days subsequent to, lease expiration dates. If minimum time requirements can be met pursuant to paragraph 3003.1 of this Manual, the first offer may be declined without loss of waiting list position. No applicant shall interpret

this subparagraph as an expressed or implied guarantee that quarters will be available for assignment prior to the lease expiration date, **or** within 30 days subsequent thereto. However, every effort will be made to effect assignment during such period.

d. Applicants allowed to decline offered quarters twice, for reasons other than obligations for civilian housing, will normally no longer be eligible for assignment to family housing during their current tour of duty at this Command. Requests for another offer, however, shall be acted upon by the Head, Family Housing Branch, Facilities Division provided an administrative action form is submitted via the normal chain of command setting forth in writing the extenuating circumstances which precluded acceptance of previously offered adequate quarters. Such requests shall not normally be approved if the previous declinations were based on such things as: sponsor's preference for ground level quarters instead of accepting an offered second or third floor apartment, a bi-level or tri-level unit; or, preferred to live on the first or second floor in lieu of an offered third floor apartment; or, offered locations were not considered desirable for pets. Exceptions may be made when waiting lists are exhausted and there is no foreseeable need for quarters, and in those cases when the Health Care Advisor recommends favorable consideration due to medical reasons.

e. When requestors are approved for a third offer of quarters, an application shall be added to, or integrated into, existing waiting lists with a control date identical to the date of approval. Refusal of the third offered quarters shall again constitute automatic removal from the waiting list, with no further offer made.

f. When all qualified applicants on a waiting list have been considered, and there are no inbound commitments, available quarters shall be offered to the applicants of the next lowest grade qualifying for the number of bedrooms available. First considered shall be those personnel selected for promotion, to be followed by personnel of the same grade not selected for promotion. If all personnel decline, the quarters shall then be offered to personnel who have the requisite grade but with a lesser bedroom requirement. This paragraph specifically prohibits the assignment of enlisted personnel to designated officer quarters, and vice versa.

3006. DURATION OF ASSIGNMENT. Quarters shall be occupied for a minimum period of six months before consideration will be given to a request to vacate. Exceptions to this are receipt of PCS orders, change in marital status, or any unusual circumstance/situation that has arisen since assignment to quarters, with complete justification. All requests to vacate will be submitted to the Head, Family Housing Branch, Facilities Division, by an Administrative Action (AA) Form via the normal chain of command.

3007. ASSIGNMENT OF INTERNATIONAL MILITARY TRAINEES

1. International military trainees accompanied by dependents will be assigned within available assets based on number of dependents or grade and the following:

a. International officers will be placed on the applicable waiting list for the equivalent grade of his Marine Corps counterpart.

b. Their position on the waiting list will be determined by the control **date** contained in their orders. This control date is the date the applicants departed from their native land. If they have been assigned interim duties elsewhere, the control date will reflect the date of detachment therefrom.

2. International military trainees occupying government quarters will be governed by the policies, rules, and regulations set forth in this Manual.

3. The Head, Family Housing Branch, Facilities Division will furnish all possible assistance to international officers who express a desire to live in the civilian community or for whom quarters aboard the Command are not available.

3008. ASSIGNMENT TO MORE THAN ONE SET OF QUARTERS. Assignment/occupancy of more than one set of public quarters at the same time at different duty stations is prohibited. It is the responsibility of the Commander at the new duty station to ascertain whether an individual and his/her dependents have terminated previous assignment to public quarters at the old duty station.

3009. CHAPLAINS. Bachelor and unaccompanied chaplains may be assigned military family housing when it is determined that such housing is essential to the performance of their professional and pastoral duties. Multiple occupancy is recommended where there is more than one bachelor/unaccompanied chaplain. Diversion of family housing for use by bachelor chaplains shall conform to the policy outlined in **MCO P11000.22**.

3010. OCCUPANCY OF FAMILY HOUSING

1. General Information. Housing is assigned primarily for use by the sponsor to whom it is assigned and to his or her dependents. Dependency is discussed in **MCO P11000.22**. Social visits, which might occur in private housing, are acceptable as long as guests meet standards of conduct prescribed for residents in paragraph 3010 of the Family Housing Handbook.

2. Double Occupancy by Families of Two Sponsors. Double occupancy of a single set of quarters by the families of two eligible service members in excess of 90 days is considered to be assignment to quarters for both sponsors and will cause both sponsors to forfeit their BAQ and variable housing allowance (VHA), if applicable.

3. Extended Visits of Guests. Visits which are expected to extend longer than 30 days may be approved by the CO MCB, for up to 1 year. Procedures for guest visitations are discussed in the Family Housing Handbook.

4. Semi-permanent Residence of Wards, Nondependent Relatives, and Foster Children. Request for extended (semi-permanent) occupancy privileges for court-approved wards, nondependent relatives, and foster children may be approved by the CO MCB. Each case will be considered on its own merit, considering requirements of the member as well as the Marine Corps. In no such case will approval guarantee assignment to a unit with more bedrooms than the member is ordinarily entitled to, although the CO MCB may authorize such a move at the member's expense if no waiting list exists for the larger quarters. When approval of cases involving foster children is granted, portions of funds awarded by local governments and welfare agencies for housing considerations may not be accepted from the proffering government agency.

5. Sublettins of Quarters. Public quarters, including substandard quarters and mobile home spaces, may not be sublet by the occupant or used in any manner for which the member might be compensated.

6. Tenant Responsibilities. Tenant responsibilities are discussed in **MCO P1100.22** and are promulgated in the Family Housing Handbook.

3011. TERMINATION OF ASSIGNMENT. Quarters assignment is normally terminated within 30 days of the effective date of PCS orders, except where continued occupancy by dependents of overseas absentee sponsors is authorized (see paragraph 3012.3 following). Other conditions necessitating termination are covered in **MCO P1100.22**. Mobile homes will be removed prior to final termination of assigned mobile home spaces, unless specifically authorized by the Head, Family Housing Branch, Facilities Division.

3012. SPECIAL RETENTION OF QUARTERS

1. Authority to Remain in Quarters after Separation. Personnel discharged, released from active duty, or retired may remain in public quarters for up to 60 days after the effective date of such orders in hardship cases upon approval of a written request. Requests for extensions beyond 60 days shall be submitted by AA Form to the Head, Family Housing Branch, Facilities Division. Such requests will set forth the unusual circumstances which warrant

consideration of the requested extension. All occupancy after separation will be on a rental basis at the normal BAQ plus VHA rate for the individual's grade.

2. Retention of Quarters--Members in a Nonpay Status. Assignment to quarters will not be contingent on the right to receive pay. Students on the Excess Leave Program may retain currently occupied quarters. Military and/or dependent members may be authorized to remain assigned to quarters while in a **nonpay** status during an unauthorized absence for a period not to exceed 60 days from the first day of absence, occupancy of quarters may continue by dependents, at no cost to the dependents, under the following conditions:

a. The member has been in an unauthorized absence status for more than 29 consecutive days.

b. The dependent(s) applies for continued occupancy and the application is received by appropriate authority within 30 days after the date absence commenced.

c. No positive information has been received that the dependent is residing or has joined the member at the place of absence.

d. No payment of BAQ may be made.

3. Continued Occupancy/Retention of Quarters by Dependents of Absentee Sponsors. Dependents of absentee sponsors (sponsors serving on an unaccompanied dependents restricted overseas tour of duty) may retain quarters during the **sponsor's** absence, subject to the following provisions:

a. The sponsor has not rejected an accompanied tour.

b. This policy is not applicable to leased public quarters or to quarters outside **CONUS** or Hawaii.

c. General officer and billet-designated quarters are excluded from the provisions of this policy. Dependents occupying such quarters are eligible for priority assignment to other quarters, if available, at the same shore activity, with movement chargeable to PCS funds. Quarters provided to dependents of general officers in this case will not be considered general officers' quarters.

d. Requests for retention under this policy shall be submitted to the CO MCB (C 044) at least 30 days prior to date of departure. Requests shall contain a completed statement of understanding (see Appendix D).

e. To be eligible for retention of government quarters, the sponsor must have been assigned in writing to the quarters prior to the date of departure from MCCDC.

f. Personnel retaining housing under this policy and who are reassigned to MCCDC upon completion of their dependents' restricted tours may continue to occupy quarters upon their return, but they must provide the Head, Family Housing Branch, Facilities Division with a copy of their PCS orders to MCCDC.

g. Personnel retaining housing under this policy, but who are reassigned following their dependents' restricted tour to other activities are required to clear quarters within 90 days after return to **CONUS** or Hawaii pursuant to PCS orders. Requests for extension beyond this period shall be forwarded to the Head, Family Housing Branch, Facilities Division and will not generally be approved.

h. Sponsors whose families remain in quarters during this period are responsible for keeping the Head, Family Housing Branch, Facilities Division informed of changes in status which may affect the sponsor's continued eligibility for quarters or projected date of return from overseas. Sponsors who request and/or receive extensions of their overseas tours should inform the appropriate Family Housing Director. Authorization for continued occupancy of public quarters will be automatic in such cases.

i. At the discretion of the CG, quarters occupied by dependents under this policy may be involuntarily terminated when dependents are involved in misuse or illegal use of quarters as outlined in Chapter 1, paragraph 1003 of the Family Housing Handbook, or other misconduct contrary to safety, health, or morale, or when marital status changes to make dependents ineligible for occupancy of public quarters. Refer to **MCO P11000.22** for information pertaining to changes in marital and dependency status.

j. The CO MCB, strongly encourages service members to execute a limited power of attorney prior to their departure for overseas when they take advantage of this policy, in order to permit their dependents to act in their behalf during their absence in matters pertaining to housing, transportation entitlements, auto registration, etc. This service is provided free of charge by the MCCDC Legal Assistance Officer.

k. Sponsors whose dependents remain in quarters under this policy shall register with the Family Service Center before departing for overseas.

4. Retention of Quarters When Sponsor is **temporary** additional duty (TAD), Deployed, or Servina on an **Unaccompanied** Tour and Dependents are Absent from Quarters

a. When sponsors are serving on TAD, extended deployment, or an unaccompanied tour which causes them to reside away from assigned

quarters, and dependents desire to absent themselves from quarters at the same time, the CO MCB, at his option may permit retention of quarters for periods not to exceed three months of nonoccupancy. **BAQ** will continue to be forfeited; and, for purposes of utilization reporting, the quarters will be considered occupied.

b. The Head, Family Housing Branch, Facilities Division is encouraged to establish guidelines to ensure ready access to and maintenance of the nonoccupied government quarters/property in question, to include the following:

(1) A limited power of attorney should be provided to the Head, Family Housing Branch, Facilities Division permitting access to quarters for required maintenance.

(2) Arrangements should be made by the occupant for grounds care, etc. The name of the individual performing the service(s) should be provided to the Head, Family Housing Branch, Facilities Division.

(3) The shore activities provost marshal should be informed of the period of nonoccupancy.

(4) Pets should be boarded or otherwise accommodated.

(5) Delivery of mail, newspapers, etc., should be stopped or rerouted.

c. Periods of such nonoccupancy in excess of three months require approval of the CO MCB, and will generally be approved only in cases of extreme hardship, for humanitarian reasons, or where medical reasons are demonstrated. Requests for nonoccupancy beyond 90 days will be submitted by AA Form to the CO MCB. Circumstances must be of such severity as to present a personal problem that is more severe than those normally encountered by Marines and their families in the normal course of military service. The following situations are examples of such cases that may be deemed worthy of favorable consideration for retention of quarters when periods exceeding 90 days of nonoccupancy are requested:

(1) Illness of a member of the immediate family when the attending physician predicts a short life expectancy.

(2) Illness of a member of the immediate family when it is manifest that the presence of the service member or member's spouse is necessary for the recovery, as substantiated by a statement of the attending physician.

(3) Illness of spouse or child where facilities of the local installation are unable to provide necessary treatment to ensure recovery, as substantiated by the attending physician.

(4) Situations which impose a severe problem on the Marine or a member of the Marine's immediate family, the solution of which can be achieved only through the presence of the Marine or Marine's spouse. Housing allowances will continue to be forfeited; and, for purposes of utilization reporting, the quarters will be considered occupied.

d. Periods of such nonoccupancy in excess of 90 days for which approval has not been granted will be considered abandonment.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 4

SUBSTANDARD PUBLIC QUARTERS

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 4

SUBSTANDARD PUBLIC QUARTERS

4000. GENERAL. There are 53 substandard quarters at MCCDC. The primary distinction between adequate and substandard quarters is the amount of basic allowance for quarters (BAQ) forfeited by the occupant. Occupants of substandard quarters generally forfeit less than the entire amount of their BAQ, and all of their variable housing allowance.

4001. ELIGIBLES

1. The 53 substandard quarters **mainside** are designated for occupancy by personnel in the grade of E-3 and below.

2. For assignment purposes, bedroom requirements are computed per paragraph 2003.1 of this Manual. Assignments to all substandard public quarters are made strictly on a voluntary basis; mandatory assignments are not applicable.

4002. REPORTING, APPLICATION, ADMINISTRATION OF WAITING LIST AND ASSIGNMENTS. Reporting, application, waiting list, and assignment procedures are as contained in Section III of this Manual. In addition, the same standards of utilization and maintenance apply as do rights, duties, and liabilities of the landlord and tenant. Detailed instructions of occupants' responsibilities are contained in the Family Housing Handbook.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 5

GOVERNMENT OWNED MOBILE HOME SITES

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 5

GOVERNMENT OWNED MOBILE HOME SITES

5000. GENERAL. Military personnel will apply for spaces in essentially the same manner as for family housing, and a single waiting list will be maintained.

5001. STANDARDS FOR MOBILE HOMES IN MARINE CORPS PARKS. Mobile homes shall not be of a smaller size than 10 by 40 feet and must be in a good state of repair and appearance. By the specification of a minimum size, it is intended to preclude the use of camping trailers and the like from being used as permanent homes.

5002. ASSIGNMENT TO MOBILE HOME SITES

1. The first applicant on the waiting list whose mobile home can be accommodated by the length and width boundaries of the site available shall be contacted. The applicant shall have 24 hours (weekends and holidays excluded) to notify a family housing representative of acceptance or declination. Failure to accept or decline the site within 24 hours shall result in the billing for payment of rent as of the date of notification if before 1500; if after 1500, the following day. When declined, the site shall be offered to the next applicant meeting the test of length and width.

2. Acceptance requires the applicant to physically report to a representative of the Family Housing Office to sign a lease (NAVDOCKS Form 2018) for the site. That contractual agreement is in addition to the provisions of this Manual and MCCDCO 11300.1.

3. A copy of the lease shall be taken by the tenant to the Facilities Maintenance Office where arrangements shall be made for utility connections to the mobile home. Tenants are not permitted to connect or disconnect utilities.

4. It is the owner's responsibility to position and level his mobile home. Homes shall be supported with cinder blocks or jacks; no other materials are authorized. The trailer hitch must not extend into the street, and all additions and/or alterations must be made according to Chapter 16, paragraph 16005 of the Family Housing Handbook.

5. Mobile homes will be completely skirted within 15 days of trailer installation. Skirting will enclose the unit from its bottom edge to the ground and will be of style/type commensurating with the mobile home.

5003. RENTS AND CHARGES

1. Tenants shall pay, on a monthly basis, a flat rate for water, sewage, and trash collection established by MCCDCO 11300.1. Electricity shall be billed on the basis of metered consumption and the kilowatt hour price established in MCCDCO 11300.1. Propane gas shall be billed on the basis of metered consumption and actual cost to the government.

2. Additionally, tenants shall pay for the following:

a. Site rental at the single lot rate of \$101.19 per month; **double** lot rate of \$119.71 per month.

b. Initial hookup of utilities by station maintenance personnel, plus any additional costs involved in providing increased electrical service to accommodate total electric homes. Homes having a greater than normal electrical demand shall be billed on the basis of actual cost to the government.

c. Disconnection of utilities by station maintenance personnel at \$33.60. Additional hookup and disconnect charges shall be made for movement for requested reassignments of any mobile home within the project boundaries.

3. The policy for delinquent trailer site rent is as follows:

a. Bills are due on or before the 17th of each month.

b. After one delinquent (late) bill, the occupant will be notified.

c. After two delinquencies, the sponsor's command will be notified.

d. Three delinquencies will result in a possible eviction from the trailer site.

5004. SECURITY DEPOSIT. A security deposit, as required by NAVCOMPT Manual, Volume 3, is established at \$33.60 and is retained for the disconnect of utilities. Upon final settlement of rent, utility charges, and other expenses incurred, the unused portion of the security deposit will be refunded.

5005. DISPOSSESSION. Tenant must report to the Head, Family Housing Branch, Facilities Division to complete a vacate notice, in writing, before vacating.

MANAGEMENT OF FAMILY HOUSING

CHAPTER 6

HOUSING REFERRAL SERVICES

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MANAGEMENT OF FAMILY HOUSING

CHAPTER 6

HOUSING REFERRAL SERVICES

6000. GENERAL. Off-base family housing referral services are provided by the Family Housing Office for personnel of MCCDC and the Naval Medical Clinic. Responsibilities and functions are further detailed in MCO P11000.22.

6001. MANAGEMENT POLICIES AND OPERATING PROCEDURES. Management policies and implementing procedures for the operation of the off-base housing referral program are as follows:

1. The Military Personnel Officer will ensure that Marines enroute to MCCDC under permanent change of station (PCS) orders who are eligible for family housing, report to the Head, Family Housing Branch, Facilities Division, Building 3049, in conjunction with the check-in process.
2. The Head, Family Housing Branch, Facilities Division is responsible for establishing and operating the MCCDC Housing Referral Office per MCCDCO 11101.3.
3. Those personnel requiring off-base assistance will be required to view a short video providing information for renting in the civilian community. Publications and listings of off-base housing will also be given to the service member by a referral assistant.
4. Guidelines for the conduct of military personnel in off-base housing are contained in reference (d).
5. Those military personnel with PCS orders from MCCDC to other Marine/Navy installations may obtain a copy of the PCS house for that installation to which they are going. This will provide general information needed for on-base and off-base housing.

MANAGEMENT OF FAMILY HOUSING

APPENDIX A

ADMINISTRATION OF WAITING LISTS

1. Separate waiting lists have been established per paragraphs 3003 and 3004, and a separate waiting list (called "exception" list) will be maintained for certain single units designated for field grade officers as an exception to the regular list of field grade units. Applicants will be placed on this exception list by seniority, and no 10% frozen zone will be maintained. An application will be placed according to the officer's number listed in the (NAVMC P-1005), Officers on Active Duty in the Marine Corps, and will be displaced by officers with higher numbers. After refusal of two units of their dependency standard, the application will be removed from that waiting list; a third unit will not be offered.

2. The relative position of the top 10% of the personnel on each waiting list will be stabilized and not altered by placing new applicants within the top 10%, regardless of the grade or duty assignment, with the following exceptions:

a. Designated key and essential military or civilian personnel may be assigned to available housing upon arrival or placed in position of priority on the list. Applicants given a firm housing commitment should not be displaced.

b. When unusual circumstances warrant, as determined by the Commanding Officer, Marine Corps Base. In cases involving hardship, determination for priority assignment will be based on written documentation verifying the need for military versus civilian family housing.

3. Other actions that can affect the waiting lists are:

a. Reassignments due to extreme structural repairs required to be performed. These applicants will be placed on the appropriate waiting list below the "frozen zone."

b. Reassignment predicated on dependency increases. The applicants will be integrated on the applicable lists with a control date of acquiring additional dependent(s) upon receipt of proper substantiation, provided it is within 30 days of acquiring the dependent.

c. Priority assignment or reassignment due to bona fide hardship resulting from mental and/or physical incapacities/impediments. Applications will be placed on the appropriate waiting list below the frozen zone.

d. Promoted, demoted, or reverted personnel - those individuals not occupying quarters will retain their original control date provided the Head, Family Housing Branch, Facilities Division is

MANAGEMENT OF FAMILY HOUSING

notified of such changes within five days. Otherwise, the control date will be changed to the date the Head, Family Housing Branch, Facilities Division is notified.

e. Reverted personnel, occupying government quarters, will be placed at the bottom of the waiting list for their respective grade. Reassignments shall not be effected, however, unless six months or more remain on the current tour of duty.

f. Lieutenant colonels promoted to the grade of colonel, occupying government quarters, will be integrated with the date of actual promotion. Seniority shall determine the waiting list position. Reassignment shall not be effected unless six months or more remain on the current tour of duty.

g. Applicants acquiring an additional dependent(s) subsequent to reporting, but prior to assignment. If such increase meets the adequacy test for an additional bedroom, the application will be changed to the appropriate waiting list with the same control date.

h. Reactivation of applications held in abeyance because of enforceable contracts for housing in civilian community. Upon availability of government quarters and the applicant declines to accept them because of a binding legal agreement, and the unexpired term of the agreement is more than 30 days, the application will be placed in an **"inactive"** status. The inactive applicant must contact the Family Housing Office and request reactivation of this application. It will then be placed on the appropriate waiting list with the original control date, but will not be placed in the 10% frozen zone. The application shall then be annotated to reflect the lease period.

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APPENDIX B

REASSIGNMENT OF QUARTERS

1. The Head, Family Housing Branch, Facilities Division will be notified, in writing, of changes in sponsor status. Above notification will be made on the following occasions:
 - a. Date of promotion from lieutenant colonel to colonel.
 - b. When promoted from enlisted to officer grade. Application will be placed at the bottom of the waiting list for the new grade.
 - c. When reverted from officer to enlisted grade. Application will be placed at the bottom of the waiting list for the respective grade.
 - d. Acquisition of additional dependents, which increases bedroom requirements.
 - e. Intervening physical or mental incapacities as certified by the Health Care Advisor.
2. If occupying government quarters, sponsor will be allowed to remain until quarters appropriate to grade are made available.
3. When the sponsor is notified that quarters are available for reassignment, the following shall be strictly adhered to so as to minimize vacancy loss:
 - a. Only one dwelling unit shall be offered unless more than one unit is simultaneously ready for occupancy.
 - b. Refusal of the offered unit(s) shall constitute removal from the waiting list except when reassignment is based on reversion from officer to enlisted or enlisted to officer grades. Those reassignments will have to be made unless six months or less remain on the current tour of duty.
 - c. Five calendar days, excluding the day of notification, shall be allowed for movement of personal effects and cleaning of the vacated quarters. Upon acceptance of the offered unit, the sponsor shall arrange with the Family Housing Office for the preliminary and final termination inspections of the vacated unit. If the sponsor fails to meet established standards for formal dispossession of the fifth working day, he shall be liable for payment on the quarters on a cash basis in an amount equivalent to basic allowance for quarters and variable housing allowance, pro-rated on a 30 day basis.
4. No reassignments will be effected unless six months or more remain on the current tour of duty.

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APPENDIX C

HOUSING ALLOCATION GUIDELINES

	Inadequates		Single Units		Brick Apartments		Split Level		Thomason Park		Duplex		Lyman Park		Lustron		TOTAL
	4BR	3BR	4BR	3BR	2BR	1BR	3BR	2BR	4BR	3BR	2BR	2BR	4BR	3BR	3BR	2BR	
General Officers			1-5 BR														6
			4	1													41
Senior Officers			14	27													41
Field Grade Officers			16	9	54								14	152			245
Company Grade Officers					30	30	41	36					14	99			250
TOTAL OFFICER			19	44	9	84	41	36					28	251			542
Senior NCO Enlisted			59	6	2	1	41	56				10	26	143	16	3	363
Junior NCO Enlisted					5	102	2	8	4	38	78	178				15	430
Junior Enlisted	7	46					8	20	6	10	96				14	12	228
TOTAL ENLISTED			59	6	14	2	57	80	44	88	274	10	25	143	30	30	1021
SUB TOTAL	7	46	78	50	23	86	98	116	44	88	274	10	54	394	30	30	1563
Welfare Sites																	60
GRAND TOTAL	53			151		221	214	406	10	448	60						1623

MANAGEMENT OF FAMILY HOUSING

APPENDIX D

STATEMENT OF UNDERSTANDING

(DATE)

From: _____
To: Commanding Officer, Marine Corps Base

Subj: STATEMENT OF UNDERSTANDING

1. This statement is forwarded as acknowledgment of the conditions under which my request for dependents to remain in government quarters was approved.

2. The following is fully understood by both myself and my dependents:

a. Quarters retained by my dependents may be terminated if my dependents are involved in misuse or illegal use of the quarters or conduct themselves to the detriment of community safety, health, or morale.

b. I agree to notify the Head, Family Housing Branch, Facilities Division and move my wife/husband immediately if my marital status changes to make her/him ineligible for occupancy of public quarters.

c. I agree to notify the Head, Family Housing Branch, Facilities Division immediately in the event I am discharged from the service while my wife/husband occupies public quarters.

d. I have been counseled that should I lose my entitlement to occupy quarters due to a change in my marital status, my wife/husband may be required to vacate quarters. Should she/he decline to vacate quarters by a date specified, action may be initiated through the U.S. District Attorney for her/his eviction by court order.

3. It is fully understood by both myself and my dependents that all directives and policies established by the Command relating to the responsibilities of family housing occupants must continue to be complied with.

4. I have attached a copy of my official orders detaching me from MCCDC.

Home Phone

Spouse's Work Phone

(Sponsor's Signature)

(Spouse's Signature)