



**DEPARTMENT OF THE NAVY**  
**HEADQUARTERS US MARINE CORPS**  
**3000 MARINE CORPS PENTAGON**  
**WASHINGTON D.C. 20350-3000**

MCO 11000.22 CH-1  
LFF  
22 JAN 2018

MARINE CORPS ORDER 11000.22 CH-1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS BACHELOR AND FAMILY HOUSING MANAGEMENT

Ref: See Encl (1)

Encl: (1) References  
(2) Marine Corps Bachelor and Family Housing Management Manual

Reports Required:

- I: General and Flag Officers' Anticipated Expenditures (Exhibit FH-5) (Report Control Symbol DD-11000-10) encl 2, chap. 8, par. 6.g.(1)
- II: General and Flag Officer Expenditures (Exhibit FH-9) (Report Control Symbol DD-11000-11), encl (2), chap. 8, par. 6.g.(2)
- III: General and Flag Officer Quarters in Excess of 6,000 Square Feet (Exhibit FH-10) (Report Control Symbol DD-11000-12), encl (2), chap. 8, par. 6.g.(3)
- IV: Privatized General and Flag Officer Quarters Exceeding \$50,000 (Exhibit FH-12) (Report Control Symbol DD-11000-13), encl (2) chap. 8, par. 6.g.4
- V: General Officer Quarters (GOQ) Quarterly Cost Reports (Exhibit FH-9) (Report Control Symbol Exempt), encl (2), chap. 8, par. 7.a

1. Situation. This Order establishes Marine Corps policy and prescribes requirements governing the management and administration of the Marine Corps Bachelor and Family Housing enterprise. Recent investments in Family and Bachelor Housing infrastructure have significantly improved the quality of life

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for Marines and their families. This historic investment in housing infrastructure must be properly managed and well maintained despite increasingly limited resources in order to keep faith with our Marines and their families. Enclosure (2), the Marine Corps Bachelor and Family Housing Management Manual, provides the detailed policies and procedures.

2. Cancellation. MCO 11000.22

3. Mission. This Order provides comprehensive policy, guidance and instruction on the management and administration of the Marine Corps Housing enterprise, in accordance with references (a) through (bv), in order to effectively manage and maintain the Marine Corps Housing inventory.

4. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Marine Corps Housing Program is under the direction of the Deputy Commandant for Installations and Logistics (DC, I&L).

(b) The Assistant Deputy Commandant for Installations and Logistics (Facilities), (ADC, I&L-LF)/Commander, Marine Corps Installations Command (COMMCICOM) provides direct oversight and management of the Marine Corps Housing Program and associated policies.

(2) Concept of Operations. This Order provides guidance to implement policy, assign responsibilities, and provide procedures on all matters associated With Marine Corps housing programs.

(3) Waivers and Exemptions. Authority to waive or exempt from the requirements set forth in the MCO 11000.22 is retained with the Assistant Deputy Commandant for Installations and Logistics (Facilities).

b. Change 1 is required to update MCO 11000.22 to provide clarifications and/or updated guidance regarding the approval of policy waivers, control dates for family housing application process, assignment standards and exceptions in Unaccompanied Housing and approval levels for extended stays in Transient Housing.

5. Administration and Logistics

a. Recommendations regarding the contents of the Marine Corps Bachelor and Family Housing Management Manual are encouraged and should be submitted to the Commandant of the Marine Corps (LFF-3) via the appropriate chain of command.

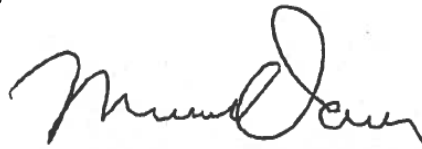
b. Records created as a result of this Order shall be managed according to the National Archives and Records Administration-approved dispositions per reference (a) of enclosure (1) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The DON recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities will be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII will be in accordance with the Privacy Act of 1974, as amended (reference (br)) and implemented per reference (bs).

6. Command and Signal

a. Command. This Change Transmittal is applicable to the Marine Corps Total Force.

b. Signal. This Change Transmittal is effective upon the date signed.



M. G. DANA  
Deputy Commandant for  
Installations and Logistics

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MCO 11000.22  
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14 JUL 2014

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2. Cancellation. MCO P11000.22 CH 1-6.

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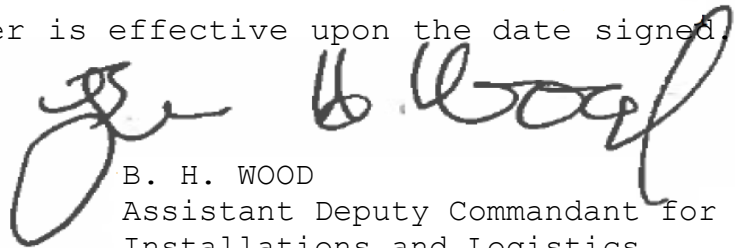
Administration-approved dispositions per reference (a) of enclosure (1) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (bs) and (bt) of enclosure (1). Any unauthorized review, use, disclosure or distribution is prohibited.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective upon the date signed

A handwritten signature in black ink, appearing to read "B. H. Wood", is written over the printed name and title of the signatory.

B. H. WOOD  
Assistant Deputy Commandant for  
Installations and Logistics  
By direction

DISTRIBUTION: PCN 10211301900

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MARINE CORPS BACHELOR AND FAMILY HOUSING MANAGEMENT MANUAL

Chapter 1

Family Housing Program Organization, Responsibilities, and Functions

1. The Military Family Housing Program. Pursuant to Department of Defense (DoD) Manual 4165.63-M (Reference (b)), the policy of the DoD is to:

a. Ensure eligible personnel and their families have access to affordable quality housing facilities and services consistent with grade and family member status and generally reflecting contemporary community living standards.

b. Rely on the private sector as the primary source of housing for accompanied and unaccompanied personnel normally eligible to draw housing allowance.

c. Use a consistent DoD-wide analytical methodology for calculating the need to provide housing.

d. Ensure Installation Commanders have responsibility for their military housing programs with broad authority to decide the best use of resources to provide access to housing for eligible personnel and their families.

2. Purpose. This Order sets forth Marine Corps policy for family housing at all Marine Corps installations.

3. Applicability. This Order provides guidance to ensure uniform management of all Marine Corps family housing programs. In response to local conditions and in coordination with Public Private Venture (PPV) business agreements, if applicable, Installation Commanders may request authority from Marine Corps Installations Command (GF-3) to deviate from these provisions. PPV agreements are contractual agreements between the Department of the Navy (DON)/Marine Corps and a private sector entity operating within the Military Housing Privatization Initiative (MHPI), 1996 National Defense Authorization Act (NDAA), Section 2801 (Reference (c)).

4. Authority. The Commandant of the Marine Corps (CMC) derives general authority for family housing facilities and programs from the DoD and the DON Regulations. Specific authority is derived

from law and from delegation made by the Secretaries of Defense and Navy.

5. Policy on Providing Family Housing. For the purpose of supporting the missions assigned to the Marine Corps by higher authority and by law, the Marine Corps provides and maintains, or participates in the provision and maintenance of, adequate housing for Marine Corps military and key and essential civilian personnel.

a. The objective of the family housing program is to ensure service members with accompanying family members are afforded access to safe and adequate housing.

b. Family housing will be programmed for construction to meet requirements validated in a current Housing Requirements Market Analysis (HRMA), when little or no community housing is available, or when community housing is available, but the location, quality, or cost create a distinct hardship for military families. All reasonable precautions will be taken to preclude overbuilding and to avoid harmful economic impact on local housing markets.

c. The Marine Corps installations within the United States and its territories will rely first on PPV to meet housing needs where communities cannot meet housing requirements (except Marine Corps Logistics Base (MCLB) Barstow and Marine BH Washington).

6. Basic Allowance for Housing. Basic Allowance for Housing (BAH) monetary allowance is provided to a service member to offset the cost of housing when family housing is not provided by the Government.

a. Termination of BAH Entitlement. Per the Joint Travel Regulation (JTR) (Reference (d)), the effective date for termination of BAH is at 2400 on the day before the day that Government family housing is assigned. BAH will not be terminated when a member cannot occupy family housing on the date scheduled because of delays incident to competent orders.

b. Reinstatement of BAH Entitlement

(1) For Government-owned housing, BAH will be reinstated on the date of termination of assignment to Government family housing; unless family members continue to occupy the Government family housing, in which case BAH will start when the family members physically depart the Government family housing pursuant to the sponsor's permanent change of station (PCS) orders.

(2) For PPV housing, if a member elects to pay rent through a Unit Diary Electronic Fund Transfer or allotment of the member's BAH, the PPV BAH deduction will be terminated at 0001 of the day after termination and acceptance of the housing by the PPV Partner pursuant to the terms of the business agreements and conventional business practices within the local community rental industry.

7. Echelons of Authority. The administration of family housing, as authorized by the Congress, extends from the Office of the Secretary of Defense (OSD) through the Secretary of the Navy and the CMC to the Installation Commander. Each echelon is described below.

a. Congress. Congress authorizes the existence of the family housing programs, legislates broad guidelines for the conduct of the program, and appropriates the funds to be used in the execution of the program.

b. Secretary of Defense. The Secretary of Defense (SECDEF) is the program sponsor to the Congress for military family housing for all of the military departments and DoD agencies. The Deputy Under Secretary of Defense for Installations and Environment (DUSD (I&E)) under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall serve as the DoD Housing Management Program Manager for all housing, whether DoD owned or privatized. The Under Secretary of Defense (Comptroller)/DoD Chief Financial Officer provides procedures to the DoD components on financing, budgeting, and accounting for the DoD housing programs. The Under Secretary of Defense for Personnel and Readiness monitors the morale and welfare aspects of DoD housing programs and services and issues policy and guidance for equal opportunity in off-base housing and for accessibility of housing to persons with disabilities.

c. Secretary of the Navy. The Secretary of the Navy (SECDEF) is responsible, under the direction, authority, and control of the Secretary of Defense, for implementation of the family housing policies and programs within the DON. Within the Secretariat, the Assistant Secretary of the Navy for ~~Energy, Installations and Facilities (or equivalent) Environment (ASN (EI&E))~~ is responsible for family housing.

d. Commandant of the Marine Corps. The CMC, as the program sponsor and coordinator, recommends legislation and acquisition programs; establishes policies for designation, assignment,

activation, disposal, and housing referral; and assigns responsibilities for the administration of facilities and programs.

e. Deputy Commandant for Installations and Logistics (DC, I&L). Serves as the single point of contact for the Commandant and Assistant Commandant for all matters pertaining to installations and logistics functions, to include Installations management. Also serves as the single advocate within HQMC for all Installation Management Functions.

f. Assistant Deputy Commandant for Installations and Logistics (Facilities and Services)/Commander, Marine Corps Installations Command. Within Headquarters Marine Corps (HQMC), the Commander, Marine Corps Installations Command (COMMCICOM) is responsible for all Marine Corps housing programs. The COMMCICOM keeps Marine Corps Regional and Installation Commanders informed of all policy guidance and congressional restrictions and will execute all of the requirements cited in MCO 5400.54 (Reference (e)).

g. Regional Commands. Marine Corps Installations-East (MCIEAST), Marine Corps Installations-West (MCIWEST), Marine Corps Installations-Pacific (MCIPAC) and Marine Corps Installations-National Capital Region (MCINCR) are designated as regional commands and will support the command structure sited in Reference (e). Installation funds flow from MCICOM to MCI Regional Commands to the supported Service Level Training Installations (SLTI) Training and Education Command (TECOM) commands. Installation matters and resource requirements flow from the four TECOM installations through the MCI regional commands to MCICOM.

h. Installation Commanders. Installation Commanders are the onsite managers of the family housing program, maintaining and using the assets on the Family Housing Property Account in compliance with current policies and instruction and providing oversight of PPV housing, where applicable.

i. Commander, Naval Facilities Engineering Command. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) is the facilities engineering design and construction agent for the DON, and supports the Marine Corps with the design, acquisition, construction and portfolio management of family housing.

8. Commander, Marine Corps Installations Command

a. Advise the Assistant Secretary of the Navy on matters concerning family housing, to include family housing privatization and housing referral services.

b. Provide management oversight of Marine Corps housing and portfolio management of privatized housing as outlined in Reference (b).

c. Serve as member of the DON Portfolio Management Group (PMG) to exercise the DON's rights as a Member of various Limited Liability Companies (LLCs) which include: granting approval to alterations in income and cash flow, the assumption of new debt by the LLC and changes in LLC membership. PMG endorsement is also required to replace the property management company.

d. Act as program sponsor, installation budget sponsor, and program coordinator.

e. Provide manpower plans and projected personnel strengths to installation commanding officers, area coordinators, and others concerned with determining requirements for construction, leasing, or other acquisition.

f. Determine military housing requirements based on evaluation of the local market area as outlined in Reference (b).

g. Establish policies for the use, designation, assignment, activation, inactivation, and disposal of family housing.

h. Assign responsibilities, as necessary, for administering facilities and programs.

i. Develop, submit, and advocate for Marine Corps programs and projects for construction, leasing, privatization, or other acquisition to meet Marine Corps requirements.

j. Develop and justify the Marine Corps Future-Years Defense Plan and annual budget requirements for family housing.

k. Ensure that family housing is adequately funded, managed, maintained, and operated at all Marine Corps installations. Furnish such information and reports as required to maintain a complete, comparative, and integrated system of property records and accountability for family housing operations.

l. Establish adequacy and construction standards for family housing under the Marine Corps purview pursuant to law and based

on guidance from Office of the Secretary of Defense and the Secretary of the Navy.

m. Keep Marine Corps Regional Commanders and Installation Commanders informed of all policy guidance and Congressional restrictions.

9. Marine Corps Regional Commands MCIEAST, MCIWEST, MCIPAC, MCINCR

a. Provide necessary control, coordination, and recommendations regarding submission of budgetary requirements and the execution of funds allocated under the Family Housing appropriation for all installations under their cognizance.

b. Consolidate and establish priorities for all family housing programs under their purview.

10. Installation Commanders. The Installation Commander shall:

a. Ensure all Service members, their families, and eligible civilians have access to suitable housing and services.

b. Ensure the Family Housing Office is staffed appropriately to perform the level of services necessary to provide military members and their families adequate and affordable housing in the community or on base.

c. Provide housing referral services to assist in locating acceptable, affordable, nondiscriminatory housing in either privatized housing or the local community, and to provide an orientation to the local community.

d. Government-Owned Housing: Installation Commanders shall ensure the operations and maintenance responsibilities remain under the cognizance of the Facilities Directorate and Military Housing Office (MHO). Ensure residents move into adequate and clean housing. Ensure, at a minimum, 8% of the assets are handicap accessible housing and available to persons with special health or physical disability requirements.

e. Installation Commander's shall develop and implement Standard Operating Procedures (SOP) for responding to and rectifying mold/mildew and other habitability, safety, and health complaints in Government-owned housing. In PPV housing, the PPV Partner shall provide their SOPs to the Commanding Officer's

representative, the MHO. SOPs will include training programs outlining housing office/resident responsibilities for mold prevention/mitigation, complaint resolution procedures, and mold/mildew mitigation strategies. Training is to be made available to all residents on a continuing basis.

f. For installations with PPV housing, provide oversight to ensure services are in accordance with business agreements. Meet regularly with PPV partners on the installation to remain informed of ongoing privatized housing issues and planned construction/renovations. Participate in and support housing community meetings hosted by the PPV partner.

11. Installation Family Housing Organization. Marine Corps installations with family housing assets will have a Family Housing Office headed by a Housing Manager. For privatized housing, the Housing Manager will monitor compliance and provide oversight of the PPV business agreements. Family housing organizations will be staffed and operated by permanently assigned civilian and/or military personnel. The organizational structure and staffing at the installation should be established to best provide the services required to operate and maintain the government family housing assets and/or to provide necessary oversight of PPV housing.

12. Family Housing Office. The following responsibilities are applicable to all Family Housing Offices servicing the Marine Corps Family Housing enterprise, to include PPV and Government-owned and/or leased inventory. Responsibilities should include all, but not be limited to, the following:

a. Preparation and analysis of family housing surveys, management reports, and studies.

b. Planning and programming for acquisition and improvement of family housing.

c. Planning, programming, and budgeting for operations, maintenance, repair, and improvement of family housing.

d. Acquisition, disposition, and diversion of family housing facilities.

e. Execution of the family housing budget program authorized and appropriated by Congress and allocated by the CMC.

f. Assignment and termination of family housing, with

referral services to PPV entities.

- g. Promotion of resident relations.
- h. Implementation of housing referral services and off-base community referral services, to include a liaison function providing assistance to appropriately address off-base community housing concerns.
- i. Implementation of rental charges, where applicable.
- j. Location and inspection of leased housing.
- k. Control of issue, repair, and procurement of furnishings and appliances. (See Chapter 9 of this Order.)
- l. Establishment and maintenance of facilities history.
- m. Developing and executing maintenance plans (short and long-term) for family housing facilities.
- n. Providing oversight of and ensuring compliance with PPV Business Agreements; completion of the Monitoring Matrix, documenting PPV partner compliance with the financial, operations and management responsibilities within the Business Agreement(s).



## Chapter 2

### Family Housing Re-designation, Application, Assignment, Occupancy, and Termination

#### 1. Purpose

a. To publish policies and procedures governing Marine Corps owned or privatized family housing assignment, occupancy, and termination, which are applicable to the Marine Corps without regard to geographic location. The Marine Corps manages the family housing assets on its plant accounts, excluding the privatized housing inventory, per guidelines established by the Department of Defense (DoD) and the Secretary of the Navy (SECNAV). The principle objective of the Marine Corps Family Housing Program is to ensure that Marines with family members are suitably housed. The Public Private Venture (PPV) property management entities manage family housing assets on Marine Corps Contiguous United States (CONUS) installations, with the exception of MCLB Barstow and Marine BH Washington.

b. All military members accompanied by family members must report to the housing office at their new duty station within 30 days of reporting for duty, and prior to making living arrangements to reside in the civilian community, in order to be qualified for a Government paid move to housing. When issuing or endorsing permanent change of station (PCS) orders of personnel being transferred, the Installation Commander shall include the following statement on the orders:

"Before making any rental agreement, lease agreement, or purchasing a home, you shall report to the local Housing Referral Office which has the responsibility for providing housing referral services at the installation to which you are assigned."

#### 2. Re-designation by Installation Commanders (Government Family Housing Only)

a. Policy. Family housing which was constructed for one grade category may be re-designated for occupancy by personnel of other grade categories without prior approval of the Commandant of the Marine Corps (CMC), subject to the following instructions:

(1) In any re-designation of family housing, efforts shall be made to affect the maximum practicable degree of separation between family housing designated for officers and those designated for enlisted personnel.

(2) When it is necessary to re-designate or reassign family housing, current residents should not be required to vacate such accommodations until their normal tours are completed, except in unusual cases.

(3) Re-designation will remain in effect for a minimum of one year prior to implementing additional changes.

(4) For general and flag officer housing, all family housing funding and reporting requirements apply, regardless of who is living in designated general and flag officer housing, and regardless of dependency status or rank. This includes those that are temporarily occupied by an unaccompanied general or flag officer.

b. Re-designation Procedures

(1) Strength-Asset Imbalance Method. An attempt will be made to ensure an equal opportunity exists for different grade categories to obtain on base housing. This should be done by balancing percentages of onboard grade category married personnel strengths with percentages of housing assets for like grade categories.

(2) Re-designations Data. Enter all re-designation data via the eMH

c. Conversion

(1) This is a permanent change in the use of the facility that will change the category code.

(2) All conversions to or from family housing must be approved by the Assistant Deputy Commandant, Installations and Logistics (Facilities).

(3) Once converted to a use other than family housing, as indicated by assigning a new category code in the Naval Facilities Assets Database, the costs of maintenance and

operation will be charged to the account normally financing that category of facility.

(4) All conversions will be reported on the next regular submission of the Family Housing Inventory and Occupancy Report.

d. Diversion

(1) This is a temporary change in the use of the facility that will not change its category code.

(2) Facilities constructed as family housing units, or converted to that use, shall not be diverted to uses other than family housing without approval by Assistant Deputy Commandant, Installations and Logistics (Facilities).

(3) A family housing unit diverted for use as unaccompanied housing or housing for unmarried personnel continues to be a family housing asset and must be funded with the family housing appropriation. Unless a family housing unit is permanently removed from the family housing property records, it is inappropriate to use any funding other than family housing.

(4) All diversions will be reported on the next regular submission of the Family Housing Inventory and Occupancy Report.

3. Application for Assignment to Housing. The Department of Defense Form 1746 (DD 1746), Application for Assignment to Housing, will be used for application and assignment to Government housing and referral to privatized family housing. The DD Form 1746 application and supporting documentation shall be collected and managed per references (bs) and (bt). Submission of the DD Form 1746 with a copy of orders by the applicant(s) for family housing will replace the requirement for personnel to physically report to the housing office to have their names placed on the appropriate waiting list. However, the applicant(s) must physically report to the housing office within the first 30 days after arrival at the installation before their name will be permitted to advance into the freeze zone (definition in Appendix A).

4. Assignment to Housing

a. All eligible personnel will be afforded an equal opportunity for family housing designated for their applicable

grade category and bedroom requirement. Assignment will be made on a nondiscriminatory basis without regard to race, color, sex, religion, gender, or national origin, per SECDEF Memo (Reference (f)).

b. No family shall be discriminated against in the assignment of family housing because of special health or physical disability requirements.

c. Military members have no legal or inherent entitlement to family housing and it is not mandatory by law that family housing be provided. However, where the local communities cannot support the military housing requirements, the Marine Corps will pursue the acquisition of family housing.

d. Installation Commanders are given broad authority to plan, program, and determine the best use of resources so that all military members compete on an equitable basis for family housing.

5. Detaching Installation. Upon issuing PCS orders for a member of the command eligible for housing, the detaching commanding officer shall:

a. Require the individual to inform the appropriate housing office at least 30 days prior to the member's planned date to terminate family housing. At the same time, the individual should complete DD Form 1746 to make application for family housing at any installation to which assigned.

b. Counsel military member that the use of DD Form 1746 does not preclude the requirement to report to the housing office at the new duty station within the first 30 days after arrival at the installation.

6. Joining Installation

~~a. The housing office will utilize the date of receipt of the DD Form 1746, with all qualifying documents, and PCS orders as the control date. A control date will not be established without receipt of these documents. If the application, along with all qualifying documents, and PCS orders are received separately, the control date will be established upon the receipt of the latest document. However, the applicant must physically report to the housing office with a verified endorsement from the previous command before advancing to the freeze zone (Freeze zone is the top 10% or top three applicants, whichever is greater for~~

~~each waitlist).~~

a. Control Date. The housing office will utilize the date of receipt of the Housing Application (DD Form 1746), with all qualifying documents, and PCS orders or equivalent (includes web orders) as the control date for the housing waiting list. A control date will not be established without receipt of these documents. If the application, along with all qualifying documents, and PCS orders are received separately, the control date will be established upon the receipt of the latest document and then the validated application shall be forwarded to the privatized partner. Service members who do not submit a housing application electronically in advance will need to physically report to the housing office with signed PCS orders before receiving a control date and/or advancing to the freeze zone. The freeze zone is the top 10% or top three applicants, whichever is greater. Once in the freeze zone, homes will be referred based on the service members report date. When several members have the same report date, referrals will be prioritized based on control dates.

~~b. Control Date. The eligible date for assignment to quarters, control date for the housing waiting list is the date of detachment from the previous command if the application is submitted within 90 days of the reporting date. If an application is not made within this time frame, the date of receipt of application by the housing office will be the control date. Unaccompanied Housing control date is defined as date of application; no earlier than date of orders or enlistment date if new recruit.~~

b. In the event the member does not report to the housing office by the date the member's name would enter the freeze zone, the member will remain stationary on the waiting list for 30 days or until the member physically reports to the housing office. After 30 days, the housing office will remove the member's name from the waiting list and place the member's DD Form 1746 on file for an additional 30 days before disposal. If the member reports to the housing office during this final 30 days, the member should be placed back on the waiting list in the position just below the freeze zone from where it was originally removed.

## 7. Waiting Lists

a. Waiting lists for military personnel will be established by grade categories (i.e., senior grade officers, field grade officers, company grade officers, senior non-

commissioned officers (staff sergeants and above), junior non-commissioned officers (sergeants and Corporals), and junior enlisted personnel (privates through lance corporals)) and bedroom composition.

b. The relative position of personnel in the freeze zone on each waiting list will be stabilized and not altered by placing new arrivals within the freeze zone, regardless of the grade or duty assignment, with the following exceptions:

(1) Designated key and essential military or civilian personnel, wounded warriors, or exceptional family members (EFMs) 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.

(2) When unusual circumstances warrant as determined by the Installation Commander in cases involving hardship (except self-imposed financial hardships) determination for priority assignment will be based on written documentation verifying the need for military vice civilian family housing.

c. Personnel arriving at Marine Corps Air Station (MCAS) Iwakuni on a consecutive overseas tour may be entered at the bottom of the freeze zone.

d. In those cases when personnel are selected or frocked for promotion they may be assigned and occupy housing designated for their selected pay grade.

## 8. Assignment Policy

a. Normally, service members with family members will be assigned family housing.

b. 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 freeze zone of the waiting list until actual proof of marriage is presented to the Housing Manager. If the installation does not have a waiting list, actual housing assignment will not be made until proof of marriage is provided to the Housing Manager.

c. Service members will be provided no less than a 31-day

advance notice of their housing assignment, unless unusual circumstances prevent such notice, so that proper notice and release from civilian housing can be made.

9. Key and Essential Personnel

a. Military necessity will take precedence over all other considerations in priority of assignment to military family housing; however, such assignments will be held to a minimum. Military necessity may apply to both military and civilian personnel.

b. The Installation Commander may assign precedence to eligible personnel who are considered key and essential (K&E) to be housed on the installation with a specific unit address and designation. A listing of K&E billets must be published by the Installation Commander and reviewed for continued validity on an annual basis.

c. K&E civilians in CONUS may occupy adequate family housing on a rental basis. However, prior approval of the Assistant Deputy Commandant, Installations and Logistics (Facilities) is required. Special circumstances pertaining to the assignment must be fully described in the justification accompanying the request.

10. Priority of Assignment

a. Priority 1: K&E military personnel/civilian employees, Wounded Warriors (specific designation), Exceptional Family Member Program (EFMP) participants who are eligible for priority housing consideration.

All above sub-categories are equivalent in status and members will be placed on the wait list by order of control date.

b. Priority 2: Service members and eligible civilians, to include independent duty personnel, who are assigned to or attached for duty at the installation, or who are assigned to other installations that are served by the housing complex. Eligible Marine Corps personnel include those on independent duty (recruiters, inspector-instructors, Reserve Officer Training Corps instructors, etc.), if within 60 minutes traveling time from the installation during normal rush hour traffic.

c. Priority 3: Eligible military personnel and eligible

civilian employees of all military services assigned to duty in the vicinity of a particular installation, but are not actually assigned to the installation. Includes: Students on special law programs.

d. Priority 4: Unaccompanied families of eligible personnel who currently do not occupy family housing at the installation.

11. Duration of Assignment. Family housing is normally assigned to permit use for the greatest possible duration of a duty tour to achieve maximum benefit and reduce costs attributable to change of occupancy. Except for family housing provided to personnel attending schools, assignments should not be made when anticipated occupancy will be six months or less.

12. Assignment by Grade and Bedroom Category

a. Family housing is constructed and shall be designated as senior officer family housing, field grade officer family housing, company grade officer family housing, senior Non-Commissioned Officer (NCO) enlisted family housing, junior NCO enlisted family housing, and junior enlisted family housing. It is the policy of the CMC that physical separation will exist between categories insofar as possible.

b. The following resident bedroom eligibility guidelines are established; however, they may be modified by the Installation Commander to meet local requirements:

(1) Sponsor, or sponsor and spouse, and each family member should normally be assigned one bedroom. The service member may choose to be assigned to a unit where more than one family member shares a bedroom.

(2) No more than two family members should share a bedroom unless the Installation Commander determines the bedroom is large enough to accommodate more than two persons.

c. The Installation Commander may stipulate two family members of the same sex share a bedroom for equitable allocation of the inventory.

d. Colonel (O-6) and above should normally be assigned a minimum of four bedrooms. Field grade officers, Chief Warrant Officer-4 (CWO-4) and CWO-5s, and enlisted members with the rank of Master or First Sergeant (E-8) and above should



normally be assigned a minimum of three bedrooms.

e. When the sponsor or spouse is pregnant, and can show proof of being in the second trimester, the sponsor can apply and occupy family housing with separate bedroom entitlement for the expected child where applicable.

f. Unmarried pregnant service members without family members may apply for family housing with documented proof of pregnancy from competent medical authority. The service member shall be allowed to rise to the top of the waiting list, but shall not be assigned quarters until after the birth of the child unless there are excess houses. In privatized housing, the service member shall be allowed to rise to the top of the waiting list on the PPV waterfall for single service members. If the waterfall is activated and applicable, the pregnant service member may reside in privatized housing prior to the birth of the expected child once they rise to the top of the waiting list.

### 13. Special Assignments

#### a. Temporary Duty Assignments

(1) An individual reporting for temporary duty, when accompanied by family members at the member's own expense, may be assigned to family housing at an installation where all family housing is not needed for assignment to personnel on permanent duty.

(2) A minimum occupancy period of six months is recommended to reduce costs attributable to change of occupancy.

b. Unaccompanied Chaplains. Unaccompanied chaplains may be assigned military housing when it is determined such housing is essential to the performance of their professional and pastoral duties. Diversions of family housing for use by unaccompanied chaplains shall conform to the policy outlined in paragraph two of this chapter.

#### c. Bachelor and Unaccompanied General Officers

(1) Bachelor general officers will normally be assigned to designated General Officer Quarters (GOQ). These family

housing units must first be temporarily diverted to bachelor family housing following the guidance outlined in paragraph two of this chapter. The family housing will revert to family housing upon vacancy of the bachelor resident. This policy is also applicable to bachelor Installation Commanders for whom command family housing has been designated.

(2) General officers serving an accompanied tour, but who are unaccompanied by their family members, will not be assigned to designated GOQs or other family housing without prior approval of the Assistant Deputy Commandant, Installations and Logistics (Facilities). In this instance, unaccompanied shall be construed to mean that the family members of the general officer will not join their sponsor within a period of 120 days after assuming the new duty assignment. This policy shall also apply to unaccompanied Installation Commanders for whom command family housing has been designated.

d. Intra-Station Reassignments

(1) Once assigned to adequate family housing, a resident will not normally be reassigned to another family housing unit during the tour of duty at that installation.

(2) Circumstances such as an increase in the number of family members, ages of children, promotion to a higher-grade category, etc., may be considered by the Installation Commander as justification for reassignments on a case-by-case basis.

(3) In those circumstances where a resident becomes eligible for reassignment to another category of family housing, the service member may apply for reassignment. If approved by the Installation Commander, they will be placed on the bottom of the waiting list for the new category with a new control date, determined by the date of application.

(4) Intra-station reassignments are only authorized when occupancy can be expected to last six months or longer, thereby minimizing change of occupancy costs. The Marine Corps does not fund intra-station reassignment household goods movement costs. The costs are the full responsibility of the resident.

e. Dual Military

(1) Without Family Members. When both spouses are

members of the uniformed services, with no other family members, and are stationed at the same or adjacent military installation, eligibility for assignment to public family housing rests with either member. When geographic separation prohibits the service members from living together, both are considered as members without family members for the purpose of determining entitlement to BAH and are therefore not eligible for assignment to public family housing except as noted herein.

(2) With Family Members. When both members concerned are in the uniformed services and either or both have family members other than the spouse, the eligibility for assignment to family housing for the member and the family members rests with either member.

(3) Enlisted - Officer. Such assignments in Government-owned housing, should they occur, will be approved by the Installation Commander. Such assignments in privatized housing will be determined at the base level, based upon the Fair Housing parameters. If approved, families will be housed within the designated housing area of the senior member's grade.

(4) Continued Occupancy. If one member is separated from the other as a result of assignment to a family member(s) restricted tour, the other member may request permission to retain family housing under the continued occupancy policy outlined in paragraph 17 of this chapter.

f. Excess Leave Program Students

(1) Students on special education programs (Excess Leave Program, Funded Legal Education Program (FLEP) and Special Education Program) may retain currently occupied family housing or apply for military family housing.

(2) When these students occupy family housing, they will be charged a rental fee equal to the BAH of active duty personnel of comparable rank. When these students are in an active duty status, any housing allowances forfeited while in that pay status will be deducted from the rental charge.

g. Foreign Nationals. Where a specific agreement exists between the foreign Government and the United States (U.S.) regarding provision of family housing, personnel of that Government will be provided family housing per the terms of the agreement. Where military family housing is made available for

foreign nationals including foreign students, rental rates will equal the Basic Allowance for Housing (BAH) rate for a U.S. military member of comparable rank.

#### 14. Assignment Considerations

a. Assignment to Family Housing at Another Command. When a military member is stationed at an installation different from the installation which has cognizance over the Government family housing the military member is occupying, that military member's Installation Commander is responsible for notifying the Installation Commander who has cognizance over the family housing. The Commander responsible for the family housing will then decide whether the service member is entitled to continue the occupancy in family housing and, if not, will take the necessary action to terminate the occupancy.

#### b. Assignment to more than One Family Housing Unit

(1) When a family's composition/bedroom requirement dictates a need for occupying more than one home (duplex) and there is an excess of family housing at an installation, the Installation Commander may authorize such occupancy. Any modification of buildings must have the Installation Commander's and Assistant Deputy Commandant, Installation and Logistics (Facilities) approval.

(2) Assignment/occupancy of more than one family housing unit at the same time at different duty stations is prohibited except as noted in this chapter. It is the responsibility of the Commander at the new duty station to ascertain whether the service member has terminated a previous assignment to family housing. However, in the event this occurs, the housing officer at the military member's new duty station will charge the military member a rental fee equal to the BAH rate at that installation.

c. Assignment Presumed Adequate. Any public family housing voluntarily accepted shall be conclusively presumed to be adequate for that resident. (For the purpose of this paragraph, substandard family housing is excluded).

d. Assignment of Divorced Members/Joint Custody. The Installation Commander has the final decision on assignment of housing when joint custody is involved. The decision should be based on the following guidelines:

(1) Eligibility for housing will be determined based on physical custody of family members. Eligibility for housing is not dependent upon BAH status. Appropriate BAH forfeiture should be determined by the disbursing office.

(2) Sponsors assigned housing should have custody of family members for more than six months. If both divorced parents are assigned to the same installation, only one will be eligible for housing.

(3) If both parents have been decreed equal custody time, they will both be ineligible for housing. One parent may waive their right to housing in favor of the other parent.

(4) OCONUS early return of dependents (ERD) will be addressed in accordance with MCO P1300.8R (Reference (g)).

15. Inspection of Government Family Housing and Disclosures.  
Upon assignment of family housing and prior to occupancy, a joint inspection of the family housing and an inventory of property will be made by a representative of the housing office and the prospective resident. The housing representative will fill out the inspection and inventory forms indicating the condition of the property. The housing office will provide disclosure of known information on lead-based paint and lead-based paint hazards before the assignment of housing built before 1978. Before the assignment, the Military Housing Office shall:

a. Give an EPA-approved information pamphlet on identifying and controlling lead-based paint hazards, "Protect Your Family From Lead In Your Home," provide an addendum disclosing any known information concerning lead-based paint or lead-based paint hazards, and must also disclose information such as the location of the lead-based paint and/or lead-based paint hazards, and the condition of the painted surfaces.

b. Include an addendum or attachment to the assignment or (for Public Private Venture (PPV) inventory insert language in the lease itself) which includes a Lead Warning Statement confirming compliance with all notification requirements. If the prospective resident has comments on the condition of items noted during inspection, those comments will be entered on the appropriate form. After completing the inspection, the resident will be required to sign the forms indicating agreement with the inventory and condition of the house and property as noted on the form.

16. Occupancy of Marine Corps Family Housing. Housing is assigned/referred for use of military members and their legal family members.

a. Double Occupancy by Families of Two Sponsors. Double occupancy of a single family housing unit by the families of two service members who are not dual military is prohibited.

b. Extended Visitations by Non-Family Members

(1) All requests for extended visitations (visits in excess of 14 days) must be approved by the Installation Commander or PPV Partner. Requests for live-in nannies and live-in aides/attendants regardless of sex, and duration may be approved/disapproved by the Installation Commander.

(2) The Installation Commander is responsible for establishing local operational procedures for guest visitations, to include identification of the guest(s) by name, home address, necessary personal identifiable information, and duration.

(3) Personnel being considered for extended visitation privileges are subject to the provisions and restrictions contained in Secretary of the Navy memorandum dated 07 October 2008, "Policy on Sex Offender Tracking and Assignment and Access Restrictions within the Department of the Navy (Reference (h)) and chapter 2, paragraph 23.

c. Semi-Permanent Residence of Court Approved Wards, Foster Children, and Persons acting in Loco Parentis. Requests for extended (semi-permanent) occupancy privileges for court approved wards, foster children, and non-family member relatives acting in Loco Parentis of the service member, may be approved by the Installation Commander or the PPV Partner. The following definitions apply to this delegation of authority:

(1) Legal Wards. Legal wards are defined as those individuals whose custody has been awarded to a service member or member's spouse by a court of law (not a notary public).

(2) Foster Children. Foster children placed by a competent legal authority in the home of a service member may be permitted residence in military family housing for an indefinite period, provided any compensation for housing paid over and above actual costs to the service member is not accepted from the sponsoring agency. Such authorization will not in and of

itself entitle the sponsor to a unit with an additional bedroom(s); however, this may be authorized by Installation Commanders due to extenuating circumstances and when all of those families with legitimate entitlement to the larger type unit have been accommodated.

(3) Person(s) acting in Loco Parentis. Person(s) (such as parents) upon whom the service member or spouse was dependent for at least five years prior to entry into the service, but who are not dependent on the service member for at least 50% of their support, may be permitted residence in Government family housing for an indefinite period. Such authorization will not in and of itself entitle the sponsor to a unit with an additional bedroom(s). However, this may be authorized by Installation Commanders due to extenuating circumstances and when all of those families with legitimate entitlement to the larger type unit have been accommodated. Part III of Appendix A applies.

d. Subletting of Family Housing. Subletting of family housing, owned, leased or privatized is prohibited.

e. Home Enterprises. Commercial activities, in military housing, owned, leased or privatized may be authorized as provided below:

(1) Requests for permission to conduct a home enterprise such as child development or childcare, tailoring, tax preparation, etc., in family housing should be made in writing to the Installation Commander and/or PPV Partner. Such issues as local Government licensing requirements, energy conservation efforts, potential Government liability, and overseas status of forces agreements, host country business practices, and prospective advertising practices should be taken into account as each request is considered. In no case will activities be authorized or continued at the expense of military community safety. Utility costs associated with home enterprises should be recouped when such collections are practical.

(2) When feasible, Commanders (Government) or the PPV Partner (Privatized) should allow residents to make minor modifications to housing units at the resident's personal expense. Any request to perform minor modifications must be approved in advance of modification. The resident will be advised that they will be required to return the house to its original condition prior to vacating, unless the Installation Commander or PPV Partner desires to leave the modification

intact.

(3) Installation directives concerning solicitation apply to family housing. Home enterprises should not provide direct and inappropriate competition with MCCA or duplicate the sale of merchandise and service readily available through the installation's officially sanctioned commerce.

(4) It is the responsibility of the resident of family housing to have an approved request before conducting a private business to include child development or day-care activities in a family housing unit or area. In all cases, the conduct of a private business in family housing units or areas must be in strict compliance with applicable Federal, State, and local ordinances.

f. Special Cases for Retention of Family Housing

(1) Authority to Remain in Family Housing after Separation. In certain extenuating circumstances, personnel discharged, released from active duty, or retired may remain in family housing for up to 60 days after the effective date of such orders for a rental fee. The Installation Commander or PPV Partner may approve requests for extensions beyond 60 days when unusual circumstances warrant consideration. A "fair market rental value" will be charged. If such a value has not or cannot be determined, the resident will be charged a rate equal to the BAH at the former service member's rate of allowances. The following situations are deemed worthy of favorable consideration to remain in family housing beyond the 60-day authority:

(a) Medical condition of a Wounded Warrior, spouse, or child wherein the attending physician predicts a short life expectancy.

(b) Medical condition of a Wounded Warrior, spouse, or child where retention at the present duty station is necessary for treatment to ensure recovery, as substantiated by the physician.

(2) Members in a Non-Pay Status. For Government-owned housing assignment to family housing will not be contingent on the right to receive pay. For unauthorized absence for a period not to exceed 60 days from the first day of absence, occupancy of family housing may continue by the service member's family members at no cost to the family members in Government-owned



housing under the following conditions:

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

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

(3) Military Members in a Confinement Status. The family of a military member sentenced to confinement may be permitted to remain in family housing per paragraph 20c of this chapter.

17. Continued Occupancy/Retention of Family Housing by Family Members of Absentee or Deployed Sponsors. Family members of a deployed sponsor (sponsor serving on an unaccompanied family member restricted tour of duty overseas) may retain family housing during the sponsor's absence. Family members of personnel serving in the unit deployment program (under the home-basing concept where the deployed unit will return as a group to the same installation from which deployed) may continue occupancy of family housing during the sponsor's absence.

a. General officer and billet-designated family housing homes are excluded from the provisions of this policy. Family members occupying such family housing are eligible for priority assignment to other family housing, if available, at the same installation with movement chargeable to PCS funds. Family housing provided to family members of general officers in this case will not be considered GOQs.

b. Request for retention of family housing under this policy shall be submitted to the Installation Commander or PPV Partner at least 30 days prior to departure. Requests shall contain the following statements of understanding:

(1) "I understand that family housing retained by my family member(s) may be terminated if my family member(s) are involved in misuse or illegal use of the family housing or conduct themselves to the detriment of community safety, health, or morale."

(2) "I agree to notify the housing officer or PPV Partner and move my family members immediately if my marital status changes to make them ineligible for occupancy of public family housing."

(3) "I agree to notify the housing officer or PPV Partner immediately in the event I am discharged from the service while my spouse occupies public family housing."

(4) "I have been counseled that my failure to notify the housing officer or PPV Partner in the event of legal separation or divorce may result in disciplinary action."

(5) "I have been counseled that should I lose my entitlement to occupy family housing due to a change in my marital status, my spouse may be required to vacate family housing. Should my spouse decline to vacate family housing on a date specified, action may be initiated to evict the military member and debar the family member(s) by the Installation Commanding Officer and PPV Partner."

c. Personnel remaining in housing under this policy, but who are reassigned to another installation, are required to clear family housing within 90 days after their return to CONUS or Hawaii pursuant to PCS orders. Requests for extension beyond 90 days must be approved or disapproved by the Installation Commander or PPV Partner.

d. A sponsor whose family remains in family housing under this policy is responsible for keeping the appropriate Family Housing Office informed of changes in status which may affect the sponsor's continued eligibility for family housing or the projected date of return from overseas. Sponsors who request and/or receive extensions of their overseas tours should inform the appropriate housing office. Authorization for continued occupancy of family housing will be automatic in such cases.

e. At the discretion of Installation Commanders, family members under this policy may be debarred when they are involved in misuse or illegal use of family housing, other misconduct contrary to safety, health, or morale, or when marital status has changed to make family members ineligible for occupancy of housing. Refer to [MCO 1751.3](#) (Reference (i)) for information pertaining to changes in marital and dependency status.

f. This policy concerning retention of family housing also applies to a sponsor serving an "all others" unaccompanied family members restricted overseas tour.

18. Continued Occupancy/Retention of Family Housing by a Marine's Family in CONUS While the Marine is Awaiting Assignment to Overseas Government Housing. Subject to the following

provisions, families occupying family housing awaiting entry approval to various overseas locations may remain in family housing until such time that family housing is available at the new duty station:

- a. This policy is not applicable to housing outside CONUS.
- b. General officer and billet-designated family housing are excluded from the provisions of this policy.
- c. Requests for retention of family housing under this policy shall be submitted to the Military Housing Office or PPV property management office at least 30 days prior to the effective date of the PCS orders.
- d. Requests shall contain the following statements of understanding and advisement of counseling:

(1) "I understand that family housing retained by my family member(s) may be terminated if my family member(s) is/are involved in misuse or illegal use of the family housing or conduct themselves to the detriment of community safety, health, or morale."

(2) "I agree to notify the housing office or PPV Partner immediately in the event I am discharged from the service while my spouse occupies public family housing."

(3) "I have been counseled that my failure to notify the housing office or PPV Partner in the event of legal separation or divorce may result in disciplinary action."

(4) "I have been counseled that should I lose my entitlement to occupy family housing due to a change in my marital status, my spouse may be required to vacate family housing. Should my spouse decline to vacate family housing on a date specified, action may be initiated to evict the military member and debar the family member(s) by the Installation Commanding Officer and PPV Partner."

(5) "I have been counseled and understand that if I am assigned family housing overseas prior to my family members vacating CONUS Government housing, I will forfeit the applicable housing allowance for the overseas family housing unit as well as be charged a daily rental fee for the unvacated CONUS family housing unit. The rental charge for the CONUS family housing will be equal to the housing allowance (BAH rate) for my rank at

that CONUS duty station."

(6) "I have been counseled and understand that once I have been notified that Government housing will be available for me and my family overseas, it is my responsibility to make the necessary arrangements for vacating the CONUS Government housing and to arrange the travel requirements for my family members."

(7) "I have been counseled and understand that a limited power of attorney may be required for my family members to make arrangements in my absence in matters pertaining to housing and transportation entitlements. I further understand that this service is provided free of charge by the installation's legal assistance office. If a power of attorney is required, a copy of it will be submitted with the request for retention of family housing."

(8) "I have been counseled and understand that the authorization for my family members to remain in family housing is limited to a one-year period or less. Requests beyond 1-year will only be considered for hardship cases."

(9) "I have been counseled and understand that upon arriving at my new command overseas I must immediately report to the housing office and make it known that my family is still residing in CONUS family housing while awaiting family housing overseas."

(10) "I have been counseled and understand that if I refuse Government housing overseas, I must immediately notify the housing office which has charge of the CONUS family housing, and I will have 30 days to vacate my family members from Government family housing."

(11) "I have been counseled and understand that it is my responsibility for keeping the appropriate Family Housing Office informed of any change in status which may affect my family members continued eligibility for family housing."

e. Marine Corps commands will ensure that a Marine requesting retention of family housing under these special circumstances submits the required statements of understanding and advisement of counseling and a copy of the power of attorney.

f. The Marine should be counseled that all efforts will be made to provide sufficient advance notice for assignment to

overseas Government housing. In this respect, a 30-day advance notice of family housing availability can be anticipated. Personnel who apply and qualify for housing at Marine Corps Air Station (MCAS), Iwakuni, will be provided a 30-day advance notice of housing availability. The 30-day advance notice is also required and provided by the United States Air Force, which manages Marine Corps housing on Okinawa. During this 30-day period, Marines are expected to make all the necessary arrangements for their family members to vacate CONUS family housing and travel overseas. The 30-day notice should allow the Marine sufficient time to accomplish this.

19. Continued Occupancy/Retention of Family Housing upon the Death of the Sponsor. Installation Commanders will allow family members of a member of the Armed Forces who dies in the line of duty and whose family members are occupying Government family housing, other than on a rental basis, to continue to occupy such housing for a period of 365 days. Installation Commanders may approve requests to remain in family housing beyond 365 days in cases of demonstrated hardship, however, this extension should not exceed 60 days and the family members will be charged a "fair market rental value." If a "fair market rental value" has not been or cannot be determined, then the Installation Commander will charge a cost equal to the BAH at the former service-member's rate of allowances.

20. Termination of Assignment to Government-Owned or Leased Family Housing. Family housing assignment is normally terminated within 30 days of the effective date of PCS orders or retirement, except where continued occupancy by family members is authorized by the Installation Commander.

a. Termination Inspections. Regardless of the reasons for termination, the family housing units shall have a pre-termination final inspection prior to releasing residents from the family housing homes.

b. Situations Where Termination is for Reasons other than PCS. Unless otherwise specified in this Order, the Installation Commander should allow a reasonable period of time, normally not to exceed 30 days after notice of termination is given, whereby the service member/family members may continue to occupy the Government family housing while making moving and resettlement arrangements. If a loss of entitlement to BAH at the 'with dependents' rate is involved, then an applicable "fair market rental fee" will be charged, unless otherwise specified in this Order. Termination of family housing assignment shall normally

occur:

(1) When family housing has been assigned to personnel on temporary additional duty (TAD) orders and it becomes necessary to use that family housing for another member legitimately entitled to it, then the member on TAD orders will be dispossessed, unless the TAD member is within six months of their expected TAD orders termination.

(2) When there is a change in the marital status upon which an individual's eligibility rests or when family members leave the sponsor for more than 90 days.

(3) Upon discharge, if the individual does not immediately reenlist.

(4) Upon release from active duty or retirement. However, a reasonable period (normally not to exceed 60 days) may be allowed, in hardship cases, at the discretion of the Installation Commander.

(5) Upon death of the sponsor when occupying family housing. Refer to paragraph 19 of this chapter for exceptions.

(6) When a temporary duty is completed and the military member is then detached from the installation.

(7) When an urgent major repair is required.

(8) When a person voluntarily requests termination.

(9) When family housing is abandoned for 30 days or more excluding special retention cases.

(10) In cases not covered by the foregoing, at the direction of the Installation Commander for just cause, including but not limited to: possession of illegal drugs and contraband, irresponsible acts, or poor behavior.

c. Military Members in a Confinement Status. When a military member who was assigned to government family housing is sentenced to confinement for 90 days or longer by either military or civilian authorities, entitlement to family housing will be terminated. However, the member shall retain entitlement to family housing if the member's sentence to confinement is reversed on appeal; is reduced in any manner by the convening authority to less than 90 days (provided the sentence as approved

by the convening authority does not include a reduction below the grade required to occupy the assigned family housing); or does not require the actual service of 90 or more days of post-trial confinement (after applying credit for pretrial confinement). In these cases, should the member's confinement in excess of three months be reversed on appeal or disapproved by the convening authority, the member shall retain entitlement to family housing. In this case, if the member has already vacated family housing, and desires to again occupy Government family housing, upon application by the service member, the Installation Commander may place the service member's name at the top of the waiting list just below the freeze zone.

(1) The Installation Commander may authorize the member to retain family housing when the member is expected to return to useful service at the installation or until civilian housing is available.

(2) During any grace period before the family members vacate family housing, the Installation Commander will charge a cost at least equal to the BAH of the confine.

(3) A military member who is not assigned to Government family housing and is sentenced to confinement for three months or longer by either military or civilian authority will not be eligible for Marine Corps family housing during the period of confinement.

d. Absence from Family Housing

(1) When sponsors are serving TAD, on deployment, or on an unaccompanied tour, which causes them to reside away from assigned family housing and family members desire to absent themselves from family housing at the same time, local Installation Commanders may permit retention of family housing for periods not to exceed 180 days of non-occupancy. Absence from family housing beyond 180 days will be authorized only in cases of extreme hardship. Housing allowances will continue to be forfeited.

(2) Installation Commanders are encouraged to establish guidelines to ensure ready access to and maintenance of the non-occupied Government family housing/property in question.

(3) Periods of such non-occupancy in excess of 90 days for which approval has not been granted will be considered abandonment.

21. Unaffiliated Civilians Occupying Public-Private Venture Housing. Under the provisions of the Marine Corps' privatized housing initiatives, unoccupied and available PPV housing units may be offered to unaffiliated civilians for rent. Unaffiliated civilians are individuals who are not associated with the Department of Defense (DoD) by military service, military dependency or civilian/contract employment and do not hold current valid Installation access credentials.

a. A number of DoD and Department of Navy (DON) policies exist that do not contemplate the myriad of scenarios that military housing privatization has created. There is a limited amount of case law regarding the validity of applying military legal authorities to civilians living in privatized housing.

b. The first step to properly understanding and analyzing the requirements and attendant legal and financial obligations and risks is to determine the legislative jurisdiction of the federally owned land where all housing is located.

(1) Proprietary Jurisdiction. State and local laws and regulations have full effect; law enforcement is the responsibility of state and local authorities; DON law enforcement personnel have NO legal authority.

(2) Concurrent Jurisdiction. Both federal and state/local laws and regulations apply; law enforcement is the responsibility of either or both federal and local authorities; the assignment of responsibility for law enforcement is frequently the subject of a written Memorandum of Agreement (MOA).

(3) Federal Exclusive Jurisdiction. Only federal laws apply (with very limited exceptions); law enforcement is the sole responsibility of DON and the federal courts.

c. Policy. The presence of unaffiliated civilians living on installations requires resolution of multiple issues including base access, eviction, vehicle control, law enforcement, arrest, detention/incarceration, and prosecution. Regional Commanders (Marine Corps Installations Pacific (MCIPAC)/Marine Corps Installations East (MCIEAST)/Marine Corps Installations West (MCIWEST)) and Installation Commanding Officers (COs) will grant access to unaffiliated civilians in those locations where these issues have been satisfactorily resolved or mitigated. In those locations where these issues



cannot be satisfactorily resolved or mitigated, MCIPAC/MCIEAST/MCIWEST will seek any required policy waivers via the chain of command. Paragraph 22a of this chapter provides a checklist that shall be used by Installation Commanders when determining whether to grant installation access to unaffiliated civilians for the purpose of occupying PPV housing.

d. Responsibilities

(1) MCIEAST/MCIWEST/MCIPAC and Installation COs are responsible for making the determination to grant installation access to unaffiliated civilians in a consistent manner.

(2) Office of the Counsel for the Commandant of the Marine Corps and Staff Judge Advocates are responsible for providing legal support to MCIPAC/MCIEAST/MCIWEST and Installation COs in making determinations to grant installation access to unaffiliated civilians in a consistent manner.

e. Action

(1) MCIPAC/MCIEAST/MCIWEST shall ensure installation compliance with this guidance to include as necessary developing PPV housing instructions specific to their region.

(2) Installation Commanding Officers shall:

(a) Determine whether to grant installation access to unaffiliated civilians for the purpose of occupying PPV housing, following the guidance in paragraph 22 of this chapter. Installation COs shall be proactive in assessing the issues set forth in paragraph 22 and shall make determination in advance of receiving requests for installation access. ~~In all instances, assessments and determinations should be made within 45 days of the date of this guidance.~~

(b) Determine the type of jurisdiction based upon the location of the housing, i.e. proprietary, concurrent, or federal exclusive.

(c) Ensure PPV Partners conduct a criminal history check on all unaffiliated personnel and their family members and provide sufficient information for the Installation Provost Marshal (PM)/Marine Corps Police Chief (MCPC) to conduct a National Crime Information Center check. The PPV Partner has the

authority to make the final determination on whether to enter into a lease agreement based upon these checks; however, the Installation CO has the authority to make the final determination on who will be granted access to the installation. The Installation CO may agree to grant access to individuals with minor infractions (such as bad check charges). However, a person will be denied access if they have a felony conviction within the past 10 years; membership within the previous 10 years in any organization that advocates the overthrow of the U.S. Government; any conviction of an offense meeting the sexual offender criteria; and any person barred from a Marine Corps installation.

(d) Develop and implement a vehicle registration process for unaffiliated persons, including issuance of DoD decals, as appropriate.

(e) Coordinate with installation Visitor Control Centers to ensure all approved unaffiliated personnel above the age of 10 are issued a locally produced, temporary issue, visitor identification (ID) card, which authorizes access only to the installation where they have leased PPV housing. ID card expiration will be the PPV Lease termination date. Access should be permitted to these unaffiliated persons at all times unless a condition exists on the installation, which causes injury or death.

(f) Confirm PPV leasing representatives are validated and provide the Installation Provost Marshal (PM)/Marine Corps Police Chief (MCPC) all information related to occupancy on base PPV housing for each unaffiliated resident. PPV leasing representatives will report any changes to the PPV lease for all unaffiliated civilians on base to both installation housing offices and installation security officers.

(g) Establish and provide a "Welcome Aboard" package to the unaffiliated family explaining the Installation's rules and regulations with respect to living on the installation within a military community.

(h) Collect all ID cards and decals issued to unaffiliated tenants upon lease termination.

(i) Develop PPV Housing instructions for the installation to provide procedures for housing, law enforcement officials, and leadership to address the unique challenges presented by leasing PPV housing to unaffiliated

personnel and their guests. PPV Housing Standard Operating Procedures should be in place so PPV occupancy/revenue is not negatively impacted due to delays in establishing these procedures.

(j) Follow the guidance found in paragraph 22b of this chapter when receiving media queries regarding unaffiliated civilians leasing PPV housing.

(3) Installation Provost Marshal (PM)/Marine Corps Police Chief (MCPC) shall conduct a National Crime Information Center check for use in determining whether to grant access to unaffiliated civilians to live in privatized housing.

22. Checklist for Determining Whether to Grant Access to Unaffiliated Civilians in Privatized Housing. The purpose of this checklist is to provide Regional Commanders and Installation Commanding Officers (CO) with a tool to use when making the decision to grant installation access to unaffiliated civilians for the purpose of occupying PPV housing. In some instances, waivers to existing regulations may be required. Additionally, some of the existing legal tools that are used by COs to meet their obligations under U.S. Marine Corps Regulations may not be available for use in dealing with unaffiliated civilians in housing areas. Commander, Marine Corps Installations Command or Regional Office of General Counsel and Judge Advocate General (JAG) attorneys are available to assist in addressing legal issues.

a. Law Enforcement (LE). In the United States, if the installation is subject to concurrent jurisdiction, a Memorandum of Agreement (MOA) with local authorities may be established/modified to allow local authorities to perform law enforcement aboard the installation thereby potentially reducing Department of Navy (DON) costs and risks. Installation Commanders should identify all jurisdiction and response requirements in the (MOA). In foreign locations, these agreements are addressed within respective Status of Forces Agreements (SOFA).

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|             |   |
|-------------|---|
|             | Is it possible to shift LE to locals?           |
| Proprietary | Not necessary<br>-they already have it.         |
| Concurrent  | Yes, by establishing or changing MOA.           |
| Exclusive   | Yes, through change of legislative Jurisdiction |

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b. Incarceration. Navy/Marine Corps brigs cannot be used to house civilians. Arrangements must be made with U.S. Marshals Service. Contracts can be awarded to local jurisdictions to obtain jail services on a reimbursable basis.

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|-------------|---|
|             | Are Alternate Incarceration Arrangements Required?                        |
| Proprietary | No.   |
| Concurrent  | Yes, if Marine Corps has law enforcement responsibility for housing area. |
| Exclusive   | Yes.  |

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c. Evictions. This is a civil matter between the Limited Liability Company (LLC) (the landlord) and the tenant. Evictions are the enforcement of a court order carried out by the authority of the court issuing the eviction order.

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|             |  |
|-------------|--|
|             | Can Assistance be Provided to the PPV/LLC?                       |
| Proprietary | None required since state/local authorities have full authority. |
| Concurrent  | None required since  |

state/local authorities  
have full authority.

Exclusive

Ensure eviction is based upon a federal court order and not a state court order. If eviction is based upon federal court order, provide assistance as requested by federal court authorities (e.g. US Marshal). State/local authorities do not have legal authority to enforce an eviction

order on federal exclusive land and should not be permitted.

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d. Prosecution Support. Federal prosecutors have complete control over which offenses are prosecuted. To ensure the fullest amount of cooperation with federal prosecutors, Installation COs should ensure their servicing uniformed judge advocate apprise US Attorney Offices that unaffiliated civilians may be moving into housing. Consideration should be given to appointing Special Assistant U.S. Attorneys and Magistrates.

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|             | Prior Coordination with US Attorney? |
|-------------|--------------------------------------|
| Proprietary | No.                                  |
| Concurrent  | Yes, if DON provides LE.             |
| Exclusive   | Yes.                                 |

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e. Barring Orders

(1) Under certain circumstances, Installation COs have the legal authority to bar individuals from entering the installation. This authority has legal and practical limitations, but in some circumstances may be used against unaffiliated civilians.

(2) Barring a tenant from access to housing areas that are outside the fence line, contain no Marine Corps-owned facilities and are potentially not contiguous to the installation has major impediments from an enforcement point of view. The Installation COs legal authority to issue a barring order in that situation is very limited and will require consultation with CMC attorneys.

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| <u>Reason:</u> | May Barring Order be Issued? |
|----------------|------------------------------|
|----------------|------------------------------|

|                     |  |
|---------------------|--|
| Non-payment of Rent | No. It is a civil matter between LLC and tenant. |
|---------------------|--|

|  |  |
|--|--|
| Disruptive Behavior<br>(housing within fence line) | Yes, if it is determined to be reasonably necessary to maintain good order and discipline to protect installation personnel and property. Consult with attorney. |
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|   |  |
|---|--|
| Disruptive Behavior<br>(housing outside fence line)<br>of | Not likely. Requires showing military purpose that is greater than individual's protected property rights (leasehold). In most PPV housing areas outside the fence line there is no military interest. |
|---|--|

|                          |  |
|--------------------------|--|
| Violation of lease terms | No. It is a civil matter between LLC and tenant. |
|--------------------------|--|

|   |  |
|---|--|
| Violation of Base Regulations maintain (e.g. parking, leash laws, speeding, etc.) and discipline to | No (unless it necessary to protect installation personnel and property as described above). Violations by civilian renters must be treated the |
|---|--|

same as violations by other  
civilians on installation.

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f. Exercise of Command Authorities

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|   | Authorized?   |
|---|---|
| Command Search (housing area<br>inside the fence line)  | Commanding Officer may<br>issue probable cause<br>search order provided<br>area is under military<br>control. |
| Command Search (housing area<br>outside the fence line) | Not likely. Consult with<br>judge advocate.   |
| Health and Comfort Inspections                          | No.   |
| Safety Inspections                                      | Not likely. Consult with<br>judge advocate.   |

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|  |   |
|--|---|
| Require compliance with base gun<br>Registration rules?  | Yes   |
| Require one spouse to temporarily<br>vacate house in response to<br>domestic violence call?        | No  |
| Offer or require domestic violence<br>counseling by FFSC in response to<br>domestic violence call? | No  |
| Require motorcycle safety training<br>before issuance of decals?                                   | Yes. Commanding<br>Officer cannot<br>waive this<br>requirement. |
| Require ATV and Dirt Bike safety<br>training before use on base?                                   | Yes. Commanding<br>cannot waive this<br>requirement.            |

Prohibit use of headphones or other devices while running, walking, driving, skating, bicycling or skateboarding while on base?

Yes. Commanding Officer cannot waive this requirement

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g. Juvenile Offenders. There is no federal juvenile offender program. Federal prosecution of juvenile offenders may be limited. Minor drug or mischief infractions by juveniles may not be prosecuted. Installation COs should assess the likelihood and ramifications of such eventualities prior to opening up housing in federal exclusive jurisdiction areas to unaffiliated civilians. If OCONUS, ERD will be addressed in accordance with Reference (g).

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|             |  |
|-------------|--|
|             | Need to assess risk of limited ability to enforce laws against juvenile offenders?     |
| Proprietary | None.  |
| Concurrent  | Yes, if Marine Corps provides LE and cannot be shifted to local authorities under MOA. |
| Exclusive   | Yes.   |

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h. Marine Corps Public Affairs Guidance for Public Private Venture Housing Leased to Unaffiliated Civilians

Purpose: To provide public affairs guidance in the event Region or Installation Public Affairs Officers (PAOs) receive media queries regarding unaffiliated civilians leasing Public Private Venture Housing (PPV).

PAO Posture: Passive; Response to Query.

In Response to Query, Region and Installation PAOs should use the following statement and questions (Q's) and answers (A's):

QUOTE: Under the provisions of the Marine Corps' Public Private



Venture (PPV) partnership, the PPV partner is authorized to lease housing to non-Department of Defense (DoD) affiliated civilians when there is not enough demand for housing from military families and other "preferred referrals." The Marine Corps' PPV Partner must offer housing to a priority list of "preferred referrals" comprised of DoD affiliated personnel prior to offering to non-DoD affiliated civilians. Processes are in place at the installations to address jurisdiction, security and access issues for a non-DoD affiliated individual should the housing unit be located inside the installation perimeter. UNQUOTE

Q1. Who are the "preferred referrals"?

A1. PPV Preferred referrals are in order of priority: Active duty families, unaccompanied military members; active-duty Guard and Reserve (Title 32); civil service employees; military retirees; civil service retirees.

Q2. Where are these units located, on base or off base?

A2. Depending on location the PPV housing units may be located on base, behind the perimeter fence, or off base.

Q3. What authorizes the PPV partner to lease vacant homes to unaffiliated civilians?

A3. In 1996, the Military Housing Privatization Initiative 10 U.S.C. § 2871- 2884 (Reference (j)) was enacted to provide suitable housing for military members. Assistant Secretary of the Navy for Energy, Installations and Environment [ASN (EI&E)] memorandum dated 12 January 1998 (Reference (k)) authorizes the PPV partner to lease to unaffiliated civilians once the preferred referral list has been exhausted.

Q4. How long must a house be vacant before the PPV partner can offer the house to an unaffiliated civilian?

A4. If no preferred referrals are available after a period of 30 days, the PPV partner may lease vacant homes to unaffiliated civilians. (Note: For Flag or Commanding Officer housing units, the timeframe can be up to 60 days.)

Q5. How does an unaffiliated civilian get approved for a vacant PPV housing unit?

A5. They would apply to the PPV partner. The PPV partner

would then conduct a credit check and a criminal history check on all unaffiliated civilians. The PPV Partner would then make a final determination to approve a lease based on this background check.

Q6. If a housing unit is located behind a base's fence line, how does an unaffiliated civilian get onto the base?

A6. Installations have a vehicle registration process in place for unaffiliated civilians. They will be issued a DoD vehicle decal as appropriate. Additionally, all approved unaffiliated civilians above the age of 10 will also receive an Installation Photo Identification Card (ID), which will authorize access only to the installation where they have leased PPV housing.

Q7. Are there different rules to living in PPV housing on base or off base?

A7. Like most civilian housing communities, there are rules and regulations specific to that PPV housing location. There are also laws and regulations that exist with respect to living on federal government land within a military community. Each unaffiliated civilian will receive a Welcome Aboard package that includes all pertinent information about that Marine Corps installation's rules and regulations.

### 23. Registered Sex Offenders

a. Reference (h) prohibits sexual offenders from occupying Marine Corps owned, leased, or privatized housing except where prohibited by law or otherwise waived by competent authority. This requirement applies to service members and their family members prospectively seeking military housing as well as to current residents of housing (Government owned or leased housing).

b. Action. In compliance with Reference (h) and 42 United States Code (USC) 16912 (Reference (l)), registered sex offenders shall not occupy Marine Corps Government-owned or leased housing. To implement these guidelines, and safeguard personal, family, and housing community interests, all Military Housing Offices (MHO) are directed to implement the following actions and establish the following baseline procedures:

(1) Housing Application Process. All service members making application for Government-owned housing, leased housing, or referral to privatized housing shall be screened

using available registries of sex offenders. This screening search of all applicants to include their family members or non-dependent family members who will reside with the applicant or service member, shall be performed prior to placement on respective waiting lists for housing.

(a) Using existing public sex offender registries/databases, applicants fourteen years of age and older will be screened. The questionnaire structure will provide for applicant's personal disclosure indicating whether the applicant or any person who will reside with the applicant is required, or has ever been required to register or provide notification as a sex offender under the laws of the United States or any state.

(b) Public screening mechanisms may include the Dru Sjodin National Sex Offender Public Website maintained by the United States Department of Justice at <http://www.nsopr.gov> and applicable sex offender registries of the state where the military housing installation is located and the state where the service member is assigned.

(c) For those cases where the required screening reveals a service member or family member's identification or inclusion on a national or state sex offender registry, immediate notification and referral of the housing application shall be made to the appropriate Installation Staff Judge Advocate (SJA) and Installation Commander for due process.

(d) Individuals identified or included on any sex offender registry are prohibited from any form of housing referral and assignment to any Government, leased, or Public Private Venture (PPV) Housing except where this prohibition is not allowed by law or it is otherwise waived by competent authority.

(e) Housing application screening and disclosure information may not be used to threaten, intimidate, or harass applicants or family members.

(2) Current Housing Residents. To the extent allowed under applicable law and not already accomplished, all current residents, to include those civilians unaffiliated with the DoD and those not otherwise required to establish eligibility for such housing through a respective MHO, shall be screened in accordance with above established procedures. In compliance with applicable laws, HQMC modified PPV business agreements to

include a similar registered sex offender prohibition for the rental of housing to civilians, those unaffiliated with the DoD and not otherwise required to establish eligibility for such housing through respective MHOs.

(3) Waiver Request. If an applying service member or family member is identified on a sex offender registry pursuant to the required screening, the application will be immediately referred to the respective chain of command, and the Installation Commander's SJA. After due consideration of the facts and information provided, the Installation Commander will determine if a waiver request to the Deputy Commandant for Installation and Logistics, in accordance with the Secretary of the Navy memorandum dated 11 June 2008, "Delegation of Authority to Issue Debarment Letters," (Reference (m)) is warranted.

24. Guidance for Privately Owned Firearms. Ensure all privately-owned firearms stored aboard Marine Corps installations are registered and on file with the Provost Marshal's Office/Marine Corps Police Department. Personnel residing in base housing are prohibited from storing any weapon or ammunition not owned by a person lawfully residing with them. Civilians residing in base housing will be required to sign a contract that addresses the requirements of privately owned firearms registration aboard installations and regulations. In all cases storage of privately owned firearms, including the storage of personally owned weapons in unit or installation armories if authorized by cognizant authority, will be in accordance with MCO 5530.14A (Reference (n)) and appropriate additional guidance (MARADMIN, Base Order, etc.).

## Chapter 3

### Domestic Animal Control

1. Purpose. To provide Marine Corps policy on the control of domestic animals aboard Marine Corps installations.

2. Applicability.

a. Animals. This policy applies only to privately owned animals, specifically those pet cats and dogs owned by service members and/or their family members and is not intended to address control of Department of Defense (DoD)-owned animals, e.g. Military Working Dogs, Government-owned (non-Department of Defense) animals, or Non-Appropriated Fund-owned animals (NAF-owned animals) such as horses, aboard Marine Corps installations. Control of all other types of household pets (hamsters, guinea pigs, aquarium fish, etc.) should be addressed via local policy as required. Non-domesticated ("wild") animals and farm animals are prohibited in family housing and as such are not addressed in this policy. This policy does not address feral animals, which are covered under installation pest management plans. This policy is applicable to accredited service animals and companion/comfort/therapy (hereafter referred to as "companion animals") animals.

b. Family Housing. This policy pertains to all Government-owned family housing and Public Private Venture (PPV) privatized housing areas located or accessed via the Marine Corps installation. In the case of off-base privatized housing serving Marine Corps families, where the Department of Navy (DON) is a partner, this policy is applicable to the greatest extent possible and will be fully implemented in the next PPV business agreement revision. For those Marine Corps installations where another Service exercises executive agency responsibility for housing (specifically, MCB Camp Butler, Japan, and MCAS Miramar, California), this policy will apply to the greatest extent possible. Local Installation Commanders will work collaboratively with other services exercising executive agency responsibility to ensure compliance by Marines and their families.

c. Bachelor Housing. Unaccompanied residents are prohibited from keeping pets in bachelor housing, but may be authorized, through the waiver process identified below, to keep an accredited service animal.

3. Background Information. Pet ownership for those service members and their families residing in Government-owned or PPV family housing provides a real and tangible benefit and contributes to quality of life for resident families. However, the rise in ownership of large dog breeds with a predisposition toward aggressive or dangerous behavior and the increased risk of tragic incidents involving these dogs necessitates a uniform policy to provide for the health, safety, and tranquility of all residents of family housing areas.

4. Prohibited Dog Breeds. Pit Bulls, Rottweilers, canid/wolf hybrids, and any other canine breed with dominant traits of aggression, present an unreasonable risk to the health and safety of personnel on Marine Corps installations. Consequently, full or mixed breeds of Pit Bulls, Rottweilers, and canid/wolf hybrids are prohibited aboard Marine Corps installations.

a. Requests for Waiver for Accredited Service Animals: Installation Commanders desiring relief from this policy must submit a formal exception to policy request via the chain of command to Headquarters, Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration.

b. Requests for Waiver for Companion Animals: Installation Commanders desiring relief from this policy must submit a formal exception to policy request via the chain of command to Headquarters, Marine Corps, Assistant Deputy Commandant, Installations and Logistics, Facilities for consideration. At a minimum, companion animals to be waived under this policy must pass a nationally recognized temperament test, administered and interpreted by individual(s) who have been certified in the technique and evaluation of such test results, at the service member's expense. Such tests include Canine Good Citizen (AKC) and the Delta Test (Delta Society). Questionable animals may be referred to a board certified veterinary behaviorist.

c. When a domestic animal is deemed dangerous or vicious, it will be prohibited from Marine Corps installations. Installation Commanders will establish local policies that address investigation of complaints against dangerous or vicious animals and determination of whether an animal fits the stated criteria above and direct expeditious disposition of such animals. Failure to comply with the procedures and guidelines contained in this policy may result in disciplinary action taken against the sponsor through the appropriate chain of command, involuntary removal and confinement of the animal

by proper authority, or serve as grounds for administrative action up to and including eviction from family housing.

d. Visitors, sponsors, and their family members will not bring prohibited canine breeds as defined in paragraph 4 of this chapter aboard any Marine Corps installation at any time. In every case, sponsors are fully responsible for their visitors' pet dogs while aboard Marine Corps installations. However, no provision of this Order is intended to limit authorized patrons' access to services provided by on-base U.S. Army Veterinary Treatment Facilities. Entry of authorized patrons with pets that are otherwise prohibited access aboard Marine Corps installations under this Order will be for the sole purpose to obtain care, involving travel immediately to and from the veterinary treatment facility only, with no other stops aboard the installation authorized.

5. Registration, Vaccination, Identification and Control of Domestic Animals. All dogs and cats, whether a pet, service animal or companion animal, must be registered with the local Veterinary Treatment Facility (VTF) or other agency aboard the base as designated by the Installation Commander and proof of registration submitted to the local Family Housing Office prior to entry to family housing units. The Family Housing Office will ensure the animal's information is recorded in the installation's files and provided to the PPV partner, if the member is referred for privatized housing. Proof of registration will consist of civilian or military veterinarian certification of required vaccinations and a functioning microchip identification device. Vaccination and identification services may be offered by VTFs, per SECNAVINST 6401.1B (Reference (o)).

a. Vaccination and microchip implantation services will be procured at the individual owner's expense for all cats and dogs, regardless of breed at the local VTF or via commercial veterinary medical service providers, but certification must be made by the installation VTF or other agency aboard the base as designated by the Installation Commander. Microchips will be International Standards Organization (ISO) compatible to help facilitate overseas travel.

b. Dogs and cats, whether a pet, service animal or companion animal, will be vaccinated at the individual owner's expense against rabies every one to three years depending upon age, vaccination history, local laws and installation regulations. All owners must furnish proof of current rabies vaccination to the VTF at the time of registration. In the case of animals that

are less than four months of age, this information will be furnished before the animal reaches the age of five months.

c. There is no requirement that dogs or cats, whether a pet, service animal or companion animal, be spayed or neutered, but owners are strongly encouraged to pursue this procedure for their animal. Owners of animals that have reproductive organs intact must maintain awareness of the risks of unwanted animal pregnancy. Animals that are "in heat" can induce unwanted behavior in other animals such as increased aggression and produce unwanted puppies and kittens that are often abandoned or subjected to inhumane treatment. Choosing to spay or neuter an animal is a responsible and prudent measure that ultimately benefits all residents.

d. All dogs and cats, whether a pet, service animal or companion animal, must wear a collar at all times with a valid current rabies vaccination tag or animal registration tag, which should be in compliance with applicable state and local law, attached to the collar. Upon assignment to family housing, owners will ensure an additional tag with the current address of the owner is attached within 30 days of occupancy in family housing.

e. Owners are responsible at all times for controlling the behavior of their animals. No animal will be allowed to roam free at any time.

6. Breeding of Animals. Breeding of animals, whether intentional or accidental, is expressly prohibited aboard Marine Corps installations.

7. Number of animals Allowed. Residents of family housing will be limited to no more than two animals.



Chapter 4

Resident Relations and Responsibilities

1. Resident Relations

a. Purpose. Resident-related programs are designed to promote an amicable atmosphere among residents and a close relationship between the residents and the housing organization.

b. Types of Resident Related Programs

(1) Resident Orientation Plan. Installation/Public Private Venture (PPV) Entity will develop and implement a resident orientation plan.

(2) Community Associations. Community associations provide channels of communication among residents.

(3) Use of Government Facilities by Organized Groups. When permission is granted to a resident group to use facilities, there must be a definitive written understanding of the nature of the activities permitted.

(4) Mediation of Resident Complaints. The housing organization has the responsibility for mediating resident complaints regarding family housing.

(5) Energy Conservation. The family housing energy conservation program is designed to reduce the consumption of energy in housing through the combined efforts of the residents, housing office, and the Marine Corps.

(6) Civil Defense. Civil defense encompasses the emergency measures to be taken for the protection of life and property in case of a natural disaster or attack by an enemy.

(7) Publications. Publications are an excellent vehicle for transmitting information to residents of housing.

2. Resident Responsibilities. Residents shall be provided adequate instructions for the proper care and maintenance of property and equipment placed in that person's custody during tenancy.

a. Vacate Notice. Residents must notify the housing office of intent to vacate family housing 30 days prior or upon receipt of permanent change of station orders.

b. Cleaning. Residents of housing are expected to care for their unit and to keep it clean.

c. Minor Maintenance

(1) Resident Work (Government-Owned Housing). Residents will be responsible for minor maintenance, including but not limited to:

(a) Furnishing and replacing electric light bulbs.

(b) Practicing good sanitary housekeeping measures to control pests.

(c) Replacing disposable-type furnace or air-conditioning filters

(d) Cutting, trimming, and watering the lawn normally not more than 50' from the house.

(e) Removing snow and controlling ice formation on porches, walkways, and driveways.

(2) Resident Work (Privatized Housing). Residents of privatized housing are responsible for minor maintenance as described in the resident handbook (grass within fenced yard, minor pest control, and snow removal as applicable).

d. Energy Conservation. The Installation Commander and PPV Partner will develop an energy conservation program in coordination with Marine Corps Installations Command, Facilities, (MCICOM (GF)) in order to achieve a reduction in energy and utilities through the Resident Energy Conservation Program (RECP) on Marine Corps installations.

(1) Consumption. During the check-in inspection, residents shall be shown how to operate equipment and be advised to conserve utilities.

(2) Literature. The use of electronic newsletters, e-mail, the installation newspaper, etc. are appropriate to

provide up-to-date suggestions for reducing energy consumption.

(3) Monitoring Consumption. Housing personnel shall monitor utilities consumption and notify the resident of any excess usage.

e. Thermostat Settings. At change of occupancy, hot water tank temperatures will be checked and reset; if necessary.

f. Pest Control

(1) Residents are responsible to perform routine pest control measures during occupancy consistent with good housekeeping and sanitation.

(2) The Installation/PPV partner is responsible for pest control measures to control infestation.

Chapter 5

Family Housing Referral Program and Domestic Leasing Program

1. Housing Referral Program. Marine Corps policy is to provide a housing referral service to assist military and civilian personnel of all services and their family members in locating suitable off-base housing when Government-owned or controlled housing is not available. The Housing Referral Program will adhere to the policy of equal opportunity and fair housing. It is not intended to intrude on the normal business relations between real estate brokers, rental agents, sales agents, and their customers.
2. Program Requirements. The Housing Referral Program and functions are listed within the family housing referral desk guide.
3. Joint and Coordinated Housing Referral Offices. Where two or more military installations depend on the same community housing support, a single (joint) referral office should be operated to avoid duplication and overlapping of referral services in the area. The office should be structured to create a minimum of personal inconvenience and maximum effectiveness.
4. Coordinated Referral Offices. The following Installation Commanders or Housing Offices shall be central coordinators for other listed military installations as follows:
  - a. Commanding Officer, Marine Corps Air Station (MCAS), Beaufort, South Carolina for: Marine Corps Recruit Depot (MCRD), Parris Island, South Carolina.
  - b. Commanding Officer, MCAS, Yuma, Arizona for: United States Army, Yuma Proving Ground.
  - c. Commanding Officer, United States (U.S.) Army Garrison Hawaii for Marine Corps Base (MCB) Hawaii and Joint Base Pearl Harbor-Hickam.
  - d. The Housing Manager, Marine Corps Housing Facility, Richards-Gebaur, Missouri, shall operate a housing referral service for all Department of Defense (DoD) personnel in the Kansas City area. This function shall come under the general cognizance of the Assistant Chief of Staff for

Facilities, Commander, Marine Forces Reserve, New Orleans, Louisiana.

e. The Housing Referral Office at the Commander, Navy Region Southwest, San Diego, will serve as central coordinator and will provide housing referral services for the Marine Corps Recruit Depot/Western Recruiting Region and MCAS Miramar, San Diego, California.

f. The Family Housing Office, MCLB Barstow, California, will be responsible for providing referral service by receiving consolidated referral information from the central coordinator and by counseling and referring its own applicants. The Army, Fort Irwin, will act as central coordinator in Barstow.

5. Housing Referral Services. Services provided will be outlined in the appropriate desk guide.

6. Commander's Responsibility. Installation Commanders of Marine Corps activities with Marine Corps managed family housing, except those noted in paragraph 3 above that fall under the housing referral cognizance of another housing referral office, shall establish and operate housing referral as prescribed in this chapter.

7. Referral Listings. The family housing division for each base maintains listings of available housing for relocating military members, their families, and DoD civilians. Family housing division links are located within respective base websites.

8. Assurance of Availability to all Military Personnel. Personnel wishing to list rental and sales units will be informed of the equal opportunity housing policy. Only rental and sales units which are available to all DoD military and civilian personnel regardless of race, color, religion, national origin, or sex will be listed in the housing office.

9. Housing Referral, Counseling, and Assistance

a. Personnel reporting to the Housing Referral Office will be informed of any restrictive sanctions the command has imposed and provided a list of restricted facilities.

b. If an individual does not desire assistance, they should sign a statement to that effect.

10. Housing Referral Responsibilities. Responsibilities are listed in the applicable Desk Guide.

11. Hours of Operation. Hours of operation for the Housing Referral Office should be established to meet the needs of military families who desire assistance in obtaining suitable off-base housing.

12. Standards of Conduct. All military and civilian personnel assigned to, attached to, or employed in the Housing Referral Office are cautioned to have no business association or financial interests that might give rise to any suspicion of partiality.

13. Rental Partnership Program. The Rental Partnership Program (RPP) provides qualified military members the opportunity to occupy civilian community rental property without payment of a security deposit in exchange for rent payment by allotment at installations where the program has been established.

14. Domestic Leasing Program

a. The Marine Corps is authorized to lease housing facilities for assignment as family housing to eligible military personnel, if there is a substantiated shortage of adequate housing at or near the installation and one of the following conditions applies:

(1) The requirement is temporary.

(2) Leasing would be more cost-effective than construction or acquisition of new housing.

(3) Family housing is required for personnel attending service school academic courses on permanent change of station orders.

(4) Construction of family housing at such installation has been authorized by law but not yet completed.

(5) A military construction authorization bill pending

in Congress includes a request for authorization of construction of family housing at the installation.

b. Approval authority for domestic leased family housing is vested in the Commandant of the Marine Corps. However, the Commander, Naval Facilities Engineering Command, executes and will provide technical expertise to the Marine Corps with appropriate reimbursement for manpower, administrative, and overhead costs.

## Chapter 6

### Family Housing Budgeting and Financial Management

1. Family Housing Budget. The annual family housing operations and maintenance budget must reflect accurate requirements, properly planned distribution of resources and fully documented justification. Budgets will be prepared and submitted in accordance with guidance provided by Marine Corps Installations Command, Resources (MCICOM (G-8)).

a. Responsibilities. The Installation Commander is responsible for the preparation of the family housing operation and maintenance budget and its execution.

b. Budget Execution. The translation of planning, programming, and budgeting into an executed program demands the daily attention of the housing management organization.

(1) Allocation of Funds. Fund allocations are based upon the installation's historical obligation status, funding requirements submitted in the budget, and the congressionally approved Marine Corps Family Housing Appropriation.

(2) Funding Adjustments. Adjustments can be requested in the form of a message, NAVGRAM, or letter for requirements due to emergency, disaster, or reevaluation of requirements. Adjustments must be submitted with justification to Assistant Deputy Commandant, Installations and Logistics (Facilities).

(3) Mid-Year Review. Ensure efficient use of available resources, adjusted for unbudgeted rates, price changes, and to accommodate unplanned circumstances. An annual mid-year review of family housing budget execution is due each year by February.

(4) End of Fiscal Year Execution Management. Family Housing, Operations and Maintenance, Navy and Marine Corps (FH, N&MC) funds are provided under an annual appropriation and are available for obligation for a period of one year. Funds not obligated by 30 September lapse into an expired/closed appropriation.

2. Financial Management. Financial management of family housing is a cyclical process integral to the overall management of the Family Housing Program.



- a. Planning. Planning is the initial step in the financial management process.
- b. Programming. Phase identifying desired goals and objectives for family housing operations and maintenance (O&M).
- c. Budgeting. Develop budget estimates in consonance with the annual budget years.
- d. Obligations. The Housing Manager is responsible to the Installation Commander for authorizing all obligations of the FH, N&MC operation and maintenance funds. The appropriate family housing account funds will be expended exclusively for family housing program requirements.
- e. Financial Reporting. Commands shall meet the General and Flag Officer reporting requirements of paragraph 7.a of chapter 8. MCICOM GF shall meet the General and Flag Officer reporting requirements of paragraph 6.g of chapter 8.
- f. Execution Review. The family housing financial management cycle culminates in review analysis of actual program execution.

## Chapter 7

### Family Housing Facilities Sustainment, Restoration, Modernization, Construction and Privatization Programs

#### 1. Introduction

a. Sustainment, Restoration, Modernization, Construction and Privatization Objective. The objective of the family housing sustainment, restoration, modernization, construction, and privatization program is to ensure that all service members with family members are acceptably housed. When this objective is not being met it is incumbent upon Installation Commanders to determine the requirement and recommend projects to correct demonstrated deficits and deficiencies.

#### b. Definition of Sustainment, Restoration, and Modernization

(1) Facilities Sustainment - Maintenance and repair activities necessary to keep an inventory of facilities in good working order.

(2) Restoration means the restoration of real property to such a condition that it may be used for its designated purpose.

(3) Modernization means the alteration or replacement of facilities solely to implement new or higher standards per DoD FMR Volume 2B, Chapter 8 (Reference (p)).

c. Project Categories. Projects are segregated into the following categories: maintenance/repair, limited minor construction (incidental improvement), improvement, replacement construction, new construction, demolition, and privatization initiatives.

2. Policy. Family housing facilities shall be designed, constructed, sustained, restored and modernized, using innovative design and acquisition procedures, including increased use of private-sector standards.

#### a. Sustainment, Restoration and Modernization

(1) Provision of quality family housing and support facilities necessary to sustain military morale and the protection of the Government investments in family housing shall

be ensured through the timely identification, planning, scheduling, and execution of maintenance, repairs, improvements, construction and privatization.

(2) Maintenance will be projected with an acceptable degree of accuracy, using engineering life expectancy standards and installation experience factors.

(3) For Government-controlled family housing, repair work will be scheduled in the recurrent maintenance program when the need for it is identified.

(4) Government-controlled family housing will be upgraded periodically through improvement projects to provide amenities common to modern private sector housing. Improvements may include modification of existing housing to provide accessibility features for persons with disabilities.

(5) A systematic approach of whole-house and neighborhood revitalization shall be employed to address the improvement, repair, and major maintenance requirements of Government-controlled family housing.

(6) In compliance with Executive Order 13123 (Reference (q)), all Marine Corps Family Housing projects shall incorporate sustainable development principles.

b. Acquisition of Family Housing Facilities

(1) The acquisition of military housing facilities, including construction and renovation, shall be accomplished in accordance with DoD Directive 4270.5, "Military Construction" (Reference (r)).

(2) The Marine Corps may acquire an existing facility (including the real property on which the facility is located) at or near the military installation instead of carrying out an authorized construction project as provided for by 10 U.S.C. 2813 (Reference (s)).

3. Adequacy of Marine Corps Family Housing Facilities

a. General. Any housing unit requiring whole-house repair, improvement, or replacement, as identified by Military Service condition assessments, does not meet the minimum standards of adequacy.

b. Minimum Configuration and Privacy Standards. DoD family housing should at least meet the same standards that community rental housing is required to meet to be suitable for rental by a Service member.

c. Minimum Adequate Gross Area. Based on the number of bedrooms, the minimum adequate gross areas for family housing units are shown in the "Unified Facilities Criteria" (Reference (w)).

d. Minimum Condition Standards. For Marine Corps family housing to be considered in adequate condition, the construction costs for all needed repairs and improvements cannot exceed 20 percent of the replacement cost.

4. Antiterrorism Standards. All Government-owned, leased, or privatized family housing facilities shall comply with Uniformed Facilities Criteria (UFC) 4-010-01 (Reference (t)) minimum requirements.

5. Asbestos. All Government-owned, leased, or privatized family housing shall be managed and maintained in accordance with Environmental Protection Agency (EPA) regulations "Purple Book" (Reference (u)).

6. Carbon Monoxide Alarms. A minimum of one carbon monoxide alarm is required in all Government-owned, leased, or privatized housing with combustible equipment, appliances, or fireplaces. In new or renovated Government-owned, leased, or privatized family housing provide a carbon monoxide alarm on each habitable floor of units with combustion equipment, appliances, or fireplace in accordance with UL 2034, National Fire Protection Association (NFPA) 720, and NFPA 101 (Reference (v)) as required by UFC 4-711-01 (Reference (w)).

7. Damaged or Destroyed Facilities. Approval for repairs, restoration, or replacement of damaged Government-owned family housing facilities exceeding Installation Commander's project authority shall be requested through the Marine Corps Installations Command, Facilities (MCICOM (GF)).

8. Demolition of Government-Owned Family Housing. The DoD authorizes the demolition of any family housing unit on a case-by-case basis. Accordingly, when the demolition of a Government-owned unit is desired, a Department of Defense Form 1391 (DD Form 1391) FY Military Construction Project Data Sheet will be

prepared, fully justifying the proposed demolition.

9. Design of Government-Owned Family Housing Facilities. Design of Government-owned family housing shall be in compliance with UFC 1-200-01 (Reference (x)), Design General Building Requirements. Design shall also be in compliance with the UFC 4-700 Series, Housing and Community Facilities, MCOs and Marine Corps policy letters, as applicable. Waivers to UFC, MCO, or Marine Corps policy letters for Government-owned or leased family housing facilities shall be requested through the MCICOM (GF).

10. Design of Privatized Family Housing Facilities. Design of privatized family housing facilities shall be in accordance with all applicable federal, state, and local laws and codes. This includes applicable guidance in UFCs, MCO or Marine Corps policy letters as incorporated into the business agreements. Waivers to UFC, MCO, or Marine Corps policy letters for privatized family housing facilities shall be requested through the MCICOM (GF).

11. Disability Accessibility. At least eight percent of the total Government-owned, leased, or privatized family housing inventory of an installation shall be accessible for use by persons with disabilities (no less than one house per installation).

12. Energy Efficient and Sustainable Design Construction Requirements. All Government-owned and privatized family housing design and construction shall comply with the energy efficiency and sustainable design and construction requirements provided in the desk guide.

13. Fire Protection. Fire protection for Government-owned, leased, and privatized family housing shall comply with Reference (v), UFC 3-600-01 (Reference (y)), and MCO 11000.11 (Reference (z)). For single and duplex family housing, the sprinkler requirements of the 2006 International Residential Code (IRC) for One- and Two-Family dwellings (Reference (aa)), 2006 International Building Code (IBC) (Reference (ab)) and Life Safety Code 2006 (NFP 101) (Reference (ac)) shall be met.

14. Historic Quarters. Maintenance, improvement, or rehabilitation of quarters that are listed on or considered eligible for listing on the National Register of Historic Places shall comply with DoD Instruction 4715.16 (Reference (ad)) and the National Historic Preservation Act (NHPA) (Reference (ae)), as amended.

15. Inadequate Government-Owned Family Housing. Inadequate family housing is defined as any unit requiring whole-house repair, improvement, or replacement as identified by the Service's condition assessments, where the construction cost for all needed repairs and improvements exceed 20% of the replacement cost.

16. Landscape Design. For Government-owned, leased, and privatized family housing use regionally native plants to the extent possible, minimize adverse effects on the natural habitat, reduce use of fertilizers and pesticides, and implement water-efficient practices, in accordance with Presidential Memorandum, dated 26 April 1994 (Reference (af)).

17. Lead-Based Paint. All Government-owned, leased, and privatized housing constructed prior to 1978 shall be managed and maintained in accordance with the United States Department of Housing and Urban Development guidelines: "Guidelines for the Evaluation and Control of Lead-Based paint Hazards in Housing" (HUD USER (800) 245-2691), EPA/HUD Real Estate Notification and Disclosure Rule of 6 March 1996, 4 CFR part 35 (Reference (ag)) and 40 CFR part 745 (Reference (ah)), and other applicable federal regulations. Disposal or conveyance of existing Marine Corps housing units is subject to requirements of United States Code.

18. Limited Minor Construction Government-Owned. Minor Construction (i.e., installation of dryer vent, sidewalks, electrical outlets, etc.) in housing will be accomplished with operation and maintenance funds when such alterations and additions, expansions, and extensions are approved by MCICOM (GF).

19. Privatization. Reference (c), as codified in 10 USC 2871 et seq. (Reference (j)) are provisions collectively known as the Military Housing Privatization Initiative. This law provides the Services with alternative authorities for construction and improvement of military housing (family and unaccompanied).

20. Programming of Renovation or Revitalization, New and Replacement Construction and Privatization. Per Secretary of the Navy decision on Assistant Secretary of the Navy for Installations and Environment policy letter dated 25 February 2002 (Reference (ai)), the construction, replacement, or improvement of family housing will be accomplished through the use of military housing privatization authorities when privatization complies with

statutory requirements and is shown by life cycle cost analysis to be the most efficient, cost effective alternative. Traditional military construction will be employed only where privatization is not feasible.

21. Radon Mitigation. For Government-owned, leased, or privatized family housing, provide passive sub-slab depressurization systems for all projects located in EPA "Priority Area No. 1" (Predicted average radon levels above 4pCi/l). Inspect for and mitigate identified radon hazards in compliance with MCO 5090.2A (Reference (aj)).

22. Replacement Housing. Replacing existing Government-owned housing in lieu of whole-house and neighborhood revitalization is the preferred alternative when supported by both: 1) a favorable economic analysis or comparison of initial costs and 2) a justification for family housing.

23. Requirements Determination. Projects either proposed in a budget request or which have been approved and are pending execution shall be supported by a housing market analysis performed within the previous twelve months.

24. Site Planning. Planners and designers shall ensure that special attention areas such as wetlands, coastal/shoreline zones, and natural habitats are considered when making neighborhood improvements or executing new construction projects in accordance with the National Environmental Policy Act (NEPA) (Reference (ak)).

25. Size Standards and Amenities. Marine Corps family housing shall be constructed and renovated in accordance with Reference (x).

26. Storm Water Requirements. Marine Corps family housing shall be constructed and renovated in accordance with Energy Independence and Security Act (EISA) Section 438 (Title 42, US Code, Section 17094) (Reference (al)) which established new storm water requirements for Federal development and redevelopment projects.

27. Waivers and Exemptions

a. Authority to waive or exempt from the requirements set forth in this document is retained with the Assistant Deputy Commandant for Installations and Logistics (Facilities).

b. For privatized housing, waiver and exception requests will be reviewed and endorsed by Naval Facilities Special Ventures Acquisition.

28. Government-Owned Family Housing Project Approval Authorities. The following approval limitations apply. Installations will not use incrementation of any form as a means to avoid exceeding established limitations. Additionally, projects will not be accomplished which will exceed family housing square footage limitations (see Figure 7-1)

| Category  | Project Type | Cost Limitations | Approval Authority                   | Submitted by            |
|---|--------------|------------------|--------------------------------------|-------------------------|
| 1.Limited Minor Construction (Incidental Improvement) <u>1/2/</u> |              |                  |                                      |                         |
| a. Cost per unit <u>13/</u>                                       | R-2 (I)      | \$3,000          | Commandant of the Marine Corps (CMC) | Installati on Commander |
| b. Cost per project <u>10/</u>                                    | R2           | Up to \$500,000  | CMC <u>10/</u>                       | Installati on Commander |
| Category  | Project Type | Cost Limitations | Approval Authority                   | Submitted by            |

Figure 7-1.--Project Approval Authority.



|                                    |    |   |          |                         |
|------------------------------------|----|---|----------|-------------------------|
| 2.Improvement <u>1/3/</u>          |    |   |          |                         |
| a.Cost per unit                    | R2 | Up to \$50,000 multiplied by Area Cost Factor (ACF) or IAW 10 U.S.C. 2855 (Reference (an)) as amended | CMC      | Installati on Commander |
|                                    |    | Over \$50,000 multiplied by ACF or IAW U.S.C. 2825 (Reference (an)) as amended                        | Congress | CMC                     |
| b.Cost per project                 |    | Under \$500,000   | CMC      | Installati on           |
|                                    |    | \$500,000 to \$1,000,000  | Congress | CMC                     |
|                                    |    | \$1,000,000 and above   | Congress | CMC                     |
| 3.Replacement <u>3/11/12</u>       |    |   |          |                         |
| a.Cost per unit                    | R2 | If Economic Analysis shows improvement exceeds 70% of replacing units                                 | Congress | CMC                     |
| 4.Handicap Improvement <u>1/6/</u> |    |   |          |                         |
| a.Cost per unit                    | R2 | Up to \$60,000 multiplied by ACF or IAW Reference (an) as amended                                     | CMC      | Installati on Commander |
|                                    | R2 | Over \$60,000 multiplied by ACF or IAW Reference (an) as amended                                      | Congress | CMC                     |

Figure 7-1.--Project Approval Authority--Continued

| 5. Major/Minor Repair & Maintenance                 |              |   |  |                        |
|---|--------------|---|--|------------------------|
| a. Cost per unit, per year (non-GOQ) <sup>13/</sup> | M1           | Up to \$12,000 <sup>4/</sup>  | Installation Commander   | Installation Commander |
|   | M2           | \$12,001 to \$20,000 or as set by Congressional Committees language <sup>5/</sup> | CMC  | Installation Commander |
|   | M2           | Over \$20,000 or as set by Congressional Committees <sup>5/</sup>                 | Congressional Committees                                       | Installation Commander |
| b. Cost per project                                 | M1           | Up to \$300,000 <sup>4/</sup>   | Installation Commander   | Installation           |
|   | M1           |   |  |                        |
|   | M2           | \$300,000 to \$3,000,000 <sup>5/</sup>  | CMC  | Installation Commander |
|   | M2           | Projects over \$3,000,000 <sup>9/</sup>   | ASN ( <del>EI&amp;E</del> I&F)                                 | CMC                    |
| 6. Restoration Project <sup>7/</sup>                |              |   |  |                        |
| a. Cost per unit                                    | M2           | \$15,000 to \$20,000  | CMC  | Installation           |
|   | M2           | Over \$20,000   | ASN ( <del>EI&amp;E</del> I&F) with Congressional Notification | CMC                    |
| Category  | Project Type | Cost Limitations  | Approval Authority   | Submitted by           |

Figure 7-1.--Project Approval Authority--Continued

| 7. Overseas Unit Improvements <sup>8/</sup> |    |                |                         |              |
|---|----|----------------|-------------------------|--------------|
| a. Cost per unit in any 3-year period       | R2 | Up to \$35,000 | CMC                     | Installation |
|   | R2 | Over \$35,000  | Congressional Committee | CMC          |

<sup>1/</sup> For project approval authority, improvement includes maintenance or repair work to be accomplished concurrently

with an improvement project and any cost in connection with the furnishing of electricity, gas, water and sewage disposal; the construction or repair of roads and walks; and grading and drainage work. Projects requiring congressional notification also require an economic analysis demonstrating the cost effectiveness of the improvement vice new construction over the useful life of each kind of unit considering the cost of construction and of operation and maintenance of both.

2/ Limited Minor Construction (Incidental improvement) projects are funded with Family Housing Operations and Maintenance (FH,O&M) funds.

3/ Normally improvement, construction, and replacement projects receive "line item" identification in the family housing budget.

4/ Funding for minor repair projects (projects less than \$300,000 is requested by the installation in their family housing budget submissions.

5/ Projects require the CMC approval and are normally identified on the Family Housing Major Repair, Improvement, and Construction Long Range Plan. Projects exceeding \$300,000 and 50% of Current Plant Value (CPV) require validation by the MCICOM (GF) and inclusion of an economic analysis to justify repair versus complete replacement of the existing deteriorated facility.

6/ Improvements necessary to make the unit suitable for habitation by a handicapped person.

7/ Restoration projects are for the repair or replacement of facilities that have been damaged or destroyed by forces such as fire or acts of nature.

8/ If improvements are programmed to specific units overseas which exceeds \$35,000 over a period of three years, total funding should be requested in one year. The justification for each unit should identify all improvements and major maintenance planned in the following three years.

9/ The MCICOM (GF) may approve facilities repair projects exceeding \$3 million but not exceeding 50 percent of the facilities CPV after technical validation by the MCICOM (GF). Projects exceeding 50% of the CPV require technical validation

by the MCICOM (GF), inclusion of an economic analysis justifying repair versus complete replacement of the existing facility before being submitted by the MCICOM (GF) to ASN (EI&E) for approval.

10/ May not be used to carry out construction of new housing units, housing offices, community centers or warehouses.

11/ May construct replacement housing units in lieu of improving existing housing units if: a) the improvement of the existing housing units has been authorized by law, b) the CMC determines the improvement project is no longer cost-effective after a review of post-design or bid cost estimates, c) replacement housing is for the same pay grade or grades as those members who occupy existing housing or has justification of different pay grades or grades based upon long term requirements for location concerned.

12/ Does not apply to projects authorized for restoration or replacements of housing that have been damaged or destroyed.

13/ Limited minor construction is counted against the maintenance and repair limitations. See Chapter 8 for maintenance and repair cost limitations for General Officer Quarters (GOQ).

## Chapter 8

### General and Flag Officer Quarters

1. Purpose. General and Flag Officer Quarters (GFOQ) are, historically, the oldest and largest family housing units in the Department of Navy inventory and incur the highest life-cycle costs. Although the majority of these homes have been privatized, they remain the most highly scrutinized units at all levels of review.

2. Definitions. For the purpose of this Order, the following definitions apply:

a. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority. This includes special allowance household goods authorized for designated special command positions such as china, glassware, silver, table linen, cutlery, and kitchen utensils. In overseas areas, this includes equipment normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures.

b. General and Flag Officer Quarters. Family housing units, owned or leased by the Department of the Defense (DoD), that are designated for occupancy by general or flag officers (pay grades Brigadier General (O-7) and above) or civilian equivalents. For purposes of this instruction, the term "General and Flag Officer Quarters" also includes all grounds, walks, driveways, other paved areas, and structures on the grounds intended for the primary or exclusive use of the resident.

c. Improvements. Alterations, additions, expansions, and extensions of family housing, other real property, and supporting facilities. Improvements include maintenance and repair work, other than normal day-to-day maintenance or repair, to be accomplished concurrently with improvements.

d. Installation Command Quarters. Family housing units owned or leased by the DoD that are designated for occupancy by the Installation Commander (pay grade Colonel (O-6)). For purposes of this instruction, the term "Installation Command Quarters" also includes all grounds, walks, driveways, other paved areas, and structures on the grounds intended for the

primary or exclusive use of the resident.

e. Out of Cycle Submission for Government-Owned Housing. The submission of GFOQ budgets to Congress at any time other than as a part of the annual budget justification material. This also includes the re-notification of Congress, as required, of increases in cost of congressionally approved budgets.

f. Special Command Position. A position designated by the Director of Administration and Management (D&AM) in accordance with DoD Directive 5105.53 (Reference (ao)) in which the incumbent is required to represent the interest of the United States in an official capacity involving foreign and/or United States dignitaries of high governmental and military grade and/or outstanding members of the business, industrial, labor, scientific, and academic communities.

### 3. Policy

a. Costs. All costs directly associated with general and flag officer quarters, including associated family housing structures/assigned areas, will be paid by Marine Corps family housing funds, except where privatized. This limitation on funding source shall not apply to:

(1) Specialized communication equipment and its associated installation costs. These costs will be charged to another appropriation.

(2) Marine Corps Enterprise Network (MCEN) service (connectivity, hardware, and software) where such service is required in the performance of their duties independent of the place of residence.

b. Funding. Irrespective of the use of any specific areas within the quarters, the entire facility will be considered family housing. General and flag officer quarters shall not be split for the purpose of funding part of the building with regular operation and maintenance funds provided in respective Department of Defense Appropriations Acts.

c. Budget Submissions - Government-Owned. Annual budget submissions to Congress will include general and flag officer quarters where operations, maintenance, and repair costs are anticipated to exceed \$35,000.

d. Congressional Notification - Government Owned. No more than \$35,000 may be spent annually for the maintenance and repair of any general and flag officer quarters without 30 days advance prior notification of the appropriate Congressional committees.

e. Cost Limitation - Government-Owned. Pursuant to Title 10, United States Code, Section 480 (Reference (ap)), a maintenance and repair project for a family housing unit used, or intended for use, as general and flag officer quarters shall not be carried out if the project will or may result in the total operations, maintenance, and repair costs for the unit for the fiscal year to exceed \$35,000 until 21 days following the notification by hand or mail to the appropriate Congressional committees or until 14 days following electronic notification to the committees. This limitation and associated reporting requirements apply to the residence, assigned grounds, and other real property (e.g., garages, sheds, etc.) which are intended for the primary or exclusive use of the residents of the assigned general and flag officers' quarters. The Marine Corps Installations Command for Facilities (MCICOM (GF)) allows up to \$30,000 for operations, maintenance, and repair per GFOQ per fiscal year. All expenditures between \$30,000 and \$35,000 must be approved by the MCICOM (GF). Minor Construction (incidental improvements) up to \$3,000 may be funded using Family Housing Operations and Maintenance (FH, O&M) funds; these expenditures also count against the operations, maintenance, and repair (excluding utilities and historic preservation) and maintenance and repair (including historic preservation) approval limits. The minor construction limit includes concurrent major maintenance and repair work. Improvement projects over \$3,000 per unit are funded from the family housing construction improvement account.

f. Out-of-Cycle Notification. Out-of-cycle notifications shall be limited to those instances involving emergency or safety-related requirements that will cause the total operations, maintenance, and repair costs to exceed \$35,000 or when maintenance and repair costs will exceed the amount previously identified to Congress.

g. Budget Requirements. To ensure appropriate visibility of planned expenditures on general and flag officer quarters, the GFOQ exhibit in the annual budget submission to Congress will include those quarters for which an improvement project is planned, irrespective of the amount of planned maintenance and repairs for those units. Budgetary limitations are based on

budget exhibits and a Long-Range Maintenance Plan (LRMP) submitted to the CMC (MCICOM, GF)) as part of the annual Family Housing Budget. A separate LRMP should be submitted for each GFOQ. The exhibits and plans are used as planning tools for notification to Congress through the budget process. The family housing budget submission is prepared two years in advance of the execution year.

h. General and Flag Officer Reports. Commands shall meet the reporting requirements of paragraph 7.a of this Chapter. MCICOM GF shall meet the reporting requirements of paragraph 6.g of this chapter.

i. Special Command Positions. Requests for designating Marine Corps billets as special command positions will be forwarded via the installation's chain of command to MCICOM (GF) for submission to ASN (EI&E) for subsequent submission to the Office of the Secretary of Defense (OSD). Incumbents of special command positions may be provided additional amenities commensurate with the required level of entertaining within the guidelines established by this Order.

j. Grounds Care. General and flag officers are responsible for the care of assigned grounds, to include mowing, raking, pruning, and trash removal. The Commandant of the Marine Corps may approve exceptions to this policy when the grounds are assigned to the resident of a special command position or when the general and flag officer quarters is prominently located and makes a unique contribution to the appearance of the installation. Waivers may also be granted with the specific approval of the MCICOM (GF) for those residents to whom the assignment would be unreasonable. Requests for waivers must include: size and description of the grounds associated with the quarters, description of unique circumstances (including designated special command positions) precluding resident from caring for the grounds, photographs and site plans depicting quarters and surrounding grounds, and the anticipated annual cost for grounds care. Such requests for waivers must bear the resident's signature.

k. Furnishings. The provision of furnishings for general and flag officer quarters, in direct support of official representational or public entertainment responsibilities, is authorized.

(1) Such furnishings will be limited to outfitting of public entertainment areas. This includes the foyer, living



room(s), dining room, stairways, hallways, patios, sun porch, and bathrooms used for entertaining purposes. Dens, family rooms, libraries, upstairs hallways, (unless there is no bathroom available for guests on the first floor), and other rooms of the quarters are not considered part of the public entertainment area. Table B-1 in Appendix B provides the list of authorized furnishings and equipment allocations for Quarters occupied by Special Command Position incumbents, General and Flag Officers, Brigadier General and Flag selectees, and Colonel Installation Commanders. Furnishings are not intended to replace personally owned items. Area carpets, draperies, and sheer curtains may be provided for the official entertainment areas of the quarters. Additionally, draperies and sheers may be provided for consistent window treatment throughout all areas of those quarters designated as Special Command Positions.

(a) Carpet and draperies should be a "neutral" shade to ensure compatibility with any resident's furnishings. Where replacement is required in less than seven years and/or where costs are in excess of \$30 per yard for draperies or \$30 per square yard for carpeting (installed), justification must be provided to the MCICOM (GF).

(b) Procurement and repair of furnishings is limited to supplementing personally owned furniture for the official entertainment areas only. It is not intended to replace personal furnishings and should not be selected solely for reasons of personal taste/preference. This does not preclude colorful, attractive room ensembles, but extraordinary personal taste selections make it difficult for succeeding residents.

(2) In addition to furnishing public entertainment areas, incumbents of special command positions may be provided additional amenities commensurate with the required level of official entertaining.

(a) The provision of special allowance items (e.g., table linen, china, glassware, silver, and kitchen utensils, etc.) is authorized only for special command positions. Table C-1 in Appendix C provides a list of special allowance items authorized for General and Flag Officer Quarters occupied by Special Command Position incumbents.

(b) The maximum amount authorized for the purchase of special allowance items is \$20,000 for the initial

outfitting with funding provided by the MCICOM (GF). If the position is a geographical transfer from one Marine Corps installation to another, the china, glassware, etc., will be transferred to the new location without benefit of "set up" funds. Changes of patterns or re-outfitting shall occur no more often than once every 10 years.

(3) The maintenance and repair and replacement of the items listed in Appendices B and C is limited to \$10,000 per Special Command Position per one fiscal year, and \$40,000 per special command position for a five-year consecutive period. For other GOQs, the maintenance and repair and replacement of the items listed in Appendix B, is limited to \$6,000 per GOQ per one fiscal year, and \$20,000 per GOQ for a five-year consecutive period.

(4) Requests for waivers to furnishing limits or authorizations above shall detail the unique circumstances necessitating the waiver, be signed by the resident, and submitted, via the chain-of-command, to the Commandant of the Marine Corps.

1. Instructions to Residents. Each resident of general and flag officer quarters will be provided with a copy of SECNAVINST 11101.73B (Reference (aq)) and this chapter of the Marine Corps Order. These residents shall be responsible for familiarizing themselves with applicable policies, cost limitations, and approval authority levels.

m. Management Controls. MCICOM (GF) shall ensure that periodic evaluations of GFOQ management controls at the installation level are conducted to ensure compliance with applicable laws, regulations, and policies. Such evaluations shall be performed at a minimum of every three years.

n. Gift Donations. MCICOM (GF) will audit gift acceptance compliance in renovation projects utilizing both appropriated and donated funds. Donations will only be accepted in accordance with documented procedures. Renovation projects augmented by donations must have all donations in place at project start to avoid shortcutting the acceptance process.

#### 4. Designation of General and Flag Officer Quarters

a. Authority. The Marine Corps Installations Command, Facilities (MCICOM (GF)), for the National Capital Region (NCR)

retains the authority for designating specific quarters for general officers.

b. Re-designation of Quarters. GFOQs reported on the installation's real property inventory are not to be re-designated without prior approval from MCICOM (GF). Prior approval is also required for any additional GFOQs or Installation Command Quarters required at the installation.

c. Use of Designated and Non-Designated Quarters. The Installation Commander will inform the MCICOM (GF) when designated GFOQs are occupied by other than a General Officer.

d. Bachelor and Unaccompanied General Officers

(1) Unless otherwise instructed, bachelor General Officers will be assigned to designated GFOQs. A family housing unit that is temporarily diverted for use as unaccompanied housing or housing for unmarried personnel continues to be a family housing asset and must be funded with the family housing appropriation. Unless a family housing unit is permanently removed from the family housing property records, it is inappropriate to use any funding other than family housing. This Order also applies to installations for which command quarters are designated.

(2) General Officers serving an accompanied tour but who are unaccompanied by their family members will not be assigned to GFOQs or other family quarters without prior approval of the MCICOM (GF). Unaccompanied is defined as a General Officer whose family members will not join the sponsor within a period of 120 days after assuming the new duty assignment. This policy also applies to Installation Commanders for whom command quarters are designated.

5. Responsibilities

a. Overall Responsibility - Government-Owned. All personnel involved with the management of GFOQs must be cognizant of spending limitations and notification requirements. This requires close coordination between the resident, Housing Manager, and comptroller.

b. Public Private Venture (PPV) GFOQ's will follow the Business Agreement combined with the Green Letter and applicable portions of this chapter.

6. Assistant Deputy Commandant, Installations and Logistics (Facilities), (ADC I&L (LF))/Headquarters Marine Corps (HQMC)/Marine Corps Installations Command, Facilities (MCICOM (GF)). The HQMC/ADC I&L (LF)/MCICOM (GF) is responsible for the following:

a. Review installation GFOQ budget submittals and monitor all proposed and approved major repair and improvement projects through execution.

b. Ensure the established financial limitation for maintenance and repair is in compliance with congressional limitations and approved PPV Budgets.

c. Notify installations or regions and explain procedural requirements to those requiring congressional notification when maintenance and repair limitations will be exceeded.

d. Ensure installations are in compliance with applicable Green letters.

e. Ensure the spirit and intent of higher authority, Marine Corps policies, and PPV Business Agreements governing the operation and maintenance of GFOQs are met.

f. Audit compliance of gift acceptance.

g. Provide the following reports to satisfy Congressional, Department of Defense and/or Department or Navy reporting requirements.

(1) General and Flag Officers' Anticipated Expenditures. In accordance with reference (p), MCICOM GF will submit a report identifying each family housing unit used, or intended for use, as a quarters for a general officer or flag officer for which the total operations, utilities, leasing, maintenance, and repair costs are anticipated to exceed \$35,000 in the next fiscal year. This shall be reported in the format of Exhibit FH-5 General and Flag Officers Quarters (Anticipated expenditures for O&M exceeding \$35,000) of reference (p). RCS DD-11000-10 is assigned to this reporting requirement.

(2) Annual General and Flag Officer Expenditures. In accordance with references (bt) (10 U.S.C. 2831, "Military Family Housing Account"), (p) and (aq), MCICOM GF will submit a report specifying for each family housing unit used as quarters

for a general officer or flag officer at any time during the most recently completed fiscal year, the total expenditures for O&M, utilities, leasing, maintenance, and repair costs of the unit during that fiscal year. This shall be reported in the format of Exhibit FH-9 GFOQ (O&M Expenditures for FY 2XXX) of reference (p). This report should also be provided to the Assistant Secretary of the Navy (Energy, Installations and Environment in electronic excel format, no later than December 1. RCS DD- 11000-11 is assigned to this reporting requirement.

(3) General and Flag Officer Quarters in Excess of 6,000 Square Feet. In accordance with references (bt) and (p), MCICOM GF will submit a report identifying each family housing unit used or intended for use, as a quarters for a general officer or flag officer which is in excess of 6,000 square feet (SF). For each unit over 6,000SF specify any alternative and more efficient use to which the unit could be converted (including cost of conversion) and an explanation as to why the unit is not being converted to the alternative use. For each unit identified whose annual O&M costs are greater than \$35,000 or if new construction costs are anticipated to exceed \$100,000 in the next FY, specify any alternative use (including cost of conversion) and an estimate of the costs to demolish and rebuild the unit to private sector standards. This shall be reported in the format of Exhibit FH- 10, GFOQ 6,000NSF Units for FY 2XXX of reference (p). RCS-11000-12 is assigned to this reporting requirement.

(4) Privatized General and Flag Officer Quarters in excess of \$50,000. In accordance with references (bv) and (p), MCICOM GF will submit an annual report of privatized GFOQ units and the total operation, maintenance, and repair costs incurred by private sector developer/partners that exceed \$50,000 per housing unit. This report shall be in the format of Exhibit FH-12, Privatized GFOQ Operation, Maintenance and Repair Costs Incurred by Private Sector Developer/Partner/Owner Exceeding \$50K per Housing Unit of reference (p). ~~RCS DD-11000-13 is assigned to this reporting requirement.~~

h. Ensure periodic evaluations of Government-owned GFOQ management controls at the installation level are conducted to ensure compliance with applicable laws, regulations, and policies and shall be performed at a minimum of every 3 years. The first such evaluation shall be initiated upon the issuance of this Order.

7. Installation Commander Responsibilities. The Installation

Commander is the Commanding Officer of the installation holding the property account for the GFOQ.

a. General and Flag Officer Quarterly Cost Reports. In accordance with reference (aq), installations shall submit a quarterly cost report showing all expenditures (operation, maintenance, and improvement) of funds for each individual general officer's quarters, owned or leased by the Department of Defense, to MCICOM GF as follows:

(1) The reports will be prepared on a cumulative, fiscal year to date basis through 31 December, 31 March, 30 June and 30 September of the current fiscal year. [This reporting requirement is exempt from reports control according to reference \(bv\), Part IV, paragraph 7q.](#) CS DN-11101-01 is assigned to this reporting requirement.

(2) The year-end cost report will be annotated to separately identify the amount of gifts included in the cost categories. Where gifts are not monetary, the cost report shall include the estimated dollar value of such gifts.

(3) Provide the report as an Excel report, in the format of Exhibit FH-9, GFOQ (O&M Expenditures for FY 2XXX), of reference (p), to Commandant of the Marine Corps (Attention LFF-3) no later than 15 January, 15 April, 15 July and 30 October, respectively.

(4) As required by reference (aq), a copy of each report will be furnished to the quarters' residents to ensure continuing awareness of costs incurred for operation and maintenance.

b. Other responsibilities are outlined in the Desk Guide.

8. Resident Responsibilities - Government-Owned. The resident of each GFOQ is responsible for the following:

a. Semiannual review of the operation and maintenance costs with acute awareness of all cost associated with the GFOQ.

b. Authorize actions consistent with reasonable economic measures contained in this Order and any subsequent guidance directed by higher authority.

c. The resident will approve all proposed work on the

quarters prior to the initiation of any such work, except for emergency repairs.

d. Approve and sign requests for funding, except those routine costs over which the resident has no influence (such as utility rate increases, wage increases, and pro-rata share of fire/police protection costs or major repair projects). The resident must approve and sign each request for authorization to perform work on the quarters requiring approval by the MCICOM (GF). If the quarters are vacant, the request must be approved and signed by the Installation Commander.

e. Conserve utilities including the prudent use of heating and cooling in rooms not used for family living.

f. Participate in the development of a LRMP for the quarters.

g. Adhere to the prepared LRMP. Needed/planned maintenance and repair should not be deferred. Major repair/improvement projects have been congressionally approved and cannot be deviated from during the programmed execution year. Furniture and rug purchases shall be made with subsequent occupants in mind.

h. Ensure that work, other than emergency maintenance or repair, is scheduled during normal working hours whenever possible.

i. Ensure compliance with applicable Green Letters.

Chapter 9

Family Housing Furnishings, Fixtures  
and Equipment

1. General Information. Furnishings are provided for personnel serving overseas in weight restricted areas and for those serving in specific billets in CONUS, i.e., Installation Commanders and Special Command billets.

2. Policies

a. Family Housing. Only ranges and refrigerators will be provided. Provision of additional furnishings is authorized as follows: The provision of furnishing, by our Public Private Venture (PPV) Partners, in privatized housing has been incorporated into their respective PPV Business Agreements.

(1) Within Contiguous United States (CONUS)

(a) General Officers and Installation Commanders' Quarters. In addition to the above, housing occupied by General Officers, Brigadier General Selectees, and Installation Commanders, provision of furnishings is authorized for the entertainment area of the quarters. See Chapter 8 and Appendix B additional guidance.

(b) Quarters Used for Special Command Positions. In addition to the furnishing authorized above for General Officers, for family housing occupied by personnel assigned to special command positions, the provision of furnishings for guest bedrooms, if the overnight accommodation of official visitors is required and of special allowance items is authorized. See Chapter 8 and Appendices B and C for additional guidance.

(c) Provision of additional furnishings is authorized for foreign personnel who are in the United States under Department of Defense (DoD) component-sponsored agreements and for student and short-tour personnel.

(2) Overseas/Foreign Bases (OCONUS)

(a) In addition to the provision of the furnishings



authorized within CONUS, the provision of additional furnishings to military members and DoD United States (U.S.) citizen civilians recruited in the U. S. residing in family housing in overseas or foreign locations is authorized, if it has been determined to be economically advantageous to provide furnishings in lieu of shipping personally owned furnishings. In an OCONUS weight restricted area this includes providing clothes washers and dryers. A uniform policy will be applied for each area OCONUS, to be applicable regardless of a member's military service affiliation. Only members in command sponsored *accompanied* tours are eligible for Government furniture/furnishings.

(b) Temporary Loan of Furnishings. Government furnishings (only those essential items necessary for a reasonable degree of livability) may be provided on a temporary loan basis for short periods of time pending receipt of in-transit personally owned furnishings when determined advantageous to the Government.

b. Privatized Housing. The provision of Government-owned furnishing in privatized housing under Marine Corps cognizance is prohibited unless authorized by Commander, Marine Corps Installations Command for Facilities (MCICOM (GF)).

c. Overseas/Foreign Bases (OCONUS)

(1) Under the same guidelines as for Government-controlled housing, provision of Government-owned furnishings is authorized for private or community quarters occupied by military members and DoD U.S. citizen civilians recruited in the U. S. when it is determined to be more advantageous to the Government to provide furnishings in lieu of shipping personally owned furnishings. In an OCONUS weight restricted area this includes providing clothes washers and dryers. Only members in command sponsored *accompanied* tours are eligible for Government furniture/ furnishings.

(2) Temporary Loan of Furnishings. Government furnishings may be provided on a temporary loan basis for short periods of time pending receipt of in-transit personally owned furnishings.

(3) Medical Hold and Holdover Personnel. Housing furnishings for service members, who are assigned to a

medical hold or holdover unit while they are receiving out-patient treatment for a medical condition, shall be provided in accordance with Chapter 12.

3. Entitlements. DoD personnel have no specific legal entitlement to furnishings. The provision of table linens, dishes, glassware, silver, and kitchen utensils in family quarters is prohibited by Title 10 U.S.C. Section 2387 (Reference (ar)) except for quarters occupied by incumbents of special command positions.

a. Authorized Government-Owned Equipment

(1) Range and Refrigerator. Refer to Chapter 9, para 2.a.

(2) Low-Temperature Food Storage Cabinets (Freezers)

(a) Special Command Positions: Maximum of three boxes combined refrigerator/freezer space with combined maximum capacity of 90 cubic feet.

(b) General Officer Quarters (GOQs) and Installation Command Quarters: Maximum of two boxes combined refrigerator/freezer space with combined maximum capacity of 60 cubic feet.

(3) Dishwashing Machines. Dishwashers are authorized to be permanently installed in housing. The initial installation of dishwashers in existing Government housing is an improvement and should be installed in conjunction with kitchen modernization improvement projects.

(4) Clothes Washers and Dryers. Clothes washers and dryers are authorized for OCONUS housing, if the quarters are located in a weight restricted area. The provision of washers and dryers is not authorized within CONUS quarters except for designated special command position quarters, GOQs, and quarters occupied by foreign personnel.

b. OCONUS Shipment. Entitlement and destination restrictions may be obtained from the servicing Distribution Management Office (DMO).

c. General Guidelines

(1) Determining Requirements. Types and quantities procured and maintained on hand should ensure shortages and excesses are minimized.

(2) Replacement

(a) Installations should minimize the amount of equipment, by item, maintained in the family housing inventory while ensuring sufficient quantity to provide for normal repair and replacement requirements.

(b) Replacement or repair of items is a local decision.

(c) All equipment purchased should be authorized under current regulations and comply with the Marine Corps' energy reduction goals.

(3) Identification Marking of Government-owned Furnishings and Equipment

(a) Furniture. Furniture is specifically excluded from the identification system prescribed for class 3 plant property by the Navy Comptroller (NAVCOMPT) Manual, Volume 3, Chapter 6 (Reference (as)). It is essential that such items be marked to identify they are Government property. Individual items of furniture should be marked "USMC" prior to issuance to residents of quarters.

(b) Equipment. All movable equipment shall be identified as Government property and numbered serially by use of stencils, metal tags, or other means not susceptible to easy removal. Consecutive numbers shall be assigned and the same number will not be reassigned when an item is surveyed.

(c) Property Control and Tracking. To facilitate property control and tracking all furniture and equipment covered by paragraphs (a) and (b) shall be entered into enterprise Military Housing (eMH). After issuance, eMH should be updated to indicate the quarters and/or individual, as applicable, to whom the property has been issued.

## Chapter 10

### Bachelor Housing Management

1. Purpose. The purpose of this chapter of the Marine Corps Order is to provide instructions for the management, utilization, and operation of permanent party Bachelor Housing (BH) at Marine Corps installations under the command of the Commandant of the Marine Corps (CMC). The chapter will in some cases establish minimums (e.g., the minimum square footage per resident), establish maximums (e.g., the maximum number of personnel who may be housed in a particular room), or establish specific policy from which there can be no variance (e.g., the prohibition against weapons in the BH). The chapter establishes what plans, policies, and programs that must be consistent throughout the Marine Corps, and which plans, policies, and programs are within the prerogatives of installation and unit commanders.

2. Objectives. This chapter prescribes responsibilities, describes organizations, provides planning guidance, and details implementation instructions and exceptions to policy. All in pursuit of the following program objectives:

a. Sufficient adequate BH space shall be planned and programmed for all permanent party personnel, Sergeant (E5) and below, assigned to an installation. Requirements calculations must be made using the standard described in Table 10-1, otherwise known as the 2+0 standard.

b. All permanent party personnel, E5 and below, will reside in the BH unless authorized by the Installation Commander to reside off-base.

c. All personnel living in the BH should do so surrounded predominantly by members of the same unit, within the constraints of full utilization.

d. Marine Corps BH will be safe, clean, and comfortable. This objective will be achieved through the active participation of installation, tenant unit, and bachelor housing division leadership. Principal among those, however, is stewardship of the assigned facilities through the leadership within the tenant commands.

e. When the instructions in this Order fail to provide adequate guidance, Installation Commanders, unit commanders, and BH division leaders should fashion solutions that further these four objectives minimizing costs, collecting for damages, repair/replacement of furnishings, fixtures, and equipment (FF&E), facility maintenance and utility conservation.

### 3. Responsibilities

a. Assistant Deputy Commandant, Installations and Logistics (Facilities) (ADC, I&L - LF)/Commander, Marine Corps Installations Command (COMMCICOM) shall:

(1) Develop plans, policies, and programs related to BH consistent with Department of Defense (DoD) guidance and CMC intent.

(2) Maintain an accurate and up-to-date inventory of all Marine Corps BH assets within the Unaccompanied Housing Module (UHM) of the enterprise Military Housing (eMH) program.

(3) Develop and establish construction standards pursuant to law and DoD guidance. The primary document describing those standards is the Facilities Criteria (FC) 4-721-10N, Navy and Marine Corps Unaccompanied Housing (Reference (at)).

(4) Develop and establish minimum standards for space and privacy in accordance with DoD requirements, CMC instructions, and the appropriate health and safety guidelines.

(5) Collect statistical data (e.g., occupancy, utilization and marriage rate data) in support of requirements determination.

b. Installation Commander. The Installation Commander is responsible for the management, utilization, and operation of all BH resources aboard the installation. The Installation Commander shall:

(1) Establish a BH management organization, led by the BH Director, and will delegate responsibilities to that Director to the extent appropriate for the installation.

(2) Monitor unit occupancy and utilization of BH assets.

(3) Review and approve requests for entitlement to Basic Allowance for Housing (BAH) subject to the Installation's BH occupancy rate, and certificate of non-availability/non-residency of quarters appropriate for the Marine's rank and marital status. Such requests will be in accordance with guidance set forth in the Reference (d) and other applicable entitlement guidelines.

(4) Ensure Tenant Unit Commanders are in compliance with the provisions of this Order. Installation Commanders may waive Tenant Unit Commanders' responsibility to assign a BH Manager, if the installation has sufficient staffing to properly execute those responsibilities. Any such waivers shall be granted by official correspondence from the Installation Commander to Tenant Unit Commanders with a copy to MCICOM (GF).

c. Bachelor Housing Division Director. The responsibilities listed below are ordinarily delegated to the BH Division Director by the Installation Commander. The Director will be a housing professional assigned to manage all facilities in which permanent party personnel are housed. The Director will:

(1) Act as the Installation Commander's principal advisor in all matters concerning BH management, utilization, and operations. Hold residents accountable for damages to government property, charging residents for damages to FF&E in order to ensure all residents have adequate FF&E.

(2) Develop plans, policies, and programs necessary to implement the requirements of this Order, and the orders of the Installation Commander.

(3) Develop BH requirements estimates.

(4) Act as the primary BH management, utilization, and operations subject-matter-expert during the development of the Military Construction Project Data Sheet (DD Form 1391), the functional analysis concept design (FACD), preparation of the request for proposal (RFP), the actual design, and during construction.

(5) Allocate BH spaces to tenant organizations in

accordance with the requirements described in this Order.

(6) Act as the primary subject-matter-expert during the procurement of furnishings and will exercise final approval over personnel support equipment (PSE) procurement, FF&E specifications, and the statements of work (SOW).

(7) Issue all certifications of non-availability and certificates of non-residency.

(8) Enter inventory, occupancy, and utilization data, as required, via the eMH program.

(9) Develop and administer the BH budget for appropriated funds (APF) under the cognizance of the BH Division.

(10) Develop and administer a disciplined key control policy that is applicable to all BH facilities aboard the installation.

(11) Act as the primary subject matter expert for the installation's utilization of eMH by managing eMH user access, coordinating required training/re-training, and ensuring the accuracy of installation eMH data.

(12) Provide civilian BH Managers, to the extent that resources allow, BH oversight and/or guidance to Tenant Unit Commanders and their respective BH Managers (military). Civilian BH Managers will be civil service general schedule (GS) employees classified at a grade comparable to the position's level of management responsibilities. BH Manager responsibilities for both Installation (Civilian) BH Managers and/or Unit (Military) BH Managers, shall include:

(a) Coordinate with the Unit Commander/Senior Enlisted Advisor/Staff regarding in-bound and out-bound Marines regarding room assignments, furnishings accountability/damage statements, arrival/departure requirements, maintenance/repair requirements, etc.

(b) Maintain the UHM data within the eMH system, and prepare and forward a weekly BH Utilization Report to the Area Manager or Bachelor Housing Office.

(c) Maintain close interaction with the Area Manager, BH Office or BH Director regarding BH management operations.

(d) Record and track all BH maintenance/repair items ensuring these are addressed and completed in a timely manner as the single point of contact for identified items for the Unit.

(e) Provide new Marines the following: Room Key, Room Linens, a locally created BH Orientation Handbook and/or Unit BH Policy.

(f) Conduct room check-in and check-out inspections, to include furnishings accountability checks and key management system, with both in-bound and out-bound Marines respectively.

(g) Conduct weekly inspections of all common areas and record any maintenance/repair requirements and damage to furnishings, walls, fixtures etc., for further reporting to facilities maintenance and/or the installation supply activity, as applicable.

(h) Conduct weekly inspections of all vacant BH rooms ensuring that they have no unauthorized inhabitants, pilferage of furniture, maintenance issues, or malicious damage to interior and exterior areas.

(i) Conduct systematic inspections of occupied rooms weekly, ensuring all rooms have been inspected at least once a month, or at a frequency directed by the Installation BH Director. Weekly inspection results will be provided to the Installation BH Division via the Tenant Unit chain of command.

d. Tenant Unit Commanders. Tenant Unit Commanders will ensure subordinate leaders play an active, visible role in ensuring good order and discipline is maintained in the BH at all times. Unit Commanders will meet these objectives through: periodic visits to the BH, routine inspections, mentoring of Marines, promoting core values, providing personnel to serve as BH managers in accordance with this Order, and a proactive interior guard program. To that end, they will:

(1) Develop and implement a sustained, continuous



inspection program that involves leadership at all levels.

(2) Ensure Non-Commissioned Officers (NCOs) that reside in the BH understand their responsibilities as first-line supervisors, with an obligation to enforce the policies directed by this Order, by the Installation Commander, and by their Unit Commander.

(3) Develop policies within their units to eliminate malicious damage and to hold perpetrators responsible for their actions.

(4) Appoint/assign a BH manager(s) for the BH building(s) occupied by their unit(s). BH Managers are critical members of the Installation's Housing team and make a significant contribution to the efficient and successful management of our BH.

(a) Unit BH Manager: The BH Manager will be a Sergeant or Corporal, assigned to that Unit. The assignment will be for not less than 12 months and will be their primary duty, vice a collateral duty. The importance of this assignment should be reflected within their Proficiency and Conduct marks or Fitness Report. Fitness Reports should clearly reflect the myriad of duties and responsibilities inherent in successfully managing a multi-million dollar facility and the communication, logistics, administrative, and leadership skills needed to manage and maintain quality of life for Marines.

(b) Unit BH Managers shall have the responsibilities outlined in paragraph 3c(12) above unless specifically waived in writing by the Installation Commander.

(5) In accordance with current HQMC policies and directives, establish an effective interior guard in order to maintain good order and discipline in the UH.

#### 4. Organization

a. The extent to which BH program management is centralized at each installation will vary. That degree of centralization, as well as the size of the installation and number of permanent party personnel assigned, will heavily influence the organizational composition and personnel requirements of the bachelor housing division.

Installations will develop a table of organization tailored to their particular needs in order to provide an adequate work force.

b. For large installations with sub camps or cantonment areas (normally managed at the Colonel (O-6) level), the BH Division organization may be set up as a multi-tiered organization. The BH Division Director would function at the top tier with appropriate functions decentralized to subordinate staff responsible for each sub camp or cantonment area.

c. Training and education in BH management techniques and practices should include a combination of on-the-job training and formal courses of instruction. The BH Director should establish a local training program for bachelor housing management personnel. The local training program should include:

(1) An initial course to cover major aspects of BH management duties and responsibilities.

(2) On-the-job training scheduled at a regular time on a recurring basis, with appropriate follow-up.

(3) BH Directors are encouraged to take advantage of the formal educational opportunities offered by other Services and in private industry as they apply to the management of our BH.

## 5. Occupancy

a. Mandatory Occupancy. Single Sergeants (E5) and below shall be directed to reside in adequate Government BH unless authorized to reside off- base, if space is available and the occupancy rate is not 95% or above.

b. Military Necessity. Unit Commanders, Lieutenant Colonel (O-5) and above, may designate personnel who must live in the BH by military necessity. Personnel occupying BH space by military necessity are required to do so due to mission requirements, contingency operations, training, or maintenance of a disciplined force. The designation of military necessity must be done in writing, and forwarded to the BH Division. Military necessity shall not be used solely to circumvent the rules regarding Geographic Bachelors (GB).

c. Occupancy Eligibility. The following categories of personnel, listed in order of priority, are authorized to occupy permanent personnel BH.

(1) Unaccompanied personnel who must reside in the BH by military necessity.

(2) Permanent party military personnel, E5 and below, without a Basic Allowance for Housing (BAH) entitlement and those receiving BAH-Differential (BAH-Diff) for family member support.

(3) Unaccompanied permanent change of station (PCS) students.

(4) Unaccompanied personnel serving family members-restricted or all- other tours of duty in Alaska, Hawaii, and areas outside the U.S.

(5) Unaccompanied PCS military personnel who are legally separated and receiving BAH "with dependents."

(6) GBs, if BH space is vacant and available after satisfying all requirements for personnel in paragraphs 5c(1) through 5c(5) of this chapter (space available only).

d. Male/Female Occupancy

(1) Female Marines will be appropriately integrated within unit BH.

(2) All residents of a room will be of the same sex. Where two rooms have an adjoining bathroom, both rooms will be assigned to residents of the same sex. At no time will male and females occupy the same room or two or more rooms that share a bathroom.

(3) In instances whereby there is a central bath, all residents of the spaces the central bath services will be of the same sex.

e. Family Member Occupancy. Permanent party BH is intended for billeting of active duty military members.

However, with approval from the Installation Commander, family members may be permitted to visit in BH

(OCONUS) up to 30 days if space is available.

6. Assignment

~~f. Assignment Standard. The Marine Corps assignment standard for all bona fide permanent party bachelor enlisted personnel is two persons per room for E1-E3 (Private to Lance Corporal) and one person per room for E4-E5 (Corporals and Sergeants). See table below.~~

| <del>Rank</del>  | <del>Minimum Adequate Assignment Standard</del>   |
|--|---|
| <del>Recruits</del>  | <del>72 NSF per person, open bay, gang head. Includes students in entry level training</del>                              |
| <del>Students at MOS training</del>  | <del>90 NSF per person, no more than two (2) per room, bath shared with no more than one (1) other</del>                  |
| <del>Private to Lance Corporal</del>   | <del>90 NSF per person, no more than two (2) per room and bath shared with not more than one (1) other</del>              |
| <del>Corporal to Sergeant</del>  | <del>180 NSF per person, private room, private bath in 2+0<br/>180 NSF per person, private room, shared bath in 2+2</del> |
| <del>Staff Sergeant to Sergeant Major</del>  | <del>Private living room, bedroom and bath with kitchen</del>   |
| <del>Warrant Officer, O1 and above</del>   | <del>Private living room, bedroom and bath with kitchen</del>   |
| <del>Notes:</del>  |   |
| <del>1. Net Square Feet (NSF) is the floor space in square feet within the interior face of full height walls of a room with no deductions for furnishings, door swings, sinks, installed cabinets and countertops, heating and cooling components, or exposed vertical pipes. NSF of the bedroom does not include the area of the closet.</del> |   |
| <del>2. Private to Lance Corporal assigned to a 2+2 designed room will be assigned two (2) per room if the room has 180 NSF. Installation Master Plans will indicate how the installation intends to comply with the 2+0 standard.</del>   |   |
| <del>3. All SNCO and Officer BH will be suite configured with a private bedroom, bath, living room and kitchen. See Reference (au).</del>  |   |
| <del>4. Installations unable to meet these minimum assignment standards will submit a waiver with their BH Master Plan that will address the installations intentions to comply with the standards.</del>  |   |

~~Table 10-1. Assignment Standards.~~

~~g. NCOs must Room with NCOs. Under no circumstances will Marine E4-E5s share a room with Marine E3 or below.~~

~~h. Minimum Health Criteria. The minimum health criterion of 72-square feet of net living area per person is prescribed in NAVMED P-117, Manual of the Medical Department, Chapter 22 (Reference (av)).~~

~~When situations occur that require deviation from this standard, a temporary waiver of no more than six (6) months may be granted by the Installation Commander after consultation with the local preventive medicine unit and the base fire department.~~

a. Assignment Standard. The Marine Corps assignment standard for all bona fide unaccompanied permanent party personnel is two persons per room for E1-E4 (Privates to Corporals) and one person per room for E5 (Sergeants) and above. See table below.

Table 10-1. Assignment Standards.

| Rank   | Minimum Adequate Assignment Standard (MAAS)   |
|--|---|
| E1 to E4   | Shared unit with a living room: Shared bedroom with not more than one other and with a minimum of 72 NSF for each occupant, bathroom shared with not more than one other, and a kitchen   |
|  | Shared unit without a living room: Shared bedroom with 90 NSF per person, a service area and a bathroom shared with not more than one other in 2+0; or no more than four to a bath in 2+2 |
| E5   | Shared unit with a living room: Private bedroom with 118 net square feet (NSF), bathroom shared with not more than one other, and a kitchen   |
|  | Shared unit without a living room; Private bedroom with 135 NSF, bathroom shared with not more than one other, and a service area   |
| O1 and above, WO and above, and E6 to E9   | Private unit with living room, bedroom, kitchen, and bathroom   |
| <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Waivers authorizing the above assignment standards were approved by ASN (EI&amp;E) on 22 Dec 2015, 28 Jun 2016 and 19 Dec 2016.</li> <li>2. The minimum standards can be waived by MCICOM on a temporary basis (for no more than 1 year) due to military necessity. However, exceptions for longer periods of time can only be approved by the Secretary of the Navy.</li> <li>3. Installations are required to develop and submit UH projects indicating how they plan to comply with the DoD 2+0 assignment standard.</li> <li>4. Net Square Feet (NSF) is the floor space in square feet within the interior face of full height walls of a room with no deductions for furnishings, door swings, sinks, installed cabinets and countertops, heating and cooling components, or exposed vertical pipes. NSF of the bedroom does not include the area of the closet.</li> <li>5. All SNCO and Officer UH will be suite configured with a private bedroom, bath, living room and kitchen. See Reference (at).</li> <li>6. For service members in basic training, the minimum adequate housing standard is open bay with a central bath and with at least 72 NSF for each service member. This area includes space for a bed, locker, and circulation.</li> <li>7. Maximum square footage standards are outlined in Unified Facilities Criteria (UFC) FC 4-721-10N or any of its subsequent replacements.</li> </ol> |   |

b. NCOs must Room with NCOs. E4 should not share a bedroom with E3 or below.

c. UDP. All UDP personnel (E1-O10) will be housed on base under the same MAAS standards as Permanent Party personnel.

d. Minimum Health Criteria. The minimum health criterion of 72 square feet of net living area per person is prescribed in NAVMED P-117, Manual of the Medical Department, Chapter 22 (Reference (au)). When situations occur that require deviation from this standard, a temporary waiver of no more than six (6) months may be granted by the Installation Commander after consultation with the local preventive medicine unit and the base fire department.

e. Option to elect BAH. In accordance with the Reference (d) an Unaccompanied member in the pay grade of Gunnery Sergeant (E7) and above may elect not to occupy Government quarters at the permanent duty station in CONUS and Hawaii locations and receive BAH. In MCIPAC foreign oversea locations, E7s, W1-W3s and O1-O3s will need to adhere to local policy before receiving Overseas Housing Allowance (OHA) to reside in the economy. ~~This election MAY be extended to members in the grade of Staff Sergeant (E6), in accordance with service regulations. Reference (b) permits the Military Services to establish the pay grade threshold at the lowest reasonable level based, to the extent possible, on a systematic, objective analysis, including input from the unit leaders, and provides realigning pay grades as warranted by similarity of responsibility.~~

(1) In accordance with reference (b), personnel in the rank of E6 ~~and above~~ may also elect to reside off base and receive BAH "without dependents" rather than occupy Government-owned BH space in CONUS. Except as restricted in paragraph 6.d(3), E-6 ~~and above~~ are not required to gain Installation Commander's approval prior to residing off base and to begin receiving BAH.

(2) Installation Commanders may require occupancy of on-base quarters by invoking military necessity. This decision will be in writing. Military Necessity is not to be used to allow for the housing of GBs.

f. Pregnant Service Members

(1) Bona fide bachelor, E5 and below, pregnant service members with no family members, may reside in the BH for their full term.

(2) Installation Commanders may authorize a pregnant service member to reside off-base before the 20th week of pregnancy, if the service member so requests. However, from the 20th week forward, the Installation Commander must approve such a request.

(3) Government-Owned Family Housing. Unmarried pregnant service members without family members may request Government family housing, based on availability before the birth of the child. The member's name shall be allowed to rise up to the top of the waiting list. However, they will not be authorized to move into family housing until after the birth of the child. No special treatment is authorized (i.e., head of the line privilege on the housing list). Upon the birth of the child, BAH "with dependent" rate will apply until assigned to government-owned family housing. This will permit the names to be placed on the housing list without waiting until the baby's birth. The intent is to encourage pregnant Marine service members to arrange housing as early as possible i.e., off-base or family housing.

(4) Public-Private Venture (PPV) Family Housing. Unmarried pregnant service members without family members may apply for PPV housing with documented proof of pregnancy from competent medical authority and entitlement to BAH "without dependents." "The service member shall be allowed to rise to the top of the waiting list on the PPV assignment priority list (waterfall) for single service members. If the waterfall is utilized, the pregnant service member may reside in privatized housing prior to the birth of the expected child once they rise to the top of the waiting list. The pregnant service member may be assigned to family housing at the "without dependent" rate until the birth of the child. Upon birth of the child, the service member will forfeit her BAH "with dependent" rate to the PPV Partner as rent when residing in privatized family housing.

g. Geographic Bachelor Personnel. There is no mandate to house GBs within the BH inventory.

(1) Definition. A GB is defined as a service member who meets all of the following criteria:

(a) Permanent party service member.

(b) Entitled to and receiving BAH at the "with dependent" rate.

(c) In receipt of PCS orders providing for the transfer of family members and transportation of household goods to next duty station.

(e) Assigned to an installation within the contiguous United States (CONUS) or Hawaii.

(f) Elected not to move family member(s) to next duty station for personal reasons. The member's rationale may include but is not limited to the following examples: last tour, children's schools, spouse's employment, etc.

(g) Family member(s) reside at another location.

(2) Assignment

(a) The assignment standard in Table 10-1 does NOT apply to GBs. Room assignment may not be within the same geographic area as their Unit; this is dependent upon space available aboard the installation.

(b) GBs will not be assigned to a room or space within a room in bachelor housing facilities at the expense of bona fide permanent party personnel. If the assigned space is required for a bona fide bachelor, GBs will be given not less than 72 hours to vacate BH.

(c) A CONUS and Hawaii member serving on a voluntary unaccompanied tour, where movement of dependents was authorized, but by choice the member reports in an unaccompanied status, is not entitled to housing assignment.

(d) At OCONUS locations, a member serving on an unaccompanied tour or dependent restricted tour may be assigned to housing in the same priority as the bona fide bachelor members and are not considered GBs.

(e) Staff Non-Commissioned Officer (SNCO) GBs will not be assigned to Private to Sergeant (E1-E5) enlisted BH. In the event of unforeseen hardship, Installation Commanders may approve exceptions to this policy on a case-by-case basis.

(f) A member reporting PCS or DUINS who is required to pay dependent support, receiving BAH Differential (DIFF) and has no other dependents is eligible for assignment to BH as a permanent party member.

(g) GBs may be assigned a room in BH at a standard



that is below the minimum standard outlined in Table 10-1, but only if space is available. They may not be assigned to government housing which exceeds minimum standards of adequacy for their respective pay grade. Assignment/acceptance of government housing which exceeds minimum standards may result in forfeiture of BAH. The BH Director must ensure the member is not assigned to a Unit which could place the member in jeopardy of forfeiting BAH. If the member chooses to reside in government housing which exceeds minimum standards, the BH Director shall have the member sign acknowledgment they have been informed of the policies and understand the implication of acceptance of government housing.

(h) Permanent party bachelors E5 and below will not be granted BAH at the without dependent rate to reside off-base or assigned to substandard quarters to accommodate GBs.

(i) GBs who occupy space available rooms in transient housing are subject to local installation policy for check-in, check-out, duration of stay, and room rate but under no circumstance are GBs authorized to reside in transient housing for more than 30 consecutive days.

(j) GBs will be required to vacate transient housing as needed to accommodate active duty and DoD civilian personnel on official TAD/TDY orders.

(k) Certificates of non-availability will not be issued to personnel on official TAD/TDY orders to accommodate GB's in transient housing.

h. Other Services' Quarters. Marines residing in other Services' UH will be assigned in accordance with the applicable Service's assignment standard. This applies to Marines assigned to or traveling to an activity under the control of another Service. Other Services' personnel will be housed at the Marine Corps assignment standard at Marine Corps installations.

## 7. Utilization

a. Maximum Utilization of BH Space. The target for BH occupancy is 95%. Achieving the target occupancy rate while maintaining unit integrity will take planning and coordination between the Installation and Unit Commands.

(1) The following actions are authorized to maximize unit integrity:

(a) Matching the proper sized BH, in the appropriate location, to the appropriate unit.

(b) Re-allocation of resources when troop strengths change. The Installation Commander should re-allocate BH spaces among tenant units when necessary to ensure equitable distribution of available space.

(c) Careful planning, done well in advance, for deployments, re-deployments, surges, renovations and other events that impact the BH population. Proper coordination is essential to ensure that, when these episodes occur, the correct numbers of spaces in UH at the correct location are available.

(2) The following actions are prohibited as a way to maximize unit integrity:

(a) The granting of BAH "without dependents" for reasons other than listed in paragraphs 7(c), 7(d), and 7(e) of this chapter.

(b) Frequently moving BH residents, thus exposing them to the costs and burdens associated with that relocation.

(c) Assigning personnel at a standard less than what is depicted in Table 10-1.

b. Conversions and Diversions of BH. Installation Commanders are responsible for submitting requests to convert or divert existing BH facilities (buildings/rooms/spaces) to use other than for the billeting of personnel. This includes all BH facilities in the Real Property Inventory (iNFADS) reflecting Category Code 72124, 72111, 72112, 72113, 72114, 72115.

(1) Conversions

(a) This is a permanent change in the use of the facility that will change the category code.

(b) In no instance will any adequate or

~~substandard~~ BH UH facility be converted to uses other than for the housing of bona fide permanent party personnel without prior written approval from MCICOM GF-3.

(6) Diversions

(a) This is a temporary change in the use of the facility. The diversion of any living space within a BH will not exceed one year. Extensions beyond the one-year period will be considered a permanent conversion and require written approval from MCICOM GF-3.

(b) Diversions should not take place unless all bona fide permanent party personnel are adequately assigned at the requesting installation, in accordance with Table 10-1.

(7) Requests. All requests for conversion or diversion must be routed through the Installation Commander and subsequent chain of command for coordination with MCI Regions in writing and contain the following information:

(a) Justification for request.

(b) The use, to include category code, for the requested space conversion or diversion.

(c) Applicable building, room number(s) and number of spaces in each building.

(d) Impact of the conversion/diversion on the installation's utilization rate, and any other impacts associated with this request.

(e) Total number of personnel to be relocated by rank, and building numbers where these personnel will be relocated.

(f) The alternative means, if any, of providing the required space in lieu of the request.

c. BAH "without dependents". Requests for entitlement to BAH "without dependents" may only be approved, for reasons of non-availability of UH, when the occupancy rate across the installation is 95% or greater. Installation Commanding Officers are responsible for ensuring appropriate re-allocation of space across tenant units, as required, to

minimize utilization disparities to the greatest extent possible. Receipt of BAH "without dependents" at a previous duty station is not justification for request/approval at current duty station.

(1) Authority for entitlement to BAH rest solely with the Installation Commander, within the guidelines contained in this Order. The Marine approved for entitlement to BAH at the "without dependents" rate due to non-availability of quarters, will be authorized in accordance with reference (d).

(2) Installation Commanders will establish control procedures to preclude unwarranted BAH authorizations. Entitlement to BAH must be determined on a case-by-case basis to ensure that:

(a) BAH is not authorized for members who are required to reside aboard the installation for reasons of military necessity.

(b) UH is not available (occupancy 95% or greater across installation) or, if available, the member qualifies as an allowable exception, per paragraph 7.d of this chapter.

(3) BAH may be terminated by assignment of adequate Government quarters when the Installation Commander determines that the Marine's continued off-base residency is not in the best interest of the Marine Corps.

d. Allowable Exceptions. The Installation Commander may waive the involuntary assignment policy and authorize off-base residence and receipt of appropriate BAH in the following instances:

(1) Members who sustain the loss of their only family member through death, divorce, or legal separation. These persons will be granted a 90-day exemption from the assignment to on-base Government quarters. If such a member owns the home in which they reside, in the vicinity of their assigned duty station, they may be exempted from on-base residency.

(2) Females who have reached the twentieth week of pregnancy and who desire to establish residency prior to childbirth. A certificate from the medical officer attesting

to the estimated delivery date is required.

(3) Members with a pre-owned home or a pre-existing lease. Members may be exempted from on base residency if they can provide proof of home ownership in the local vicinity of their assigned duty station prior to receiving PCS orders to that duty station. Members in the local vicinity with existing leases (excluding unexercised renewal options) may also be exempted from on-base occupancy until the expiration of their current lease term, or their current renewal period which is not to exceed 12 months.

(4) Members with dependent(s) child custody. A service member with legal and physical custody of a dependent(s) child for 90 or more consecutive days in a calendar year may be authorized to reside off base and receive the appropriate BAH or Overseas Housing Allowance (OHA). Eligibility determinations related to the member's ability to have physical custody of the dependent(s) (i.e. based on the permanent address of the dependent relative to the assigned duty station, commuting distance between the duty station and the address of the dependent, visitation plan, etc.) shall be at the discretion of the Installation Commander. Detailed information regarding BAH and OHA entitlements for service members with dependent custody can be found in the JTR Chap 10.

e. Other Exceptions. Installation Commanders may approve exceptions that do not meet the criteria in paragraph 7d above to preclude undue hardship on individual Marines. Within 10 days of authorizing such an exception, Installation Commanders shall send official correspondence (Naval Letter) notifying Deputy Commandant, Installations and Logistics (Facilities) [DC, I&L (LF)] and Deputy Commandant, Manpower and Reserve Affairs (Military Policy) [DC, M&RA (MPO)] of the exception, briefly outlining the individual circumstances, rationale for the exception, and the current and six month forecasted occupancy rates of the BH across the installation.

8. Damages. The Unit assigned to a BH will be responsible for monitoring the condition of the furnishings and facilities to ensure personnel responsible for willful or negligent damage or removal are required to reimburse the Government for the repairs or replacement. Residents will not be charged for normal wear and tear. The BH resident is responsible for his or her actions and those of their guests who willfully or through negligence destroys, defaces, damages, impairs or removes any part of the Government- owned

premises (including fixtures, furnishings, and appliances).

9. Mandatory Routine Housekeeping. Rooms and common areas will be kept clean and orderly consistent with the high standards of cleanliness expected of all Marines. Unit Commanders will conduct recurring weekly field days to ensure appropriate standards are maintained. Field days will include the individual Marine's room and common areas within and around the BH.

10. Conduct Within the BH

a. Changing Room Assignments. Changing room assignments without the prior approval of the individual Marine's chain of command is prohibited. Room changes must also be reported to the office with cognizance over the current automated resident tracking system.

b. Alcohol. Use of alcoholic beverages on military installations must be consistent with the overriding need for military readiness, discipline, and community safety. Responsible alcohol consumption for those Marines who are of the legal drinking age are permitted in UH.

(1) Marines of age will be permitted to possess amounts of alcoholic beverages to allow for sensible personal consumption.

(2) Unless the CMC has provided specific approval for a different age; and regardless of the policy of other Services, locations, states or host countries; the minimum drinking age for all Marines is 21 years of age.

(3) Alcoholic beverages include distilled spirits, wines, wine-based coolers, and malt beverages. It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol.

c. Smoking. Smoking is NOT permitted in the rooms or within the common areas of the BH facility. Designated smoking areas outside of the facility are to be used. Unit Commanders will designate outdoor smoking areas, which are not located in areas commonly used by non-smokers and not in the immediate vicinity of supply air intakes or building entry ways or exits.

d. Weapons. Storage of privately owned firearms and

ammunition in Bachelor Enlisted Quarters (BEQ) (Noncommissioned Officers and below) is prohibited. Storage within the Bachelor Officer Quarters (BOQ) and Staff Noncommissioned Officer BEQ is at the discretion of the installation commander. Storage of personally owned weapons in unit or installation armories if authorized by cognizant authority, will be in accordance with MCO 5530.14A (Reference (n)) and appropriate additional guidance (MARADMIN, Base Order, etc.)

e. Pets

(1) Pets are not permitted in the BH. This includes, but is not limited to, caged animals, cats, dogs, birds, turtles, reptiles, rodents, insects, etc.

(2) Exception:

(a) Certified Service Dogs

(1) Certified service dogs are authorized in the BH. The certified service dog may reside in the BH with the Recovering Service Member (RSM) as authorized by the senior military medical officer as coordinated with Regimental/Battalion/Company Commander.

(2) The service dog must meet DoD eligibility and suitability requirements. The Qualified Service Member (QSM) with a physical disability who acquires a service dog for assistance while they remain on active duty or while transitioning, will be allowed, as appropriate and absent exigent circumstances, to access military installations and facilities with their service dog.

(3) The service dog must be accredited through a Department of Veterans Affairs recognized service dog organization. The Service Member must ensure that proper identification is clearly displayed on the service dog at all times when in public locations, i.e., outside the QSM's room.

(4) The use of the certified service dog will assist the RSM and improve their quality of life as they remain on active duty or while transitioning. Medical officials at DoD health facilities are required to provide authentication and approval for the RSM's need for a

service animal. The Service Member will provide a family care plan, which will include the service dog plan to their commander.

(5) Both the certified service dog and the RSM must have completed recognized training and provide certificates documenting completion. The RSM is responsible for licensing, health, certification, immunizations, spaying/neutering, cleanliness of the service animal, and for arranging kennel or other safe shelter when not in service.

(6) The Battalion/Squadron Commander will prohibit the use of service dogs to any RSM who fails to maintain veterinary requirements, registration, hygiene, control of their animal, or attempts to breed the animal.

(7) The Installation Commander will provide guidance for access to on-base facilities. This guidance may be more restrictive.

(b) All other Animals. All domestic or wild animals that are not service dogs or military working dogs, which include pets, therapy, companion and emotional support animals are not permitted in the BH. Animals used in Animal Assisted Therapy (AAT) and Animal Assisted Activity (AAA) programs are considered pets and are not permitted in the BH.

f. Sexual Activity: Sexual activity in the BH rooms and/or spaces IS PROHIBITED. Failure to comply will result in disciplinary action under the Uniformed Code of Military Justice (UCMJ) (Reference (av)), as appropriate.

g. Fire Safety Equipment. Residents will not tamper, remove, misuse nor disable fire alarms, smoke detectors, sprinkler systems, or fire extinguishers, nor in any way hinder their operation.

h. Flammable Items. Explosive material is not permitted in the BH. This includes fireworks, gun powder, gasoline, propane, lamp oil, etc. These items are to be stored in the outside flammable containers provided by the installation.

i. Open Flame Items. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is not permitted.



j. Hazardous Chemicals or Materials. Hazardous chemicals that could pose a health risk are NOT permitted. This includes chemicals that when combined with other substances could be hazardous or present a danger to other residents.

11. Guests. Anyone who is not a resident of a particular BH is a guest to that BH, except personnel on official business (i.e., unit leadership, BH management, maintenance workers, etc.).

a. Visiting Hours. BH residents will be permitted to host visitors during normal waking hours. Shift schedules must be considered when determining visitation hours and procedures. NCOs may be afforded additional visitation time not to exceed one hour per day when occupying a single room.

b. Visitor Rules. Escorts are required to sign their visitors in and out with the appropriate Duty Non-Commissioned Officer (DNCO). Visitors must be accompanied by their escort at all times. Visitors are not permitted to remain in the BH room without their escort being present and will not stay in the room overnight. Escorts will ensure that their visitors obey all unit and installation orders and will be responsible for the actions of their visitor. No one under the age of 18 may visit the BH, unless an adult member of their immediate family or a legal guardian escorts them. If the BH resident qualifies in one of these categories, they may act as the escort.

12. Furnishings, Equipment and Room Decor

a. Removal of Government Furnishings. Government provided furnishings will not be removed from resident's room or any lounge areas without prior approval of the bachelor housing department. Requests to do so must be submitted in writing.

b. Personally-Owned Appliances. Appliances are permitted in BH rooms to include microwave ovens, blenders, and coffeemakers. These items are only permitted if the electrical system is sufficient to handle the electrical load. Installation maintenance sections will make the determination of electrical load through electrical surveys. All other cooking appliances, i.e., hot plates, electric grills, electric fry pans, or any appliance with an exposed electrical coil are prohibited. All appliances must comply

with installation fire/safety regulations and guidelines.

c. Room Décor. Residents' living areas and rooms are to be clean and orderly in appearance. Personal decorations to improve the room interior are permitted. The display of any offensive material is not permitted; this includes displaying of paraphernalia pertaining to extremist groups, drug use, or pornographic material. All posters, pictures, and other wall hangings must be hung in a non-destructive, orderly, neat manner on the room's walls. Double sided tape, toggle bolt, lag bolt, and other destructive devices are not authorized. Decorations or other objects will not be placed or displayed in a manner that obstructs visibility, paths, or access to doors or windows.

13. Management of BH Facilities. The Installation Commander is responsible for the identification of requirements, oversight, and management of Marine Corps BH facilities. This includes maintenance, sustainment, demolition, and development of construction projects.

14. Facilities, Sustainment, Restoration and Modernization. Facilities, Sustainment, Restoration and Modernization (FSRM) funding is provided by HQMC via the Installation Commander's Base Operation and Maintenance (O&M) budget and used towards repairing the most urgent maintenance and repair requirements. These funds are also used for larger repair projects, which causes the physical condition of the BH up to an acceptable standard. Projects are submitted to MCICOM GF-3 for validation and funding.

15. Military Construction. The construction of new BH is funded by the Military Construction (MILCON) Program.

a. MILCON cannot be responsive to immediate requirements. Once a project is validated it will take at least four years to fund and an additional two years to construct. Projects are submitted to MCICOM (GF-4) for validation and funding. Unspecified minor construction may be an interim solution while awaiting approval of a MILCON project.

b. Requirements Determination. Installations will determine BH space requirements in coordination with MCICOM (GF-3) via the BH Requirements Worksheet. The approved/coordinated worksheet will be included within the

1391 documentation.

(1) The worksheet includes the projected personnel population to be housed and existing and projected inventory. Refer to paragraph 20b of this chapter for reporting frequency.

(2) The "build-to" requirement is 90% of the total requirement. Commander, Marine Corps Installations Command, with justification, can waive this last step and allow the total requirement to be built.

16. Bachelor Housing Criteria. The Facilities Criteria for Navy and Marine Corps BH provides the planning, design, construction, sustainment, restoration, and modernization criteria for the Marine Corps construction standard of BH.

17. Furnishings Planning

a. The BH Director is responsible for the identification of furnishings requirements for new construction (Collateral Equipment) and replacement of existing furnishings (PSE).

b. Definitions

(1) Collateral Equipment (CE). These are the furnishings procured for the initial outfitting of a new BH. This is the first provision of FF&E for a requirement generated through new construction.

(2) Personnel Support Equipment (PSE). These are replacement furnishings for rooms. PSE are items necessary to provide a reasonable degree of habitability in the quarters. PSE does not include household goods, such as linens, cutlery, silverware, dishes, and kitchen utensils.

c. Procurement Packages. All BH furnishings procurement packages will be developed through collaborative efforts between Base Property, Purchasing and Contracting offices, and Installation BH Directors. BH furnishings packages will conform to applicable funding constraints, and final package approval shall rest with the installation's bachelor housing department director. BH Directors shall also, as part of the Integrated Product Team approach to BH

design and development, incorporate recommendations of their respective Naval Facilities Engineering Command Interior Designers to the greatest extent possible.

d. Turn-Key CE Purchasing. Use of the "turn-key" approach for bachelor housing CE procurement within military construction projects is directed to the greatest extent practicable. This will ensure a coherent BH furnishings package, which promotes an increased quality of life for our residents and makes the best use of construction and renovation funding.

#### 18. Enterprise Military Housing (eMH), Unaccompanied Housing Module

a. As the focus continues to remain on improving the quality of life (QOL) in the BH, the Unaccompanied Housing Module (UHM) of the enterprise Military Housing (eMH) has been implemented in the Marine Corps. The use of eMH is mandatory for all Marine Corps installations/commands that manage BH. This system can provide timely, consistent, and accurate data on utilization, and asset management via a web-based system. The report data generated from eMH will be used to ensure continued support from Department of Navy (DON), Department of Defense (DoD), and Congress for BH construction and maintenance funding.

b. The eMH system will be used during the check-in and check-out process for assignment of residents to BH space/rooms. Data will be entered by the BH manager and reviewed by that person's supervisor.

c. Installation and Unit Commanders will have real time accountability of their BH inventory and Marines location. Installation and Unit Commanders will use this system to assign/terminate and report capability. Additionally, Installation Commanders or their designated representative is responsible for the data integrity of the BH inventory in eMH.

#### 19. Semi-Annual Reporting Requirements

a. The Inventory and Utilization (I&U) reporting function within eMH will be used to provide the official utilization report submitted to MCICOM (GF-3) semi-annually. The I&U report will be submitted from the Installation's Bachelor Housing Director to MCICOM (GF-3) via the installation chain

of command. MCICOM (GF-3) will provide detailed guidance and timelines for each semi-annual period via official correspondence with installation housing personnel.

b. BH Occupancy Report. Occupancy reporting will be completed semi-annually utilizing the standardized BH Occupancy Report (BOR) in the UHM of eMH. The BOR provides a snapshot in time, showing occupancy rates at the time the report is run. The BOR will be submitted to MCICOM (GF-3), via the installation chain of command, with effective dates of 30 March and 30 September and due dates of 15 April and 15 October, respectively.

## 20. BH Requirements Determination

a. Installations will use the following process to determine BH space requirements:

- (1) Facilities Support Requirement (FSR) document.
- (2) Marine Corps Total Force Structure Management System (MTFSMS) extracts.
- (3) Apply demographics/marriage factors to each pay grade to predict the number of single personnel who will require bachelor housing.
- (4) Apply the BH space (assignment) requirement to the number of single personnel for each pay grade (i.e., one space per E3 and below, two spaces per E4 or E5). This will result in the total requirement.
- (5) The "build-to" requirement is 90% of the total requirement. Commander, Marine Corps Installations Command, with justification, can waive this last step and allow the total requirement to be built.
- (6) Subtract the number of adequate and substandard spaces to determine deficit or surplus BH inventory.

c. Reporting frequency: Annual. BH requirements worksheets will be coordinated and submitted to MCICOM GF-3 annually.

## 21. Long Range Management Plans

a. BH Directors in coordination with the installations' Facilities and Public Works departments will submit a long range management plan (LRMP) that includes projected FSRM project and furnishings requirements.

b. Requirements will reflect building number(s), project number, timeline for completion, and impact on personnel residing in the building (FSRM and furnishings requirements) at a minimum.

c. Reporting frequency: Annual. LRMP's will be coordinated and submitted to MCICOM GF-3 annually. This plan is designed to assist Bachelor Housing Directors and Transient Housing Managers in developing annual requirements and for utilization in day-to-day operations.

22. Other Reports. Installation Commanders will provide other recurring and non-recurring bachelor housing reports as directed.

a. In accordance with Reference (b) enclosure (3) paragraph 2.b.1(b), Installation Commanders will prepare a BH Master Plan and submit them through their respective MCICOM Region to MCICOM GF-3 for submission to DUSD (I&E) with the POM. MCICOM GF-3 will provide the required format.

## Chapter 11

### Transient Housing

1. Purpose. The purpose of Government Transient Housing is to provide a service to personnel in an official temporary additional duty (TAD)/travel status, TAD students, and to conserve appropriated funds through reduced per diem payments. Personnel on official, funded TAD and TAD students, unless otherwise noted on their orders, must stay in these Government facilities, or receive a non-availability number prior to seeking accommodations at the Temporary Lodging Facility (TLF) or any off-base commercial operation.

a. Use of Family Housing. Excess family housing units under the cognizance of the Family Housing Management Account will not be used for transient housing, except when Marine Corps Installations Command (GF) [MCICOM (GF)] has authorized final conversion of these excess units.

b. Transient Requirements. The Installation Commander will periodically determine the number of transient housing units required and reallocate facilities accordingly. The average daily transient strength, based on a firm projection of the total yearly load of such transients, may be added with the number of permanent personnel to arrive at a total military strength. When transient load is clearly periodic rather than constant year-round, the average daily military strength should be based on a firm projection of the total.

(1) Transient personnel are defined as Department of Defense (DoD) personnel (Active Duty, Federal Employees, Reserve, other service agencies which travel on "Official TAD/TDY" orders) that call for reimbursement for the cost of services provided.

(2) Distinguished Visitors - Military officers/civilians of the rank Colonel (O6) or equivalent and above, and service members Chief Warrant Officer (CWO-5) and Master Gunnery Sergeant/Sergeant Major (E-9).

c. Marine Corps Community Services and the Transient Billeting Fund Operation

(1) Relationship. The transient housing mission and

its Non- Appropriated Fund Instrumentality (NAFI) Billeting Fund is not related to the mission or activities of Marine Corps Community Services (MCCS). The Billeting Fund is a separate NAFI and cannot be merged with other non-appropriated monies such as MCCS funds, chapel, or civilian welfare funds. MCCS shall not control the management of transient housing or the use of Billeting Funds. Installation transient housing may utilize MCCS resources such as Food and Hospitality Programs, Accounting and Payroll services, Human Resource services, and recreational equipment to provide MCCS support for Marines residing in transient housing.

(2) Support. Internal support functions required for the daily operation of the command's transient housing mission may be obtained from the local MCCS office on a reimbursable basis (non-appropriated fund expense only; appropriated fund shall not be reimbursed). Primary support functions that may be utilized, include, but are not limited to; accounting, financial management, personnel support, automated data processing, maintenance utilizing non-appropriated funds, and purchasing services. Support functions should be utilized that best support the mission of the Transient Billeting Fund.

## 2. Services to be Provided

a. Minimum Services. The minimum requirements for transient housing is a combination of the Minimum Standards of Acceptable Space (MSA) for space (Figure 11-1), furnishings purchased with appropriated funds, and additional items purchased with billeting funds to provide enhanced amenities. Service charges shall provide for the cost of housekeeping, janitorial, management services and enhanced amenities not available from appropriated funds.

b. Snacks and Alcoholic Beverages. The sale of snacks and alcoholic beverages in transient housing may be provided by MCCS in accordance with MCO ~~P~~1700.22~~F~~G (Reference (aw)).

## 3. Assignment Eligibility

a. General. Sufficient housing shall be set aside to accommodate TAD transient personnel. Housing utilization reports shall be reviewed periodically and inventory adjustments made, as necessary, to attain the optimum mix of



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housing for permanent party and TAD personnel. Non-availability numbers may not be issued to duty transients, either military or civilian, when acceptable housing is available. When designated transient housing is fully occupied, transients may voluntarily occupy permanent party housing. TAD personnel will not be assessed charges for use of permanent party housing unless billeting fund services are extended to those quarters.

b. Confirmed Reservation. The following personnel are entitled to designated transient housing on a confirmed reservation basis:

(1) Military personnel and DoD civilians on official TAD orders.

(2) American Red Cross and Navy/Marine Corps Relief Society officers or employees on official business.

(3) Non-appropriated Fund personnel on official business.

(4) Contractors, when lodging expenses are funded by DoD service agencies.

(5) Non-DoD civilian employees, not noted above, who contribute to mission accomplishment.

(6) United States (U.S.) and foreign civilians traveling as guests of the Armed Forces to include teachers/instructors contracted with the Armed Forces.

(7) Reserve and National Guard personnel in an official TAD status, unit training status, and annual trainees on individual orders.

(8) TAD foreign nationals or foreign military trainees engaged in or sponsored by military assistance or similar training programs unless prohibited by the Status of Forces Agreement (SOFA).

(9) Family members and/or medical attendant on medical TAD orders or family members of hospitalized service members.

(10) All military personnel and/or their family members on permanent change of station (PCS) orders when TLF or permanent housing is not immediately available. This

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includes military families reporting to or checking out of the command.

(11) Guests of the Installation Commander (Guest speakers, visiting civilian chaplains, etc.).

c. Space Available. The following personnel may occupy designated transient housing on a space-available basis:

(1) U.S. military retirees, military personnel on leave, military personnel on permissive temporary additional duty (PTAD) orders not assigned to that specific installation, DoD civilian employees, family members or guests of military personnel assigned to the installation. ~~If TLF space is not available.~~

(2) DoD civilian employees and their families arriving or departing incident to PCS/leave when TLF space is not available.

(3) All military personnel and/or their family members on permanent change of station (PCS) orders when permanent housing is not immediately available. This includes military families reporting to or checking out of the command

(4) ~~Marine Corps or Navy Wives Club officers on official business;~~ Volunteers on official business; Marine Corps sponsored youth groups; and law enforcement officials on official business.

d. Maximum Occupancy Period. For personnel who are space available, the maximum period for occupying transient housing is up to 30 consecutive days. The Installation Commander or designated by direction may waive the 30-day limit on a case-by-case basis. Regional approval is required for occupancy more than 60 consecutive days. Under no circumstances will a guest occupying transient housing on a space available basis be allowed to reside in transient housing for more than 90 consecutive days. Transient housing shall not be converted to permanent party facilities to accommodate guests on PCS orders.

4. Minimum Standards of Adequacy (MSA) Space and Privacy for Transient Personnel. The minimum standards (Figure 11-1) shall determine whether the transient spaces are

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adequate or inadequate for assignment. These standards shall apply worldwide.

| Grade   | MSA  |
|---|--|
| Officers and civilians; W-1 to W-5; O-1 and above   | 250 net square feet living area: private room; private bath  |
| E6 to E9  | 250 net square feet living area: private room, bath shared with not more than one                      |
| E4 to E5  | 135 net square feet living area: private room, bath shared with not more than one                      |
| E1 to E3  | 90 net square feet living/sleeping area, not more than four (4) to a room, except in open bay; central |
| E1 Recruits/Students  | 72 net square feet living area, open bay, central bath   |
| Minimum Standards of Acceptable Space (MSA) are measured from the inside face of the peripheral wall and includes all such enclosed, unshared spaces, and partitions. The net living area in a shared room comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes lounges, bathrooms, hallways, storage area designated for military mobility and/or field gear or equivalent. In open bay, net living area is one equal share per person. The open bay comprises all within the peripheral walls. |  |

Figure 11-1. MSA for TAD Personnel.

## 5. Transient Housing Department of Defense Program Standards

a. Regardless of the type of accommodations, the quality of service guests receive during their stay determines the overall impression of the operation. The guest should have a positive experience from the making of the reservations, arrival at the property, and throughout the duration of their stay.

b. Reporting Requirement. An annual status report will be submitted to HQMC (LFF) by 10 November of each year. This report will contain the following: 1) if the facility meets the standards, 2) if the facility does not, which standards are not met and why, and 3) an anticipated timeframe for meeting the standard(s).

## 6. Issuance of Certificate of Non-Availability Numbers

a. General. Certificate of Non-availability (CNA) numbers are to be provided when adequate Government transient housing (owned or contracted) is not available for military and DoD civilian personnel on TAD orders.

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Personnel are not provided with a non-availability number when they occupy inadequate Government housing voluntarily or involuntarily due to military necessity.

(1) CNAs are not authorized to be backdated.

(2) When adequate Government transient housing is directed and the personnel on funded TAD orders refuses or uses other lodging as a personal choice, facilities may provide a letter of status of availability reflecting rooms with the applicable service charge.

b. Reservations. An authorized automated property management system will be utilized enabling front desk staff to determine the availability of acceptable Government housing. The system should provide a minimum of 30 days advance notice of non-availability of housing, allowing the traveler sufficient time to arrange for other lodging prior to arrival. If circumstances preclude requesting reservations in advance, the traveler will report to the billeting office for assignment to available accommodations unless the traveler's orders direct otherwise. With the requirement for travelers to obtain a non-availability number if billeting is not available, billeting offices shall maintain records of advance requests which could not be accommodated with the traveler's name and phone number. Traveler's orders must be appropriately endorsed upon arrival. Reservations shall be accepted only when accommodations can be made available for the entire TAD period.

c. Acceptability. To determine if transient housing is acceptable they should meet the following minimum criteria:

(1) Meet the MSA for transient billeting.

(2) Provide housekeeping service.

(3) Have similar quality of furnishings, facilities, and services as those found in commercial three star (mid-level) hotels (i.e. Hampton Inns, etc.).

d. Justification for Special Billeting. If unique or specialized billeting requirements are requested by an individual or by a person in charge of a crew, team or a group traveling together, a statement to support this request must be included in the orders non-availability

number being issued.

## 7. Transient Billeting Funds

a. Purpose. Each Installation Commander with Transient Housing will establish a Transient Billeting Fund within the Non-Appropriated Fund Instrumentality (NAFI) to maintain mission readiness and improve productivity. Each NAFI provides services comparable to three star quality hotel accommodations, but in transient Government housing, for personnel traveling on official business for the U.S. Government, and who are required to reside in Government housing to reduce TAD costs. Other personnel may reside in this housing on a space available basis.

b. Standard Fiscal Year. The fiscal year for all DoD NAFIs, except Armed Services Exchanges, begins on 1 October of each year and ends on 30 September of the following year.

c. Designation. Although specific transient housing may not be set aside for the exclusive use of any individual or group, Installation Commanders may designate specific housing as Very Important People (VIP), Distinguished Guest Quarters (DGQ) etc., based on services and amenities provided in the respective housing.

d. Distinguished Guest Quarters. Transient Housing manages housing designated as DGQ, VIP, etc. with a requirement to maintain an occupancy rate of at least 75% per year. If occupancy of 75% is not maintained, the DGQ, VIP, etc. will be returned to original facility designation.

(1) DGQs for senior military and civilian officials are established to provide a place to reside and efficiently conduct official Government business while on TAD.

(2) Installation Commanders must review annual budgets and long-range plans for this housing to avoid any misconception of "gold plating."

## 8. Responsibilities for the Billeting Fund

a. Headquarters, U.S. Marine Corps (LF). Headquarters

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Marine Corps' role regarding non-appropriated Billeting Funds is to establish policies, provide management oversight, and act as the program manager. This Order is the basic guideline regarding policy and transient housing management issues.

(1) The Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) will provide audit services associated with all billeting funds.

(2) Headquarters, U.S. Marine Corps, Facilities and Services (HQMC (LF)) does not approve installation Billeting Fund budgets. Marine Corps Installations Command, Facilities (MCICOM (GF)), however, will be provided information on yearly Billeting Fund budgets and transient billeting activities to ensure compliance of the Marine Corps transient housing mission.

(3) MCNAFAS will ensure that the Billeting Fund complies with the Generally Accepted Accounting Principles (GAAP), Government Accountability Office (GAO) Standards on Internal Controls and the Marine Corps Internal Management Control Program (MCMIC) by advising commands with Billeting Funds on appropriate procedures.

b. Installation Commander. Installation Commanders have the responsibility to ensure transient housing is available for official TAD personnel, and ensuring the official Government traveler can obtain transient housing on the installation in order to conduct official business. Billeting Fund administration and supervision is a command function; consequently, Installation Commanders have the same responsibility for the proper administration of non-appropriated funds as for any other functional element of the command.

c. Bachelor/Transient Housing Director's Responsibilities. This is normally under the cognizance of the installation's G-4/S-4 Department and will also be responsible for the Bachelor Housing Program aboard the installation.

d. Transient Housing Managers' Responsibilities. Supervise all aspects of the transient housing mission to include the Billeting Fund.

e. Billeting Fund Custodian's Responsibilities. The

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Billeting Fund custodian is a direct representative of the Installation Commander exercising executive control over the Billeting Fund.

#### 9. Transient Housing Mission Funding

a. Appropriated Fund (APF) Support. There is a distinction between the Installation Commander's responsibility to support the Transient housing operations and the Billeting Fund. The Installation Commander is tasked with providing housing for military personnel assigned to the installation as part of the Bachelor Housing requirements. The Billeting Fund is utilized in support of official TAD personnel conducting Government business and is not related to the housing of permanent personnel, bachelors or families. Transient housing is considered a supplemental mission NAFFI aligned with Category A (Mission Sustaining Programs) and is entitled to appropriated fund support as designated in DoD Instruction 1015.12 (Reference (ax)) and 1015.15 (Reference (ay)).

b. Non-Appropriated Fund Support. Non-Appropriated Fund (NAF) may be used in place of appropriated fund support when appropriated funds are not available. The installation comptroller shall not withhold appropriated fund support due to the presence of non-appropriated funds.

c. Budget Development. The installation's Transient Housing APF needs shall be represented in the installation's annual appropriated fund budget request. The Bachelor Housing Director should coordinate with the installation comptroller in developing the transient housing portion of the budget. Appropriated fund support of transient housing programs requires participation during the Program Objective Memorandum (POM) cycle. Transient housing should be promoted as a mission of the Installation Commander contributing to the Future Year Defense Program (FYDP) objectives. Bachelor Housing directors must ensure that transient housing input is solicited and issues are addressed during the planning, programming, and budgeting cycles. The budget process is decentralized in that the Installation Commander determines the resources budgeted to support transient housing and the relative priority within the installation's budget. It is essential that a working relationship is developed and maintained with the installation comptroller to ensure some degree of visibility and priority is given in the allocation of appropriated

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resources. Billeting Fund budgets are due to headquarters by 1 September of each year.

d. Military Construction. All major modernization, construction, improvement, and repair projects, including furniture procurement/replacement and landscaping should be identified and listed on DD Form 1391. Additionally, the DD Form 1391 should reflect not only the scope of the intended project but list any previous work accomplished within the last 18 months. The scope of such projects should be sufficient to preclude the need for similar work for at least 18 months.

#### 10. Service Charges

a. Charges are authorized for the cost of housekeeping, custodial services, and amenities provided in transient housing facilities that are not authorized to be paid with APF. The charges may be used to defray the cost of items for the exclusive support of the transient housing program, such as installing phones, televisions, TV extended cable services or additional premium channels, decorations, room refurbishment, enhanced furnishings and other room amenities comparable to three-star commercial hotel accommodations. Category A service charges shall be deposited in a Billeting Fund account and not combined with Category B or Category C lodging operations accounts.

b. Request for Service Charge Increase. Annual service charge increases of up to 3% (round up to nearest dollar) may be approved at installation level. Additional increases must be routed through Marine Corps Installations (MCIs) and MCICOM (GF) for approval.

c. Management of Funds. Funds generated from Category A transient housing operations shall be managed and accounted for separately from other NAFIs. Transfers of funds to other non-lodging NAFIs is not authorized except to repay loans. The use of NAFs for transient housing will be distributed equitably to the types of rooms generating the funds, i.e. if the average room generates the majority of funds, these funds should not be used to continuously upgrade or renovate VIP or DGQ rooms, refer to Reference (ay).

d. Loans. NAFs shall be borrowed only from the



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Billeting Fund to perform capital improvements authorized non-appropriated funding in accordance with the Table of Authorization.

e. Cash Accumulation. Cash balances shall be limited to the minimum, three months of total operating costs, required to satisfy needs. The use of commercial banking institutions or concentrated banking activities for safeguarding cash assets is required. As a Category A transient housing facility, service charge accumulation shall not exceed ten (10) percent of the annual average budgeted cost of providing the services and amenities described for oversight, service charges, housekeeping and custodial service charges for permanent party personnel transient housing service charges shall be reduced to remedy an excess of non-appropriated funds. The annual average budgeted cost shall include all NAF planned room refurbishment, amenity upgrades to be accomplished in accordance with the long-term plan to improve the lodging operation and yearly operational costs increases. This plan shall also include APF-funded facility and equipment repair and maintenance, minor or major construction, and renovation of transient housing facilities to show the total financial resources required to improve transient housing operations.

(1) For Service and Intermediate Headquarters, total cash accumulation shall not exceed 10% of the annual budgeted costs for transient housing support, plus appropriate reserves for potential liabilities, and capital investments specifically planned and approved.

(2) Cash account balances shall be in the form of U.S. currency, U.S. dollar instruments, or military payment certificates (MPSCs) under the authority of DoD Instruction 7360.5 (Reference (az)), except when foreign currency is required.

f. Foreign Currency. Speculation in foreign currencies is prohibited. However, there may be valid reasons to acquire and use foreign currencies. Policies and procedures can be found in DoD Directive 7360.11 (Reference (ba)) and DoD Instruction 7360.9 (Reference (bb)), respectively.

(1) Foreign currencies to meet payrolls and related costs shall be obtained as needed. Holdings to pay the cost of routine operating expenses normally shall not exceed the level required for a 30-day period.

(2) Factors to consider in making decisions regarding foreign currency include the probability of fluctuations, revaluations, and the comparative rate of return on foreign currency holdings as opposed to dollar instruments. U.S. military banking facilities or other financial institutions designed by the Treasury Department are to be used to hold currencies when authorized under host country law. In the absence of such institutions, funds shall be held in foreign banks, as designated by the Treasury Department.

g. Profits. The Billeting Fund is not in the business to generate high profits but should maintain acceptable cash reserves in order to accomplish its mission. Sufficient revenue should be generated by the Billeting Fund to provide for direct operating expenses, administrative/overhead expenses, training of NAFI employees, and acquisition/replacement of capital assets either not authorized by or unavailable from appropriated funds. Sufficient reserves may be generated in a five-year financial program for major capital expenditures not authorized by or available from appropriated funds and funds for three months operating expenses, if revenues are stopped for some unforeseen reason such as rapid mobilization for war. A long-term plan on how these funds will be utilized must be developed by each Billeting Fund.

h. Setting Room Rates. Rates are to be commensurate with the services provided. Charges will not be based on military rank or an individual's ability to pay. Transient housing costs to the traveler should be based on the total service provided and style/type accommodation which the traveler is residing in. Immediate family members and family members of Marines who are casualties or in the hospital may reside in transient housing provided there is space available. See paragraph 10b above for Service Rate Increases.

i. Full/Limited Services Provided

(1) Transients and Reservists. All transient residents who are provided a service will be assessed a service charge.

(2) Permanent Party. Permanent party residents may choose full service or limited service payable upon request, if such an option is available aboard the

installation.

11. Payment Policy. Installation Commanders shall establish policies for the payment of service charges, and the collection of delinquent accounts. Refer to Reference (p) for further guidance.

12. Accounting Services

a. Responsibility. The accounting procedures for Billeting Funds require that the accounting records generated in this process provide a complete and accurate history of all transactions. Non-appropriated accounting systems must comply with GAAP, except when specifically authorized.

b. Obtaining Accounting Services. Billeting Fund accounting services are to be obtained by the installation from a source that provides the best support to the Billeting Fund.

13. Investment Policy. Non-appropriated funds may be invested only as provided for in MCO 7000.19 (Reference (bc)), Marine Corps Non-Appropriated Fund (NAF) Investment Policy.

a. General. Funds shall not be accumulated merely for investment (i.e., interest income) purposes. Management will ensure sufficient liquidity of investments while securing a competitive rate of return when adequate investments are established to fund replacement of tangible fixed assets, employee severance pay, pension plans, construction and alteration of facilities, mobilization contingencies, and new operational programs that may be introduced.

b. Purpose. Installation Commanders will establish procedures to identify and classify the purpose for which funds are invested. Programs should be based upon the premise of a "going concern;" that is, capital expenditures financing should take into consideration future cash inflows and outflows in determining the amount of funds required to be available.

14. Financial Management of Transient Housing. The administration of transient (TAD) housing is a command function designated as a Category A Mission Sustaining Program that is entitled to the highest degree of APF

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support.

a. Billeting Fund Establishment. Installation Commanders will establish and administer a NAFI billeting Fund for receiving and disbursing monies collected through approved service charges where there is a determined/ documented need. Requests for exception to this policy require approval by MCICOM (GF). This should be customer-driven as determined by periodic market analysis for the benefit of authorized patrons.

b. Comptroller's Role in Billeting Fund. Reference (p) prohibits the appointment of any individual, as a manager or custodian of non-appropriated funds, who is responsible for either the receipt or disbursement of appropriated funds. Accordingly, staff cognizance over and responsibility for administration of the Billeting Fund shall not rest with the local appropriated fund fiscal officer/comptroller.

15. Billeting Fund Administration. Billeting Funds shall be administered and accounted for in accordance with Reference (p), DoD 7000.12 (Reference (bd)) and Reference (ay).

a. Separate Financial Entity. The Billeting Fund will be administered as a separate financial entity to serve as a depository for money collected from appropriate service charges.

b. Authorized Sub Accounts. Sub accounts measure revenue derived from and expenses incurred by elements of an operation and the financial impact of each on the overall performance of the fund. Separate financial statements are not required for each sub account. Authorized sub accounts are, but are not limited to:

- (1) Distinguished Guest Quarters
- (2) Transient/Bachelor Officer Quarters
- (3) Transient/Bachelor Enlisted Quarters

c. Financial Goal. The financial goal of the Billeting Fund is overall self-sufficiency and not profit generation. Sufficient revenue should be generated by the Billeting Fund to provide for direct operating expenses, administrative overhead expenses, training of NAFI employees, and

acquisition/replacement of capital assets either not authorized or not available from appropriated funds. Sufficient reserves may be generated in a five-year financial program for major capital expenditures not authorized by or available from appropriated funds.

d. Financial Standard. Category A lodging activity financial results in the aggregate must be at least break-even on an annual basis including common support pro-rated functions. The Billeting Fund must maintain an acid test ratio of at least 1:1 as promulgated in Reference (p) Volume 13, Chap 7.

e. Break-Even. Financial result is defined as a zero or break even excluding depreciation.

f. Misappropriation, Larceny, and Fraud. In all cases involving suspected misappropriation, larceny, fraud, or robbery, the Installation Commander shall request an investigation in accordance with applicable guidance.

g. Private Support. Transient housing programs are not authorized to provide NAF financial assistance to private organization or individuals, unless reimbursed or as authorized by other regulations or statute. Individuals, units, organizations, or installations shall not have proprietary interest in NAFs and NAFI assets. NAFs shall be used for the collective benefits of the transient patrons.

h. NAF Procurement. In no instance will the Billeting Fund custodian perform procurement. The Transient Housing Manager or designated person specifically authorized in writing to be the purchasing/contracting officer will be responsible for all purchasing. The Transient Housing Manager must approve the purchase of equipment and furnishings and/or services, which will be recorded as fixed assets. The designated person should not be authorized to receive such merchandise, operating supplies, equipment or furnishings. The Commanding Officer will establish a monetary limit the purchasing/ contracting person can expend at one time for a specific purpose without prior and specific written approval. Activities shall not make purchases on the installment plan. Lease/purchase agreements, conditional sales contracts, and time contracts are not permitted unless authorized by the program manager.

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All procurements are to be in accordance with Reference (p).

i. Audit. The Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) in accordance with MCO 7510.2E (Reference (be)) will audit Billeting Funds.

16. Budgeting Reporting Requirements. Budgets and financial statements are to be prepared in accordance with Reference (p), Volume 13, Chapter 7 and reference (bd).

a. Billeting Fund Budget. The completed budget should be on file 1 September at the local installation level and provided to MCICOM (GF) and Marine Corps Installations Commanders no later than 15 October of each year.

b. End of Year Financial Statement. Annual Billeting Fund financial statements will be completed and copies forwarded to the local NAFI auditor and maintained on file for four years by 1 November. Additionally, an official copy is to be provided to MCICOM (GF) with a copy to Marine Corps Installations Commanders (MCIEAST/MCIWEST/MCIPAC/MCINCR Area of Responsibility (G-4)) not later than 10 November of each year for consolidation and submittal to the Office of the Secretary of Defense. The financial exhibits are contained in Reference (bd); and the lodging reports are prescribed per the Under Secretary of Defense (Personnel and Readiness) memorandum of November 17, 2003 (Reference (bf)). The financial statements will include:

- (1) Schedule A to the Income and Expense Statement, Appropriated and Non-Appropriated Fund Expense Summary
- (2) Statement of Income and Expense
- (3) Reconciliation of Net Worth
- (4) Balance Sheet
- (5) Funds Available/Projected Usage Report
- (6) Statement of Cash Flows
- (7) Personnel Strength Report
- (8) NAFI Employee's Compensation and Benefit Program Report

(9) Lodging Program Report

(10) Lodging Standards Status Report

(11) Narrative Comparison from prior Fiscal Year to the current

c. International Balance of Payments (IBOP) Program.

The reporting requirement extends to all responsible officers having cognizance over activities overseas (outside the U.S.) that is responsible for the establishment and operation of non-appropriated Billeting Fund activities. The report will include only payments and receipts affecting non-appropriated funds. All data reported will be stated in dollars or dollar equivalents for payments made in foreign currencies. The amounts reported will cover the reported quarter only and will be noncumulative. The Non-Appropriated Funds International Balance of Payment Transaction Report at MCO 7020.8D (Reference (bg)) will be completed quarterly, Marine Corps Installations Pacific (MCIPAC(G-4)) will consolidate and submit a report for the Japan bases to MCICOM (GF) in accordance with MCO 7010.16 (Reference (bh)) and MCO 7020.8C (Reference (bi)). The report is due no later than the 20th of the month following each fiscal quarter.

d. Long Range Management Plan (LRMP)

(1) Transient housing directors in coordination with the installations' Facilities and Public Works departments will submit a LRMP that includes projected facilities, sustainment, restoration and modernization (FSRM) project and furnishings requirements.

(2) Requirements will reflect building number(s), project number, timeline for completion, and impact on personnel residing in the building (FSRM and furnishings requirements) at a minimum.

(3) Reporting frequency: Annual. LRMPs will be coordinated and submitted to HQMC (LFF) annually. This plan is designed to assist Bachelor Housing Directors and Transient Housing Managers in developing annual requirements and for utilization in day-to-day operations.

17. Fair Market Rental Authority. Title 5 U.S.C., Section 5911 (Reference (bj)), states that rental rates for Government housing be established for facilities occupied on a rental basis by an employee or member of a uniformed service and charges be made available in connection with the occupancy of the subject housing, shall be based on the reasonable value of the housing and facilities to the employee or member concerned, and in the circumstances under which the housing and facilities are provided, occupied, or made available. The amount of rates and charges shall be paid by, or deducted from the pay of the employee or service member, or otherwise charged against them in accordance with stated law. The amounts of payroll deductions for the rates and charges shall remain in the applicable appropriation or fund. When payment of the rates and charges is made by other than payroll deductions, the amounts of payment shall be credited to the Government as provided by law.

18. Transient Housing Innkeeper of the Year Award

a. Purpose

(1) The annual Innkeeper of the Year Award is presented to an installation which demonstrates excellence within the transient housing operations and management while supporting the official TAD traveler. The facilities are vital to mission accomplishment and directly support the readiness mission by providing mid-level commercial hotel standards.

(2) The quality of services provided determines the overall impression of the installation and its dedication to the official traveler. Efficient operations have tremendous effects on both the traveler and the facility, even in areas where the guest has no direct contact.

b. Eligibility

(1) All Marine Corps installations with transient housing operations will participate in the award program.

(2) A consolidated nomination will be submitted for those installations with more than one officer and one enlisted location (i.e. those with sub-camps, more than one front desk operations area).



(3) DGQ/VIP housing will not be included in the submission of this award. The emphasis of the award is focused on transient housing operations and supporting the official TAD traveler.

(4) As a minimum, DoD transient housing standards will be used as a guide in determining overall eligibility.

## Chapter 12

### Wounded, Ill and Injured (WII) Housing Management

1. Purpose. To provide Marine Corps policy on the management, utilization, maintenance, and operation of WII housing facilities.

2. Background Information

a. Reference (bk), PL 110-28, "The U.S. Troops Readiness, Veterans' Care, Katrina Recovery and Iraq Accountability Appropriations Act, 2007," May 25, 2007, was enacted requiring the Department of Defense (DoD) to:

(1) Conduct, at a minimum, annual inspections of military medical treatment facilities and facilities housing Medical Hold and Holdover personnel (also known as WII).

(2) Develop uniform standards for the maintenance and operation of facilities housing Medical Hold and Holdover personnel. In the event that deficiencies are identified, a detailed plan will be submitted to the Installation Commander. Identified deficiencies will be re-inspected within 180 days until each deficiency is corrected.

(3) Submit a complete copy of the report on each annual inspection conducted to the applicable military medical command and to the Congressional defense committees.

b. On 18 September 2007, the Deputy Secretary of Defense promulgated new standards for facilities housing WII who are receiving outpatient medical care. These standards focus in the areas of assignment, baseline accommodations, and special medical requirements, and are in addition to the existing high level of maintenance and operation standards expected of all Marine Corps housing facilities.

c. On 28 January 2008, PL 110-181, "National Defense Authorization Act for Fiscal Year 2008," January 28, 2008 (Reference (bl)), was enacted requiring the DoD to:

(1) Submit an annual report to Congress on the adequacy, suitability, and quality of each WII housing facility to include any investigations conducted and plans of action to correct any identified deficiencies.

(2) Have Regional Medical Commands conduct semi-annual inspections of all WII housing facilities for the first two years and annually thereafter.

(3) Have Regional Medical Commands submit a report on each facility inspected to the Secretary of the Military Department concerned, the Assistant Secretary of Defense for Health Affairs, and the Congressional defense committees. In addition, Regional Medical Commands will post final inspection reports on their respective Internet website.

3. Definitions. In order to provide consistency and clarity to specific terms referenced in the Marine Corps WII Housing Management Policy, the following definitions are provided:

a. Inpatient: A Marine or Sailor who is admitted to a hospital or clinic for treatment that requires at least one overnight stay.

b. Outpatient: A Marine or Sailor who is not in an inpatient status (e.g. not hospitalized), but still requires some level of medical care or rehabilitation at a medical treatment facility.

c. Outpatient Status: The status of a WII assigned to 1) a military medical treatment facility as an outpatient; or 2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care, to include mental health care, as outpatients [see Reference (bm)].

d. Medical Hold: Marines and Sailors on Active Duty who incur a medical condition or injury that precludes them from doing normal duties associated with their Military Occupational Specialty, duty assignment, and grade, rank, or rating.

e. Medical Holdover: Reserve Marines and Sailors called to Active Duty who require medical evaluation, treatment, and final disposition including definitive health care for medical conditions identified, incurred, or aggravated while in an Active Duty status. Included are active duty members whose injuries result in their retention on active duty beyond their enlistment or end of obligated service date.

f. Wounded Warrior Regiment: Headquartered in Quantico, VA, the Wounded Warrior Regiment (WWR) was established in April

2007, with its primary mission to provide and enable assistance to wounded, ill, and injured Marines, Sailors and their family members, attached to or in support of Marine units, in order to assist them as they return to duty or transition to civilian life.

g. Wounded Warrior Battalion East: Headquartered in Camp Lejeune, NC, the Wounded Warrior Battalion East (WWBn-E) was established in July 2007, with its primary mission to provide and enable assistance to wounded, ill, and injured Marines, Sailors and their family members, located east of the Mississippi River, in order to assist them as they return to duty or transition to civilian life.

h. Wounded Warrior Battalion West: Headquartered in Camp Pendleton, CA, the Wounded Warrior Battalion West (WWBn-W) was established in August 2007, with its primary mission to provide and enable assistance to wounded, ill, and injured Marines, Sailors and their family members, located west of the Mississippi River, in order to assist them as they return to duty or transition to civilian life.

i. Wounded Ill or Injured Marine (WII): Any Marine who is wounded in combat, falls ill or is injured in a combat zone, or falls ill or is injured in a non-combat zone.

j. Serious Injury or Illness: An injury or illness incurred by a member of the Armed Forces in the line of duty and on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating (see Reference (bk)).

k. Serious Physical/Psychological Disability: Any physiological disorder, disability, condition or anatomical loss affecting one or more body systems which has lasted, or with reasonable certainty is expected to last, for a minimum period of 12 continuous months. In addition, which precludes the person from unaided performance of at least one of the following major life activities: breathing, cognition, dressing, eating, grooming, speaking, stair use, toilet use, transferring, and walking (see Reference (bm)).

#### 4. Applicability

b. The DoD Housing Inspection Standards for Medical Hold and Holdover Personnel apply to the following types of housing when occupied by WII:

- (1) DoD-owned family housing (FH).
- (2) Public-Private Venture (PPV) family housing.
- (3) DoD-owned unaccompanied personnel housing (UPH).
- (4) DoD-owned lodging, including both appropriated funds (APF) and non-appropriated funded instrumentality (NAFI).
- (5) Other lease/contracted housing and lodging, to the maximum extent permitted by the associated business agreement.

c. Housing Inspection Standards do not apply to service members' privately-owned homes or rented homes in the community (not privatized) that were obtained on their own; however, reasonable efforts shall be made to ensure all WII, residing on and off base, are living in adequate housing facilities suitable for their special medical requirements and conducive to recovery.

d. Housing Inspection Standards apply to all WII housing facilities. Marine Corps WII assigned to facilities at other DoD installations will be held to the DoD standards for outpatient housing facilities.

## 5. Assignment

a. Unless otherwise dictated by special medical requirements (see paragraph 7 of this chapter), WII shall be assigned/referred to housing that meets or exceeds the applicable baseline accommodations and:

- (1) Is appropriate for their expected duration of treatment.
- (2) Supports a non-medical attendant, if authorized.
- (3) Supports accompaniment by their family members when desired and not incompatible with their treatment.
- (4) The configuration and size is appropriate for their rank/pay- grade.

b. From a housing assignment/referral perspective, an authorized non- medical attendant shall be treated like a

family member, e.g., if no other acceptable accommodations are available, a single WII with an authorized non- medical attendant shall be eligible for temporary assignment to a 2+0 room.

c. WII who are eligible for Government-owned, leased, or PPV family housing shall be included as "Priority 1", defined by Reference (b). This referral priority should also apply to privatized housing provided the referral is consistent with the privatized project's operating agreement.

d. Every effort shall be made to assign WII with special medical requirements to existing facilities that are designed to house personnel receiving outpatient care (e.g. Wounded Warrior BH or Americans with Disabilities Act (ADA) (Reference (bn)) accessible unaccompanied housing or family housing). If appropriate housing is not available on the installation where the WII is receiving care, or at nearby military installations and he/she does not reside in a privately owned or rented home, the WII should be housed off the installation in private sector accommodations. The private sector accommodations must be appropriate for their expected duration of treatment, dependency status (at their treatment location), and pay grade - unless dictated otherwise by special medical requirements.

## 6. Baseline Accommodations

a. Facility Condition. All WII housing must be in good overall condition with no major problems with any of the building systems, i.e., all are working properly and not at risk of imminent failure or malfunction. Building systems include, but are not limited to roof, exterior walls, foundation, doors and windows, interior finishes, plumbing, lighting, electrical, life and fire safety, and heating-ventilating and air- conditioning (HVAC). In addition, there shall be no mold, peeling lead-based paint, unsealed asbestos, inadequate air circulation, or any other environmental/safety/health hazard.

b. Kitchens. Kitchens are an important quality of life feature for WII facing long rehabilitation periods, especially for those with authorized non- medical attendants. At a minimum, kitchens will be provided in common areas of designated WII BH and in all WII family housing units.

c. Laundry Facilities. Laundry facilities shall be

provided as defined by the type of housing (unaccompanied personnel housing, lodging, or family housing), or as applicable based on medical condition. If an assigned/referred housing unit only has laundry equipment hook-ups, a residential quality clothes washer and dryer will be provided as loaned furnishings.

d. Furnishings. Provide handicap accessible loaner furnishings as applicable. The method by which this requirement is fulfilled will be made by the Base Installation Commander.

e. Electronic Equipment. Electronic equipment such as televisions, DVD players, video games, computers, printers shall be provided in common areas of designated WII BH. In room electronic equipment can be authorized at the local activity commander's discretion.

f. Housekeeping and Pest Management. WII Housing facilities will be kept free of pests and litter; trash containers will be emptied on an appropriate cycle.

g. Landscaping, Grounds Maintenance, and Parking. Parking areas, turf, and grounds shall be well maintained, attractive and litter-free. The number of handicap parking spaces will be adequate to support expected occupancy. Snow and ice shall be removed promptly from walkways and parking areas to ensure safety and prevent injuries.

h. Physical Security. WII housing facilities will be provided with appropriate physical security measures, including required lighting levels inside and outside (parking and walkways). Other physical security considerations, such as security cameras and motion sensors, can be implemented by local activity commanders as the situation dictates.

i. Building Maintenance and Housekeeping Requests. An effective preventative maintenance program will be in place for WII housing facilities. Additionally, installations will have a mechanism where Wounded Warriors can request building maintenance and housekeeping services. Critical maintenance service requests will be responded to on a priority basis and resolved within 24 hours when possible.

j. Serious Physical/Psychological Disabilities. WII who have "serious physical/psychological disabilities" and are living or will be living in facilities where Medical

Hold/Holdover Inspection Standards apply, will be given priority for housing assignment, waitlists, and certain services and equipment such as accessible furnishings, electronic equipment, parking spaces, and maintenance response times.

## 7. Special Medical Requirements

a. Many WII will have certain medical conditions that result in various functional limitations. For these members, it is essential that special accommodations and services be provided as an integral part of their medical treatment plan as determined by the primary care physician, patient, and chain of command. Some of these limitations will be permanent, but many others will change during recovery and rehabilitation, which may change or eliminate the need for certain special accommodations or services.

b. Accessibility. For WII who have accessibility requirements, accommodations must comply with the most current standards issued by the Architectural Barriers Act of 1968 (Reference (bo)), as amended. Accessibility also applies to the route and distance (e.g., walkways, ramps, parking) that a WII must travel from their housing accommodations to reach their medical treatment facility, or other support services. For all WII housing facilities, consideration should be given to incorporating "universal design" principles (e.g., lever type door handles, grab bars in bathrooms, wheelchair ramps, push button doors to main entries etc.).

c. Cognition: When required, WII housing facilities will address the range of cognitive limitations that result from conditions such as Traumatic Brain Injury (TBI), Post-Traumatic Stress Disorder (PTSD), and stroke. For example, sometimes complex geometric patterns on rugs, linens, or flooring can cause disorientation in these patients. Flooring and carpet with a subtle texture or pattern often helps with depth perception.

d. Visual and Auditory. Necessary features for visually and auditory impaired WII shall be provided in accordance with DoD standards.

e. Burns. WII recovering from serious burns or nerve/neurological injuries can be very sensitive to hot water and consideration shall be given to installing special devices to regulate the water temperature.



f. Other Physical Limitations. Standard accessibility guidelines generally are adequate for ambulatory impaired WII except in special cases such as when they are in a wheelchair with one or both legs in an extended position or fully ambulatory with their prostheses, but still need accessible accommodations when they are in a wheelchair (such as when they have to use the bathroom at night). For physically impaired Wounded Warriors, bathrooms are a major source of concern. Suggestions for improvement include doors that open to the outside, additional clearance for wheelchairs, and longer hoses on shower nozzles. For WII with loss of or injury to both arms or hands, accommodations shall be provided with either a bidet bowl or an electronically powered "ad-on bidet" that replaces the normal toilet seat to rinse the peritoneal area.

g. Housekeeping. If a WII (without a non-medical attendant) has difficulty with basic housekeeping, it may be necessary to assign him/her to housing where these services are included with the accommodations, such as lodging, or to provide the required services for the housing unit such as by contract.

h. Parking. Handicap parking (located closest to the building's entryway) shall be available at all WII housing facilities to support the total number of residents with mobility impairments. In addition, designated spaces for pick-up and drop-off (located close to the building's entryway) will be provided for personnel transporting Wounded Warriors who do not have or are unable to drive their own privately owned vehicle.

i. Transportation. Transportation will be provided for WII, as needed, by the unit they are assigned to ensure timely access to medical appointments, dining facilities, and other important support facilities such as exchanges and commissaries.

## 8. Inspections

a. Formal inspections of WII housing facilities will be conducted, at a minimum, every two years to ensure compliance with the above standards. For privatized housing and lodging, coordination with the project partner or owner will be made prior to inspections.

b. If a formal inspection identifies a facility as being

in non-compliance with DoD Medical Hold/Holdover Inspection Standards, the Commanding Officer of the installation on which the facility is located shall immediately submit to Commander, Marine Corps Installations Command (COMMCICOM) via their chain-of-command a detailed plan to correct the deficiency and the facility will be re-inspected no less than once every 180 days until the deficiency is corrected.

~~c. The Marine Corps Wounded Ill/Injured Tracking System (MCWIITS) and the Armed Forces Health Longitudinal Technology Application (AHLTA) will be the authoritative sources for up-to-date WII housing locations, by name WII personnel rosters, types of injuries, special medical requirements, case manager contact information, and other data needed to conduct inspections.~~

~~d. Due to the continually changing medical status and housing locations of WII, a "snapshot in time" date will be selected two weeks prior to the actual inspection date. The Wounded Warrior Regiment will submit all information (using the "snapshot in time" date) from MCWIITS/ AHLTA to the inspectors no later than one week prior to the inspection. WII who change locations within the two-week window will not be inspected, but they will be annotated in the final inspection report as having a change in medical status or housing location.~~

c. The Marine Corps utilizes NAVMC 11638, Wounded Warrior Housing Inspection Checklist, for Marine Corps Wounded Warrior housing facilities. For consistency, all WII facilities inspected will be evaluated using this checklist.

#### 9. Headquarters Marine Corps, Installations and Logistics

a. Provide headquarters level oversight, policy development, and implementation for Marine Corps WII housing management. This includes participating in Wounded Warrior Joint Working Groups, ensuring the Marine Corps is in compliance with DoD Directives and Congressional Law, and disseminating guidance to installations housing WII.

b. Advise the Commandant of the Marine Corps (CMC) on issues impacting Marine Corps WII housing facilities and provide updates when requested.

c. Review project documentation and provide priority

funding for all M2/R2 validated Facilities Sustainment, Restoration, and Modernization (FSRM) major repair and minor construction projects.

d. Provide Military Construction (MILCON) planning oversight for future WII new construction projects and submit to Congress all validated construction projects exceeding the \$750K MILCON threshold.

e. Ensure the timely completion of all required inspections for Marine Corps WII housing facilities. ~~This includes selecting the "snapshot in time" date, requesting/receiving MCWIITS/AHLTA data from the WWR, developing the inspection itinerary, notifying inspection participants, and writing, staffing and submitting the final inspection report.~~ In the event that a facility is found to be in non-compliance with the prescribed standards, HQMC will monitor progress until the deficiency is corrected. HQMC can delegate all or a portion of their inspection responsibilities to subordinate Installation Commanders.

#### 10. Marine Forces Command and Marine Forces Pacific

a. Provide oversight and policy implementation for respective regions and installations where WII are housed.

b. Advise Headquarters Marine Corps, Installations and Logistics (HQMC (I&L)) on issues impacting Marine Corps WII housing facilities and provide updates as appropriate.

c. Provide FSRM and MILCON support to regions and installations where WII are housed.

d. Ensure HQMC delegated inspection responsibilities are completed in your Area of Responsibility (AoR).

e. Ensure all WII in your AoR are adequately housed in accordance with prescribed standards.

#### 11. Marine Corps Installations Commands

a. Provide oversight and policy implementation for installations in your region where WII are housed.

b. Advise HQMC (I&L) on issues impacting Marine Corps WII housing facilities and provide updates as appropriate.

- c. Provide FSRM and MILCON support for WII facilities in your region.
- d. When tasked, perform WII housing inspection responsibilities delegated from HQMC (I&L) via the chain of command.
- e. Ensure all WII in your region are adequately housed in accordance with prescribed standards.

12. Installation Commanders

- a. Provide local level oversight and policy implementation for their Installation's Marine Corps WII housing management program.
- b. Immediately advise HQMC (I&L), via their respective chain of command, of issues impacting Marine Corps WII housing facilities and these standards and provide timely updates as appropriate. In the event a facility is found to be in non-compliance with standards, present HQMC (I&L) via chain-of-command (within 14 days) a plan and cost estimate to correct deficiencies.
- c. Provide facilities support for Marine Corps-owned WII housing units.
- d. Install features in WII housing units to meet residents' special medical requirements.
- e. Participate in and coordinate all inspections of WII housing facilities at installations. At a minimum, provide a facilities representative to observe all inspections.
- f. Ensure all WII are adequately housed in accordance with these standards.
- g. Work closely with the Wounded Warrior Regiment and Battalions to identify facility requirements and develop projects to support their requirements.
- h. Conduct internal inspections periodically to ensure WII housing facilities are in compliance with prescribed standards.

13. Bachelor and Family Housing Managers

13. Bachelor and Family Housing Managers

a. Implement and disseminate local procedures governing WII housing management.

b. Advise respective Installation Commanders on issues impacting Marine Corps WII housing facilities.

c. Ensure all WII are assigned to housing facilities that are well maintained, support their special medical requirements, and are in compliance with the prescribed standards.

d. Coordinate with medical case managers, Wounded Warrior Battalion Staff members, and individual WII to ensure housing accommodations adequately support special medical requirements.

e. A Bachelor Housing representative will be present during all formal inspections of bachelor housing.

f. A Family Housing representative will be present during all formal family housing inspections.

g. Family Housing Managers will coordinate with Public Private Venture (PPV) Partners prior to conducting formal inspections of WII PPV housing. PPV Partners are encouraged to participate in these inspections.

h. Conduct internal inspections periodically to ensure WII housing facilities are in compliance with prescribed standards.

14. Wounded Warrior Regiment and Battalions

a. Identify and present WII facilities requirements to the Installation Facilities Staff.

b. Coordinate with medical case managers, facility staff, bachelor and family housing managers, and Wounded Warriors to ensure WII housing accommodations are adequate for the residents' special medical requirements, duration of treatment, family members, and pay-grade.

c. In accordance with Memorandum For Secretaries of the Military Departments, DoD Housing Inspection Standards for Medical Hold and Holdover Personnel (NOTAL) (Reference (bp)), implement periodic and comprehensive follow-up programs, one-

on-one interviews, focus groups, and town-hall meetings to learn how to improve WII housing and related amenities and services. Feedback will be solicited from Wounded Warriors, their families and friends, care-givers, chain of command, and housing owners/operators. Summaries of the feedback with resulting changes will be provided on a periodic basis to HQMC (I&L).

d. In accordance with Reference (bp), develop and administer periodic surveys (at a minimum annually) to WII living in outpatient housing facilities. Surveys should be designed to evaluate the individual resident's satisfaction of the facility's condition, services provided, and ability to meet any special medical requirements. Survey results will be submitted to HQMC (I&L) via respective chain-of-command.

e. Provide a representative during all WII housing facility inspections.

~~f. Provide required data from MCWIITS/AHLTA to the inspectors no later than one week prior to scheduled inspections.~~

f. Ensure WII are housed in adequate facilities in accordance with these standards.

#### 15. WII Residents

a. WII are highly encouraged to participate in surveys, one-on-one interviews, focus groups, and town-hall meetings to provide information on how to improve WII housing and related amenities and services. All information given will be voluntary and in a non-attribution manner and collected and managed per references (br) and (bs), in order to protect individuals from reprisal.

b. Promptly inform the Wounded Warrior Battalion Staff if housing accommodations do not meet your special medical requirements or are perceived to be in non-compliance with prescribed standards.

#### 16. Medical Case Managers

a. Provide the Bachelor and Family Housing Managers, Wounded Warrior Battalion Staff, WII, and Installation Facilities Staff detailed information regarding each WII

special medical requirements. Ensure special medical requirements are identified prior to the assignment to outpatient housing facilities and in enough time to allow for building modifications, if required.

b. Prior to assigning a WII to an outpatient housing facility, conduct an inspection of the building to ensure it adequately supports the WII's special medical requirements.

17. Installation Directors, Marine Corps Community Services (MCCS)

a. Implement local procedures governing WII housing management when dealing with Transient Lodging Facilities (TLF) that house WII.

b. Advise respective Installation Commanders on issues impacting Temporary Living Facilities (TLF) housing WII.

c. Ensure all TLFs used to house WII are well maintained, support their special medical requirements, and are in compliance with these standards.

d. Conduct internal inspections periodically to ensure TLFs housing WII are in compliance with these standards.

e. A Marine Corps Community Services representative will be present during all formal inspections of TLFs housing WII.

~~18. HQMC Health Services~~

~~a. In accordance with Reference (bn) Section 1662, coordinate all required annual and semi-annual Regional Medical Command Inspector General inspections and ensure reports are promptly posted on the respective websites.~~

~~b. Advise HQMC (I&L) on WII related issues and developments that may have an impact on Marine Corps WII housing facilities.~~

APPENDIX A

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

|           |                                       |
|-----------|---------------------------------------|
| AAA       | Animal Assisted Activity              |
| AAT       | Animal Assisted Therapy               |
| ACF       | Area Cost Factor                      |
| ADA       | Americans with Disabilities Act       |
| AOR       | Area of Responsibility                |
| APF       | Appropriated Fund                     |
| ASN       | Assistant Secretary of the Navy       |
| BAH       | Basic Allowance for Housing           |
| BEQ       | Bachelor Enlisted Quarters            |
| BOQ       | Bachelor Officer Quarters             |
| BOR       | Bachelor Occupancy Report             |
| BP        | Budget Project                        |
| BQ        | Bachelor Quarters                     |
| BY        | Budget Year                           |
| CE        | Collateral Equipment                  |
| CHRS      | Central Housing Referral Services     |
| CMC       | Commandant of the Marine Corps        |
| CGO       | Company Grade Officer                 |
| CONUS     | Continental United States             |
| CPI       | Consumer Price Index Current          |
| CPV       | Plant Value                           |
| CWE       | Current Working Estimate              |
| CWO       | Chief Warrant Officer                 |
| DASD      | Deputy Assistant Secretary of Defense |
| DFAS      | Defense Finance and Accounting System |
| DGQ       | Distinguished Guest Quarters          |
| DIA       | Defense Intelligence Agency           |
| DLA       | Defense Logistics Agency              |
| DoD       | Department of Defense                 |
| DON       | Department of the Navy                |
| DSN       | Defense Switched Network              |
| DUINS     | Duty Under Instruction                |
| DUSD      | Deputy Under Secretary of Defense     |
| DUSD(I&E) | Deputy Under Secretary of Defense for |

Installations and Environment

|       |                                      |
|-------|--------------------------------------|
| EEO   | Equal Employment Office              |
| EFD   | Engineering Field Division           |
| EFQ   | Enlisted Family Quarters             |
| EFM   | Exceptional Family Member            |
| EFMP  | Exceptional Family Member Program    |
| EISA  | Energy Independence and Security Act |
| eMH   | enterprise Military Housing          |
| EPA   | Environmental Protection Agency      |
| ERR   | Eastern Recruiting Region            |
| FACSO | Facilities System Officer            |
| FDR   | Fiscal Director of Audit Reviews     |
| FF&E  | Furnishings Fixtures and Equipment   |



FH Family Housing  
FHA Federal Housing Administration  
FHIF Family Housing Improvement Fund  
FHMA Family Housing Management Account  
FMR Financial Management Regulation  
FMT Foreign Military Training  
FOQ Flag Officer Quarters  
FPQ Facilities Planning Document  
FSR Facilities Support Requirement  
FSRSM Facilities, Sustainment, Restoration and Modernization  
FSS Federal Supply Schedule  
FTE Full Time Equivalent  
FTS Full Time Support  
FY Fiscal Year  
FYDP Future Years Defense Plan

GAO General Accounting Office  
GB Geographic Bachelor  
GOQ General Officers Quarters

HQMC Headquarters Marine Corps  
HRMA Housing requirements and market analysis  
HUD Department of Housing and Urban Development

IUS Inventory Utilization System

JEM Junior Enlisted Marine  
JTR Joint Travel Regulation

LEED Leadership in Energy and Environmental Design  
LID Low Impact Design  
LRMP Long Range Maintenance Plan

MAHC Maximum Allowable Housing Costs  
MCICOM Marine Corps Installations Command  
MCINCR Marine Corps Installations National Capital Region  
MCIEAST Marine Corps Installations East  
MCIWEST Marine Corps Installations West  
MCIPAC Marine Corps Installations Pacific  
MCAS Marine Corps Air Station  
MCCS Marine Corps Community Services  
MCO Marine Corps Order  
MCRD Marine Corps Recruit Depot  
MFH Military Family Housing  
MHO Military Housing Office  
MHPI Military Housing Privatization Initiative  
MILCON Military Construction

N&MC Navy and Marine Corps

NAF Non-Appropriated Fund  
NAFI Non-Appropriated Fund Instrumentality  
NAVCOMPT Navy Comptroller  
NAVFAC Naval Facilities Engineering Command  
NCO Non-Commissioned Officer  
NEPA National Environmental Policy Act  
NSF Net Square Foot

|        |                                     |
|--------|-------------------------------------|
| OFQ    | Officer Family Quarters             |
| O&M    | Operations and Maintenance          |
| OOP    | Out of Pocket                       |
| OSD    | Office of the Secretary of Defense  |
|        |                                     |
| PCR    | Pollution Control Report            |
| PCS    | Permanent Change of Station         |
| PPV    | Public Private Venture              |
| POM    | Program Objectives Memorandum       |
| PSE    | Personnel Support Equipment         |
|        |                                     |
| QSM    | Qualifying Service Member           |
|        |                                     |
| RFP    | Request for Proposal                |
| RPP    | Rental Partnership Program          |
| RSM    | Recovering Service Member           |
|        |                                     |
| SECNAV | Secretary of the Navy               |
| SECDEF | Secretary of Defense                |
| SEM    | Senior Enlisted Marine              |
| SF     | Square Feet                         |
| SIOH   | Supervision Inspection and Overhead |
| SOP    | Standard Operating Procedures       |
| SOW    | Statement of Work                   |
| SRB    | Service Record Book                 |
| SRMP   | Short Range Maintenance Plan        |
|        |                                     |
| TAD    | Temporary Additional Duty           |
| TLF    | Transient Lodging Facility          |
| TO     | Table of Organization               |
|        |                                     |
| U.S.C. | United States Code                  |
| UFC    | Uniformed Facilities Criteria       |
| UHM    | Unaccompanied Housing Module        |
| UPH    | Unaccompanied Personnel Housing     |
| USGBC  | U.S. Green Building Council         |
| USMC   | United States Marine Corps          |
|        |                                     |
| VA     | Veterans Affairs                    |
| VCO    | Veterinary Corps Officer            |
| VTF    | Veterinary Treatment Facility       |
|        |                                     |
| WBR    | Whole Building Renovation           |
| WHR    | Whole House Revitalization          |
| WRC    | Whole Room Concept                  |
| WRR    | Western Recruiting Region           |

PART II

DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Guide.

1. Abuse. Deliberate unauthorized use of Government property or willful misconduct.
2. Accredited Service Dog Organization. A non-government organization that raises, trains, certifies and provides service dogs to qualified service members, and that is accredited by Assistance Dogs International (ADI), or the International Guide Dog Federation (IGDF), or any other service dog accrediting organization recognized by the U.S. Department of Veterans Affairs.
3. Adequate Family Housing. Public quarters for which full housing allowances are withheld when assigned.
4. Animal Assisted Activity. An activity that provides animal interaction to enhance quality of life, not tailored to a particular person or medical condition.
5. Animal Assisted Therapy. A goal-directed intervention where an animal is an integral part of the treatment process to improve physical, social, emotional, and cognitive function. The intervention goals are designed, documented, and tracked by a human health care professional for each patient.
6. Appraisal. Involves direct comparison of Government-furnished rental housing with individual private rental housing units.
7. Bachelor Housing. BH provided for the use of eligible personnel.
8. Community Housing. Private housing in the vicinity of the installation.
9. CONUS. The 48 contiguous states and the District of Columbia.
10. Conversion. Permanent change in use of Government

facilities that will change category code on real property inventory or to combine Government quarters.

11. Dependent/Family Member. The sponsor's:

a. Spouse.

b. Unmarried child who is the sponsor's by birth, legal adoption, or marriage (e.g., stepchild) who is under 21 years of age and is dependent on the sponsor, incapable of self-support because of a mental or physical incapacity and dependent on the sponsor for over one-half of his or her support, or is under 23 years of age, enrolled in a full-time course of study at an approved institution of higher learning, and dependent on the sponsor.

c. Adult relative by blood, marriage (e.g., parent-in-law or Stepparent), or adoption who is dependent on the sponsor for over one-half of his or her support and eligible for a dependent identification card.

12. Discrimination. An act, policy, or procedure that arbitrarily denies an individual or group equal treatment in housing because of race, color, creed, national origin, gender, or mental or physical disabilities.

13. Diversion. Temporary use of Government facilities for other than designated use. Does not change category code on real property inventory.

14. Department of Defense personnel. Includes both military and Department of Defense (DoD) civilian personnel.

15. Department of Defense-Sponsored Civilian Personnel. Civilians who are not DoD appropriated or non-appropriated fund employees but are key and essential to mission accomplishment and are located at the installation as a result of direct or indirect sponsorship by a DoD Component (e.g., Red Cross personnel, contract technicians, bank managers, and others as determined by the Installation Commander).

16. Domestic Leasing. Leased military family housing in the 50 states, District of Columbia, Puerto Rico, and Guam.

17. Essential Personnel. Military and civilian personnel required by the Installation Commander to reside on the

installation because of military necessity and operational considerations.

18. Excellence. Continual improvement in quality.

19. Family Housing. Public and substandard quarters provided for the families of Marine Corps personnel instead of the payment of housing allowances or on a rental or occupancy basis.

20. Freeze Zone (waiting list). The top ten or top three applicants, whichever is greater, on each waiting list comprise the stabilized portion, or the "freeze zone" of the list.

21. Foreign. All areas outside the United States.

22. Furnishings. Furniture, household equipment, carpet (when not installed as part of the unit), draperies, and miscellaneous items procured under special authority. Includes special allowance household goods such as china, glassware, silver, table linen, cutlery and kitchen utensils (excluding small powered appliances). In foreign areas, includes equipment or appliances normally provided as part of the housing unit in the United States, such as moveable kitchen cabinets, wardrobes, or light fixtures.

23. Geographic Bachelor. A service member with family members, receiving Basic Allowance for Housing (BAH) with dependents, and in receipt of Permanent Change of Station (PCS) orders to a duty station in the contiguous United States (CONUS) or Hawaii, but who has chosen not to be accompanied by the family members at the PCS duty station.

24. Government Quarters. Family and unaccompanied personnel housing units that the DoD owns, leases, obtains by permit, or otherwise acquires.

~~25. Gross Negligence. An extreme departure from the course of action to be expected of a reasonably prudent person, all circumstances being considered, and accompanied by a reckless, deliberate, or wanton disregard for the foreseeable consequences of the act.~~

25. Housing. Family and bachelor housing that the Marine Corps owns, leases, obtains by permit, or otherwise acquires for use by its personnel.

26. Improvement. Alterations, additions, expansions, and extensions including rehabilitation of a housing unit.

27. Inactive Housing. DoD housing units which have been placed in a caretaker status and are not available for occupancy for reasons other than routine maintenance and cleanup.

28. Installation Commander (for the Purpose of Providing Furnishings). The Commanding Officer (grade 06 and above) of an installation having responsibility for that installation. The Commander of a mobile or military unit or installation who does not otherwise have responsibility for land, buildings, and fixed improvements is not an Installation Commander. Commanding Officers of tenant installations within the geographic jurisdiction of a military installation are not considered Installation Commanders for the purpose of the provision of furnishings.

29. Involuntarily Separated Personnel

a. Family Housing. Service member who elected to be unaccompanied by family members because of the lack of acceptable housing at the permanent duty location.

b. Bachelor Housing. Unaccompanied service member with family members (including single person who has custody of family members) who is assigned to a foreign location, or for whom family housing is not programmable regardless of desire to be accompanied.

30. Leased Quarters. Public quarters under control of the DoD obtained by a Government lease agreement.

31. Maintenance. The recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such condition that it may be effectively used for its designated purpose. Includes work undertaken to prevent deterioration or damage to a facility without which the facility would be more costly to restore.

32. Minority. Any person who is or may become subject to discrimination because of race, color, religion, gender, or national origin.

33. National Register of Historic Places. The listing of

districts, sites, buildings, structures, and objects of national, state, or local significance in American history, architecture, archeology, and culture that is maintained by the Secretary of the Interior.

34. Negligence. The failure to act as a reasonably prudent person would have acted under similar circumstances.

35. Other Animals. All domestic or wild animals that are not service dogs or military working dogs, which includes pets, therapy, companion and emotional support animals.

36. Private Housing. Quarters not provided by the DoD Components.

37. Public Entertainment Area. That area in a set of quarters intended to accommodate public rather than private entertainment. Includes the entrance foyer, living room(s), dining room, and the stairways and hallways interconnecting these areas. Enclosed porches, dens, libraries, family rooms, upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other areas of the quarters normally are not considered as part of the public entertainment area. Guest bedrooms in quarters of Special Command Positions may be included if overnight accommodation of official visitors is required.

38. Public Quarters. Adequate housing accommodations provided by the Government.

39. Quarters. All living accommodations.

40. Qualified Service Member. A service member with a serious physical disability who is unlikely to return to duty within a time specified by his or her military Department and may be medically separated from the military.

41. Reasonable Value. Reasonable value for rental quarters is to be measured by the test of equivalence (i.e., what the employee would pay for comparable housing in the open market). Rental rates, including charges for related facilities, when appropriate, shall be based upon prevailing rates for comparable private housing located in the same general area, after taking into account those factors that reduce or increase the value of the housing to the tenant.

42. Registered Sex Offender. Any individual convicted of a criminal offense according to guidelines in The National Guidelines for Sex Offender Registration and Notification July 2, 2008 (Federal Register Vol. 73, No. 128, pages 38030-69) (Reference (bq)) and persons who are required to be registered as sex offenders within the guidance.

43. Related Facilities (for Rental Quarters). Equipment, supplies, and services made available in connection with the occupancy of quarters including, but not limited to, household furniture and equipment, garage space, utilities, subsistence, and trash and laundry services.

44. Rental Quarters. Except as specifically excluded here or by statute, the term rental quarters include all furnished and unfurnished quarters supplied under specific Government authority to Government employees, contractors, contractor employees, and all other persons to whom housing is provided as an incidental service in support of Government programs. It includes, but is not limited to, Government-owned or -controlled single-family dwellings, apartments, bunkhouses, dormitories, trailer pads, cabins, guard stations and lookouts, mobile homes, house trailers, permanent and semi-permanent tents, and housekeeping and non-housekeeping units. It also includes housing facilities designated as substandard family housing quarters.

45. Repair. The restoration of a real property facility to such condition that it may be effectively utilized for its designated purposes, by overhaul, reprocessing or replacement of constituent parts or materials that have deteriorated by action of the elements or wear and tear in use.

46. Rental Partnership Program. The Rental Partnership Program provides qualified military members the opportunity to occupy civilian community rental property without payment of a security deposit in exchange for rent payment by allotment.

47. Restrictive Sanction List. Actions taken by the Installation Commander to preclude military personnel from entering into a rental, lease, or purchase arrangement with, or occupying housing of, an agent who has been found to have discriminated against military personnel or their family members.

48. Sample Method Survey. A method of surveying current housing conditions based on random sampling within personnel



categories.

49. Service Dog. A dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The dog is trained to respond to a verbal command or condition of the individual. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition. Dogs that are "in training" are not service dogs. Dogs whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or promote emotional well-being are not service dogs.

50. Special Command Position. A position designated by the Director of Administration and Management (D&AM) in accordance with Reference (ao).

51. Special Command Position Housing. DoD family housing specifically designated for occupancy by incumbents of a special command position.

52. Substandard Family Housing. DoD-controlled housing, specifically authorized by the Congress, that is not adequate and is occupied subject to a charge against a service member's BAH for the fair market value of the quarters not to exceed 75% of the BAH amount.

53. Supplemental Furnishings. Furnishings provided in the entertainment areas of family housing to supplement personally owned furnishings of occupants who are required to accommodate or entertain visitors frequently as part of their official duties.

54. Unaccompanied Personnel. Personnel who either have no family members or who are geographically separated from all family members.

55. Uniformed Services. Refers to the Army, Navy, Air Force, Marine Corps, Coast Guard, Commissioned Corps of the U.S. Public Health Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

56. United States. The 50 states, the District of Columbia, and U.S. possessions and territories.

57. United States Armed Forces. All components of the Army,

Navy, Air Force, Marine Corps, and Coast Guard.

58. United States Overseas. Alaska, Hawaii, and U.S. possessions and territories.

59. U.S. Possessions and Territories. Outlying areas of the United States, including Puerto Rico, Virgin Islands, Trust Territory of the Pacific Islands, American Samoa, Wake and Midway Islands, and Guam.

60. Voluntarily Separated Person

a. Family Housing. Service member who, for reasons other than availability of housing at the permanent duty location, elected not to be accompanied by family members

b. Bachelor Housing. Service member in CONUS, Hawaii, or Alaska, for whom family housing would otherwise be programmable, who elected for any reason not to be accompanied.

61. Waterfall. The waterfall corresponds to a priority listing of potential residents for a PPV home. There are three categories of referrals; preferred, other preferred and unaffiliated civilians. When occupancy rates at respective bases and stations are low, the PPV partner, in accordance with approved business agreements, may offer homes to families in lower categories thus creating a waterfall effect. The preferred category typically includes all military families who receive BAH with dependent rates including Coast Guard, National Guard and active duty reserve. The other preferred category normally includes active duty unaccompanied military personnel, DoD civilians, DoD contractors and military retirees. The unaffiliated civilian category generally includes families with no association with the DoD.

62. Willful Misconduct. Intentional damage, destruction, or loss of Government property.

63. Worldwide. CONUS, U.S. overseas, and foreign combined.

APPENDIX B

GENERAL OFFICER QUARTERS AND INSTALLATION COMMAND QUARTERS - FURNISHINGS ALLOWANCE

1. Text Reference. See Chapter 8, Paragraph 3.k(1) and Chapter 9, Paragraph 2.a(1).

2. General. Table B-1 is a list of authorized furnishings and equipment allocations for Quarters occupied by Special Command Position incumbents, General and Flag Officers, Brigadier General and Flag selectees, and Colonel Installation Commanders.

Table B-1.-General Officer Quarters and Installation Command Quarters  
Furnishings Allowance

| GENERAL OFFICER QUARTERS AND INSTALLATION COMMAND QUARTERS FURNISHINGS ALLOWANCE |   |   |
|--|---|---|
|  | Title 10 Special Command Position   | General Officers, Brigadier General Selectees, and Colonel Installation   |
| <b>LIVING ROOM</b>   |   |   |
| Sofa   | As required   | As required   |
| Easy Chair or Wingback   | As required   | As required   |
| Desk   | 1   | 1   |
| Ottoman  | As required   | As required   |
| Occasional Table   | As required   | As required   |
| Coffee Table   | 1 per Sofa  | 1 per Sofa  |
| Desk Chair   | 1   | 1   |
| Bookcase   | 1, if not built in  | 1, if not built in  |
| Framed Mirror  | 1   | 1   |
| Table Lamp   | As required   | As required   |
| Window Treatments  | As required   | As required   |
| Floor Lamp   | As required   | As required   |
| Area Rugs  | As required when wall-to-wall carpet is not present                                 | As required when wall-to-wall carpet is not present                       |
| Desk Lamp  | 1   | 1   |
| Fireplace Set  | As required   | As required   |
| <b>DINING ROOM</b>   |   |   |
| Dining Table   | 1   | 1   |
| Dining Chair (Arm)   | 2   | 2   |
| Dining Chair (Side)  | As required, not to exceed seating capacity of table less 2 dining chairs with arms | As required, not to exceed seating capacity of table less 2 dining chairs |
| China Cabinet  | 1, if not built in  | 1, if not built in  |
| Buffet   | As required   | As required   |

| GENERAL OFFICER QUARTERS AND INSTALLATION COMMAND QUARTERS FURNISHINGS ALLOWANCE |   |   |
|--|---|---|
|  | Title 10 Special Command Position                       | General Officers, Brigadier General Selectees, and Colonel Installation |
| Server   | As required   | As required   |
| Serving Cart (Tea)   | 1   | 1   |
| Framed Mirror  | 1   | 1   |
| Table Pad  | 1   | 1   |
| Floor Lamp   | As required   | As required   |
| Area Rugs  | As required when wall-to-wall carpet is not present     | As required when wall- to-wall carpet is not present                    |
| Window Treatments  | As required   | As required   |
| Fireplace Set  | As required   | As required   |
| <b>KITCHEN</b>   |   |   |
| Kitchen Table  | 1   | Not authorized  |
| Kitchen Chair  | 4   | Not authorized  |
| Step Stool   | 1   | Not authorized  |
| Window Treatments  | As required   | Not authorized  |
| Clothing Locker  | 1, if no closet exists                                  | Not authorized  |
| Bar Stool  | 4 for breakfast bar in lieu of kitchen table and chairs | Not authorized  |
| <b>MAIN HALLWAY</b>  |   |   |
| Occasional Table   | As required   | As required   |
| Arm Chair  | 2   | 2   |
| Framed Mirror  | 1   | 1   |
| Table Lamp   | 1 per occasional table                                  | 1 per occasional table  |
| Floor Lamp   | 1   | 1   |
| Window Treatments  | As required   | As required   |
| Area Rugs  | As required when wall-to-wall carpet is not present     | As required when wall- to-wall carpet is not present                    |
| <b>ENTRY WAY</b>   |   |   |
| Easy Chair   | As required   | As required   |
| Desk Chair   | 1   | 1   |
| Library Chair  | 1   | 1   |
| Writing Desk   | 1   | 1   |
| Occasional Table   | As required   | As required   |
| Bookcase   | 1, if not built in                                      | 1, if not built in  |
| Window Treatments  | As required   | As required   |
| Framed Mirror  | As required   | As required   |
| Floor Lamp   | As required   | As required   |
| Table Lamp   | As required   | As required   |
| Artificial Plants  | As required   | As required   |
| Area Rugs  | As required when wall-to-wall carpet is not present     | As required when wall- to-wall carpet is not present                    |

| GENERAL OFFICER QUARTERS AND INSTALLATION COMMAND<br>QUARTERS FURNISHINGS ALLOWANCE |  |  |  |
|---|--|--|--|
|   |  | Title 10<br>Special<br>Command<br>Position                 | General Officers,<br>Brigadier General<br>Selectees, and<br>Colonel Installation |
|   |  | Present  | present  |
| <b>1 GUEST BEDROOM</b>  |  |  |  |
| Mattress  |  | Size and type,<br>as required                              | Not authorized   |
| Box Spring  |  | As required  | Not authorized   |
| Bed Frame   |  | As required  | Not authorized   |
| Headboard   |  | Size and type,<br>as required                              | Not authorized   |
| Window Treatments   |  | As required  | Not authorized   |
| Wardrobe  |  | 1, if not built in<br>or closet does not                   | Not authorized   |
| Night Stand   |  | 1 per twin bed or 2<br>per queen bed                       | Not authorized   |
| Dresser   |  | 1  | Not authorized   |
| Chest of Drawers  |  | 1 in lieu of dresser                                       | Not authorized   |
| Framed Mirror   |  | 1 in lieu of<br>dresser mirror                             | Not authorized   |
| Side Chair  |  | 1  | Not authorized   |
| Table Lamp  |  | 1 per night stand  | Not authorized   |
| Area Rugs   |  | As required when<br>wall- to-wall carpet<br>is not present | Not authorized   |
| <b>MAIN QUARTERS PORCH, PATIO, AND DECK</b>   |  |  |  |
| Chairs/Sofas  |  | Seating for up to 20                                       | Seating for up to 20   |
| 60" (approx) Serving<br>Table   |  | 1  | 1  |
| Patio (end/coffee) Table  |  | Appropriate for<br>20 chairs                               | Appropriate for<br>20 chairs   |
| Side Tables - 4'<br>(approx) High   |  | 2  | 2  |
| Portable Gas or Charcoal<br>Grill   |  | 1  | 1  |
| Outdoor Patio Heaters   |  | Up to 4  | Up to 4  |
| Portable Bar *  |  | Not authorized   | Not authorized   |
| Bug Zappers   |  | Not authorized   | Not authorized   |
| <b>MISCELLANEOUS</b>  |  |  |  |
| Dehumidifiers   |  | Not<br>typically   | Not<br>typically   |
| American Flags  |  | 1  | 1  |
| Other Flags   |  | Not authorized   | Not authorized   |
| Billiards/Pool table  |  | Not authorized   | Not authorized   |
| Hanging Flower Baskets  |  | Not authorized   | Not authorized   |
| Indoor Seasonal Flowers   |  | Not authorized   | Not authorized   |

| GENERAL OFFICER QUARTERS AND INSTALLATION COMMAND QUARTERS FURNISHINGS ALLOWANCE   |                                   |   |
|--|-----------------------------------|---|
|  | Title 10 Special Command Position | General Officers, Brigadier General Selectees, and Colonel Installation |
| Vacuum Cleaner ***   | 1                                 | Not authorized  |
| Wet Dry Vacuum ***   | 1                                 | Not authorized  |
| Carpet Shampooer ***   | 1                                 | Not authorized  |
| Name Signs   | 1                                 | 1   |
| Hot Tubs   | Not authorized                    | Not authorized  |
| * May be borrowed from Marine Corps Community Services for special events.   |                                   |   |
| ** May be requested on an exception basis if climate is humid and dehumidifiers are required to protect historic homes and |                                   |   |
| *** May be borrowed from Self Help.  |                                   |   |

APPENDIX C

SPECIAL COMMAND POSITION - SPECIAL ALLOWANCE ITEMS

1. Text Reference. See Chapter 8, Paragraph 3.k(2) and Chapter 9, Paragraph 2.a(1).

2. General. Table C-1 is a list of special allowance items authorized for General and Flag Officer Quarters occupied by Special Command Position incumbents.

Table C-1.--Special Command Positions Special Allowance Items.

| <b>ITEM</b>               | <b>CRESTED QUANTITY<br/>(CMC ONLY) <sup>1</sup></b> | <b>NON-<br/>CRESTED</b> |
|---------------------------|---|-------------------------|
| <b>CHINA</b>              |   |                         |
| Dinner Service Plate      | 24  | 24                      |
| Dinner Plate              | 24  | 24                      |
| Fish Plate                | 24  | 24                      |
| Salad Plate               | 24  | 24                      |
| Dessert Plate             | 24  | 24                      |
| Cream Soup & Stand        | 24  | 24                      |
| Bread/Butter Plate        | 24  | 24                      |
| Demitasse Cup             | 24  | 24                      |
| Demitasse Saucer          | 24  | 24                      |
| Tea Cup                   | 24  | 24                      |
| Tea Saucer                | 24  | 24                      |
| Coffee Cup                | 24  | 24                      |
| Coffee Cup Liner          | 24  | 24                      |
| <b>CRYSTAL/GLASS</b>      |   |                         |
| Goblet, 11 oz.            | Not available                                       | 24                      |
| Dessert, 8 ¼ oz.          | Not available                                       | 24                      |
| Claret, 7 1/8 oz.         | Not available                                       | 24                      |
| Wine/Champagne, 7 1/8 oz. | Not available                                       | 48                      |
| Water Glass               | Not available                                       | 24                      |
| Ice Tea Glass             | Not available                                       | 24                      |
| <b>SILVER / FLATWARE</b>  |   |                         |
| Teaspoon                  | Not available                                       | 24                      |
| Soup Spoon                | Not available                                       | 24                      |
| Place Fork                | Not available                                       | 24                      |
| Place Knife               | Not available                                       | 48                      |
| Salad Fork                | Not available                                       | 24                      |
| After Dinner Coffee Spoon | Not available                                       | 24                      |
| Butter Spreader           | Not available                                       | 24                      |
| Cocktail Fork             | Not available                                       | 24                      |
| Cold Meat Fork            | Not available                                       | 24                      |
| Gravy Ladle               | Not available                                       | 2                       |

Table C-1.--Special Command Positions Special Allowance Items (continued).

| ITEM   | CRESTED QUANTITY<br>(CMC ONLY) <sup>1</sup> | NON-CRESTED<br>QUANTITY <sup>1,2</sup> |
|--|---|--|
| <b>SILVER / FLATWARE (continued)</b>   |   |  |
| Large Serving Spoon  | Not available                               | 4                                      |
| Sugar Spoon  | Not available                               | 1                                      |
| Pie Server   | Not available                               | 1                                      |
| Butter Serving Knife   | Not available                               | 4                                      |
| Double Drawer Chest  | Not available                               | 2                                      |
| <b>SILVER / HOLLOWWARE</b>   |   |  |
| Tea & Coffee Set, 5 piece  | Not available                               | 1                                      |
| Candelabra, Combination (3-branch pair)  | Not available                               | 1                                      |
| Platter, 18"   | Not available                               | 2                                      |
| Gravy Set, ¾ pt.   | Not available                               | 2                                      |
| Pitcher, 2 qt. Capacity  | Not available                               | 1                                      |
| Bread Tray, 13"  | Not available                               | 2                                      |
| Compote  | Not available                               | 1                                      |
| Casserole, 2 qt.   | Not available                               | 1                                      |
| Round Tray, Chased, 13" & 15"  | Not available                               | 2                                      |
| <p>Notes:</p> <p>1. Quantities on-hand in excess of amounts listed above, at the time the MCO is published, may be retained as replacements for loss/breakage until used up.</p> <p>2. For CMC only crystal/glass, silver/flatware and silver/hollowware quantities are doubled.</p> |   |  |